

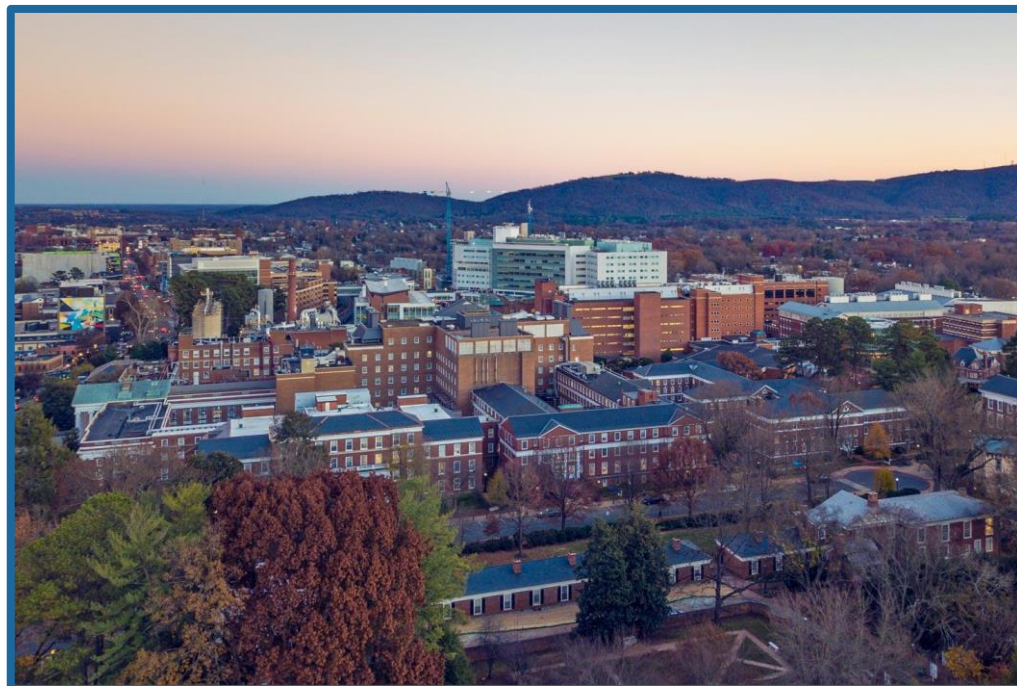


Selecting Referees

For Promotion and Tenure

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Faculty Affairs and Development

P&T Resources

This page provides information and resources for all participants in SOM's promotion and tenure process.

The P&T timeline, checklists for departments and candidates, P&T video modules (coming soon), "Polishing your Portfolio" Zoom registration links and other helpful information are all located here.

We are always striving to improve our services and support your success. If you have any suggestions for additional resources, please contact [Caroline Webster](#), Faculty Affairs Project Associate.



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SELECTING REFEREES

SELECTING REFEREES

- **DISCUSS POTENTIAL REFEREE NAMES WITH YOUR DEPARTMENT CHAIR OR DIVISION CHIEF.**
- **EACH REFEREE MUST BE IDENTIFIED AS ORIGINATING FROM EITHER THE CHAIR/CHIEF OR THE CANDIDATE.**
- **A LIMIT OF 20 REFEREES MAY BE SUBMITTED; THIS INCLUDES INTERNAL, EXTERNAL AND INDEPENDENT REFEREES.**
- **A MINIMUM OF SEVEN EXTERNAL INDEPENDENT REFEREES MUST BE SUBMITTED BY ALL CANDIDATES.**

TYPES & CRITERIA FOR REFEREES

INTERNAL REFEREES are selected to comment on your areas of excellence in clinical care and education, and your regional reputation and impact in those areas. Internal referees may not include current students or trainees (such use would constitute abuse of power).

Internal Referees must be at or above the rank to which the candidate wishes to be promoted

EXTERNAL REFEREES are selected to comment on your areas of excellence in clinical care, education and research, significance of scholarship, and your regional or national reputation and impact in those areas (award of tenure and promotion to professor are based on national reputation). External referees:

- must be at or above the rank to which the candidate wishes to be promoted
- 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 to evaluate your contributions and impact of your areas of excellence, significance of scholarship and your regional or national/international reputation and influence in those areas (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

OTHER IMPORTANT INFORMATION

REFEREES RECEIVE:

- Your CV, personal statement, and the relevant criteria for promotion or tenure

QUESTIONS ASKED OF EACH REFEREE:

- Have you had any prior work or collaborative history with the candidate?
- If you have had a prior work or collaborative history with the candidate, please describe it briefly.
- Do you feel the candidate would be awarded advancement on an equivalent rank/track at your own institution?

YOU WILL NOT KNOW WHO SENDS AND DOES NOT SEND LETTERS.

SEEK OUT ASSISTANCE!

CURRENT P&T COMMITTEE MEMBERS:

<https://faculty.med.virginia.edu/facultyaffairs/advancement/committees/>

OTHER P&T COMMITTEE VETERANS WHO ARE HAPPY TO HELP:

<https://faculty.med.virginia.edu/facultyaffairs/files/2021/04/P-and-T-experts-04.01.2021.pdf>

