

Criteria for Letters of Reference

Procedures for Letters of Reference

Compiling List of Referees

A candidate and the Department Chair discuss potential referee names and draw up a list of referees from whom they wish the Dean to request recommendations. In the list, each referee must be identified as originating from either the Chair or the candidate. There are specific types of referees, as described below, and each type has certain requirements. The referee names will be entered into the P&T data entry system by the Department's designated P&T contact.

Number of Referees

- A limit of **20** referees may be proposed; this includes internal, external and independent referees. A minimum of **seven** independent referees must be submitted by **ALL** candidates.
- A minimum of **three** letters from independent referees must be received before the P&T Committee can review a candidate's promotion request. The letters must include at least one independent referee contributed by the Chair and one contributed by the candidate.

Contact Information Required

The referee list must include each referee's complete name, title, institution, email address, fax and telephone number.

Soliciting and Monitoring Letters

Only the Dean may solicit referee letters on behalf of candidates. The Dean's Office follows up with independent referees to prompt their response. The Chair and candidate may not follow up with any referee. The Dean's Office may contact the Chair and candidate, through the Department P&T contact, to submit additional independent referee names if the original list does not produce the minimum number of letters.

Use of Letters

Copies of referee letters are provided by the Dean's Office to the Department P&T Committee for review. The Dean's Office inserts a report, showing the referee list and the outcome of requests, into each candidate's electronic Portfolio submitted to the SOM P&T Committee.

Types and Criteria for Referees

Internal Referees are selected, as needed, to document domains of excellence and the existence of a strong regional reputation for excellence. Internal referees **may not** include current students or trainees (such use would constitute abuse of power).

External Referees are selected, as needed, to document domains of excellence, significance of scholarship, and the existence of a strong regional or national reputation for excellence (award of tenure and promotion to Professor are based on national reputation).
External referees:

- **must be** from outside UVA and its clinical affiliates
- **may be** a former UVA faculty or staff member
- **may be** a former mentor or collaborator of the candidate

Independent Referees are selected, as needed, to document significance of scholarship and the existence of a strong regional or national reputation for excellence (award of tenure and promotion to Professor are based on national reputation). Independent referees:

- **must be** at or above the rank to which the candidate wishes to be promoted
- **must not** now be or ever have been a mentor or collaborator of the candidate
- **must not** now be or ever have been affiliated with UVA or its clinical affiliates
- **must not** be a co-author on a peer-reviewed publication
- **must not** be a co-investigator on a grant