**Guidelines for obtaining referee letters for**

* **Appointments to Associate Professor or Professor ranks**
* **Promotions**
* **Tenure**

1. The number and type of letters that are required vary with the faculty member’s proposed rank and tenure status (*please see table at the end of the document*).
2. For voluntary faculty appointments and promotions the requirements for referee letters are the same as those for the corresponding full-time faculty rank and tenure status.
3. For new appointments of tenure-track faculty at ranks higher than Assistant Professor, at least 4 letters from external referees cannot come from the candidate’s prior institution. For non-tenured clinical appointments, letters may come from their prior institution, but at least 2 of the letters must be outside of their prior department.
4. It is helpful to identify more than the minimum number of referees. This is particularly true for “arms-length” external referees (*definition below*). It is common for referees to decline or fail to respond to requests for letters due to time constraints or other commitments. Identifying additional names of referees upfront can reduce delays.
5. Rank and tenure status of referees must meet or exceed that of the proposed rank and tenure status of the faculty member.
6. The department chair or their designee contact referees requesting letters and provide  the candidate’s materials and a copy of our APT criteria, but no other aspects of the review process should be discussed. Under no circumstance should the faculty candidate reach out to a referee.
7. When identifying “arms-length” referees, departments look for individuals who are recognized expert in the candidate's field and would be able to provide an impartial evaluation of the candidate’s accomplishments.

The following interactions with the candidate are permissible for an “arms-length” referee:

* Met or interacted with faculty candidate at professional meetings
* Read, seen, or reviewed faculty candidate's scholarship, grants, presentations, or group contributions
* Served together on study sections or committees in a professional organization
* Editorial board appointments as Member, Associate Editor, or Editor-in-Chief
* Editor of a book in which a chapter was published
* Peer reviewer of book manuscript, journal article, grant, or conference submission
* Co-participant or discussant in a conference panel or symposium
* Guest or invited speaker in a seminar, workshop, or Grand Rounds
* Former faculty colleague without direct clinical, teaching, or scholarly collaboration
* Referring patients to or from the faculty candidate for consultation or treatment

Referees, whose interactions with the candidate are described below, may still be requested to provide a letter, but they will **not** be considered as an “arms-length” referee:

* Close personal and/or other current professional relationship
* Current SBU faculty
* Direct or primary supervisor, advisor, or mentor during training
* Thesis or dissertation advisor or committee member
* Co-editor or co-author of a book
* Co-author of a journal article, book chapter, or other scholarly product that was published in the last 5 years\*
* Collaborator on a clinical or educational program, initiative, or product that was produced in the last 5 years\*
* Co-presenter of a conference paper or poster
* Co-PI, Co-I, or other named collaborator on a grant or contract
* Instructor, co-instructor, or student in a course that was taught

\*An exception is made for co-authorship or collaboration was on a very large (e.g., >25 listed contributors) research consortium paper, educational product, consensus guideline, or committee report.

**Referee Letters Required**

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| --- | --- | --- | --- |
|  | **Tenure or tenure-equivalent** | **Non-tenure Research** | **Non-tenure Clinical** |
| Non-SBU, **arms-length** referees chosen by the dept chair or designee | At least 3 | At least 2 | ----- |
| Non-SBU referees | At least 1 additional (at least 4 total) | ----- | ----- |
| Referees, could be from SBU, chosen by the dept chair or designee |  | At least 1 additional (at least 3 total) | At least 3 (at least 2 of which are outside the faculty member’s department) |
| Referees chosen by the candidate | At least 1 | At least 1 | At least 1 |
| **Total number of letters required in the packet** | **At least 6** | **At least 4** | **At least 4** |