

LATE-ADD FORM
REQUEST FOR SUBMISSION OF ADDITIONAL MATERIAL AFTER
CLOSING DATE FOR SUBMISSION OF RTP PORTFOLIO

1. **List item to be added, then check either a, b, or c below.** Use a separate form for each item.
(If this is a Scholarly and Creative Activities item, please include title, publisher/journal or other identifier.)

- a. This item is: (check one) a change of status of an existing item/ a replacement of an existing item in my Portfolio under
Teaching, Scholarly & Creative Activities, Service.

Indicate the location of the item currently in the Portfolio.

- b. This item is an addition to my Portfolio file under
Teaching, Scholarly & Creative Activities, Service.

- c. I request that this item be added to my Portfolio for the following reason:

2. **Reason material was not submitted prior to the closing date of the Portfolio.** The purpose of this provision is to allow entry of material which was not available when the file was closed (such as bestowal of awards or notification of publication acceptance) *not* letters of recommendation or letters of support. Please give explicit reason why the evidence was not included before closure of the file:

Signature of Person Submitting Additional Material

Printed Name

Candidate's Program