

## Referee Letter Requirements Guidelines

The Vice Provost of Faculty Affairs, in conjunction with the UMMS Personnel Action Committee, has reviewed the Academic Personnel Policy (document T95-022 as amended by the Board of Trustees August 23, 2006). The following guidelines are provided to assist in the solicitation of referee letters for the purposes of appointments and promotions.

### ARTICLE 10. PROCEDURES FOR PERSONNEL ACTIONS

#### Section 10.2 Initial Appointment. (page 29)

a. Upon identification of a candidate for an initial appointment, the Department Chair (with approval of the Dean in schools with departments) or the Dean (in schools without departments) shall submit the basic file to the Chancellor's designee for academic affairs. This basic file shall include all of the following:

ii. For personnel actions at the **Affiliate, Senior Affiliate, Instructor, Lecturer and Assistant Professor levels**, a minimum of 3 letters of recommendation is required. Appointments above these levels, require a minimum of 5 letters in order to permit assessment of the regional or national reputation of the candidates. Of these five (5) letters, at least three (3) should normally be from peers of the candidate who are neither members of the University of Massachusetts Medical School faculty nor former mentors or current collaborators.

#### Section 10.3 Promotions. (page 30)

c. For promotions to any rank and title above the **Assistant Professor** level, the Department Chair (or the Dean, in schools without departments), shall obtain a total of at least five letters of reference from a list of scholars and professionals which includes, but is not limited to, those suggested by the faculty member; at least 3 of the letters should normally be from peers of the faculty member who are neither members of the University of Massachusetts Medical School faculty, nor former mentors or current collaborators of the faculty member (e.g. "outside" letters).

Defined as above, the requirements for referee letters of candidates who are being considered for appointment or promotion to Associate Professor or Professor are as follows:

3 letters must be from individuals who are:

- Non-UMMS faculty
- At an academic rank *equal to or above proposed rank*
- Not a collaborator, mentor or mentee *within the past 3 years\**

Additional letters may be from individuals in any of the categories listed above, as well as any of the following:

- UMMS faculty (not limited to rank)
- Collaborators (current or previous)
- Professionals from external organizations
- Mentors (current or previous)
- Mentees (except for letters from mentees or learners that are solicited solely as evidence of teaching effectiveness in place of teaching evaluations: those letters are not included in the required minimum 5 letters)

\*The time limitation is based on NIH conflict of interest rules for peer reviewers: "Professional associate means any colleague, scientific mentor, or student with whom the peer reviewer is currently conducting research or other significant professional activities or with whom the member has conducted such activities within three years of the date of the review."

Please contact Gennie Ludovico, Academic Personnel Specialist, Office of Faculty Affairs at (508) 856-4268 or [Gennette.Ludovico@umassmed.edu](mailto:Gennette.Ludovico@umassmed.edu) with any questions.