

Criteria for Letters of Reference

Procedures for letters of reference

Compiling list of referees

A candidate and the department Chair discuss the list of 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 candidate or the Chair. There are specific types of referees, as described below, and each type has certain requirements.

The referees' names will be entered into the P&T data entry system by the department's officially designated contact for P&T.

Number of referees

- A limit of **20 referees** may be proposed; this includes internal, external, and external-independent referees. Both the chair and the candidate must contribute names to the list, especially to the list of independent-external referees.
- Each referee name must be designated as originating from either the candidate or the chair.
- **New requirement: There is a minimum number of names of independent-external referees that must be submitted:**
 - a. Candidates for promotion from assistant professor to associate professor with term must submit at least five names.
 - b. Candidates for the award of tenure or promotion to full professor must submit at least seven names.
- **A minimum of three letters from independent-external referees must be received** before the P&T Committee can review a candidate's promotion request.

Contact information required

For all referees: complete name, title, and institution; e-mail address; and phone number.

Soliciting and monitoring letters

Only the Dean may solicit referee letters on behalf of the faculty member.

The Dean's Office will follow up with the Independent–External referees to prompt their response but not the others. The candidate and Chair may not follow up with any referees. The candidate and Chair, through the P&T contact, are responsible for working with the Dean's Office to supply additional names if the original list does not produce the minimum required number letters from independent-external referees.

Use of letters

Copies of referees' letters will be given to the department Chair. Reports on all referees submitted and the outcome of requests will be reported in the candidates Portfolio Binder.

Types and criteria for referees

Internal Referee

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

External Referee

- selected, as needed, to document domains of excellence, significance of scholarship, and the existence of a strong regional or national reputation for excellence (awards of tenure and promotion to professor are based on national reputation)
- **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–External Referee

- 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)
- **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