

Criteria for Letters of Reference

Compiling List of Referees

The candidate and the department chair or division chief 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/chief 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 submitted; this includes internal, external, and independent referees.
- It is **recommended** the referee list be divided as follows:
 - 25% internal 25% external (non-independent) 50% independent
 - Half of the referee list should be suggested by the chair/chief.
- A minimum of **seven** independent referees **must** be submitted by all candidates.
 - A minimum of **three** independent letters 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/chief and one contributed by the candidate.

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
- **may be** colleagues on national committees, study sections, or conference organizations; may also be co-authors on committee or work group reports (assuming this does not conflict with any of the below).
- **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 while the candidate has been employed here
- **must not** be a co-author on a peer-reviewed publication
- **must not** be a co-investigator on a grant
- **must not** have worked with the candidate at a previous institution

Team Science: **Referees** for candidates that participate in interdisciplinary team science should address the candidate's contribution in the overall activities of this program including factors such as originality, creativity, indispensability, and unique abilities. The **candidate** is expected to include in the promotion packet a description of his/her role in the overall activities of the team. **Chair's letter** must include considerable detail outlining collaborations of the interdisciplinary science program.

Contact Information Required

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

Soliciting and Monitoring Letters

Only the Dean's Office may solicit referee letters or follow up on requests on behalf of candidates. The chair/chief and candidate may not follow up with any referee. The Dean's Office may contact the chair/chief 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, School, and Provost P&T committees 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.