

**Candidate’s Referee List**

 School of Medicine Promotion and Tenure

Promotion and tenure candidates can use this form to provide names of referees that their department may contact to request a letter of reference. Submit this form to your department promotion and tenure chair and/or coordinator.

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| **Candidate Name:** | Click here to enter text. |
| **Rank Requested:** | Choose an item. |

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| **GUIDANCE ON SELECTING A REFEREE** |
| * ALL letters received must be submitted to the SoM Promotion and Tenure Committee.
* Promotion candidates may suggest referee names but should **never** contact the referees to solicit their own letters.
* It is highly desirable for Associate Professor, and required for Professor, to include letters from individuals at other institutions who are unconflicted, i.e. have not been a past colleague, collaborator, or mentor.
* Unconflicted referees must, and other referees should, hold an academic rank that is equivalent to or higher than the rank of the proposed promotion. If other referees are from non-academic settings the reasoning should be explained in the comments section.
* Internal referees are internal to OHSU who can describe the impact of the candidate’s achievements.
* The number of letters required is dependent upon the rank sought.
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| **NUMBER OF REQUIRED REFEREES**  |
| **Rank of Proposed Promotion** | **# Referees**  |
| Total*(minimum)* | Internal | External*(minimum)* | External Referee Requirements |
| Associate Professor or Research Associate Professor | 5 | No minimum | 3 | Unconflicted letters highly recommended |
| Associate Professor with tenure | 7 | No minimum | 5 | At least 2 unconflicted |
| Professor or Research Professor | 7 | No minimum | 5 | At least 2 unconflicted |
| Professor with tenure | 7 | No minimum | 5 | At least 2 unconflicted |

**CANDIDATE’S SUGGESTED REFEREES:**

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| 1 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 2 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 3 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 4 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 5 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 6 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 7 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 8 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 9 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 10 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 11 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 12 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 13 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |

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| 14 | Referee Name: | Degree: |
| Rank or Title: |
| Institution and Department:  |
| Email address: |
| Referee’s relationship to candidate: |
| Comments:  |