List of referees for Appointment, Promotion, and Tenure packages

Faculty member name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Department:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposed rank/tenure status/track: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

People involved in compiling this list (in addition to the faculty member): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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1. Please refer to the instructions on the APT website for definitions of arms-length referees and for requirements for the number of letters required in each category. The arms-length nature of a referee should be confirmed by comparison to the faculty member’s CV. For individuals who are being appointed at ranks higher than Assistant Professor, at least 4 letters from external referees can’t come from the candidate’s prior institution (for tenure-track faculty). 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.

Arms-length referees from external institutions chosen by the department chair or designee:

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| 1 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Name of individual verifying arms-length status: Comment on any exceptions to arms-length criteria:  |
| 2 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Name of individual verifying arms-length status: Comment on any exceptions to arms-length criteria:  |
| 3 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Name of individual verifying arms-length status: Comment on any exceptions to arms-length criteria:  |
| 4 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Name of individual verifying arms-length status: Comment on any exceptions to arms-length criteria:  |
| 5 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Name of individual verifying arms-length status: Comment on any exceptions to arms-length criteria:  |
| 6 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Name of individual verifying arms-length status: Comment on any exceptions to arms-length criteria:  |

Additional referees chosen by the department chair or designee:

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| 1 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] mentor or supervisor, [ ] collaborator, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 2 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] mentor or supervisor, [ ] collaborator, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 3 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] mentor or supervisor, [ ] collaborator, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 4 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] mentor or supervisor, [ ] collaborator, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 5 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] mentor or supervisor, [ ] collaborator, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 6 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] mentor or supervisor, [ ] collaborator, [ ] other (specify) \_\_\_\_\_\_\_\_ |

Referees chosen by the candidate:

|  |  |
| --- | --- |
| 1 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] arms length, [ ] mentor or supervisor, [ ] collaborator, [ ] colleague, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 2 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] arms length, [ ] mentor or supervisor, [ ] collaborator, [ ] colleague, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 3 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] arms length, [ ] mentor or supervisor, [ ] collaborator, [ ] colleague, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 4 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] arms length, [ ] mentor or supervisor, [ ] collaborator, [ ] colleague, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 5 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] arms length, [ ] mentor or supervisor, [ ] collaborator, [ ] colleague, [ ] other (specify) \_\_\_\_\_\_\_\_ |
| 6 | Referee Name and Degree(s):Academic Rank:Other Position Title(s):Institution Name:Department/Division:Email address:Relationship/Role in Candidate’s Career: [ ] arms length, [ ] mentor or supervisor, [ ] collaborator, [ ] colleague, [ ] other (specify) \_\_\_\_\_\_\_\_ |