**Tenure and/or Promotion to Associate Professor – [Insert your full name here]**

**LIST OF POTENTIAL REFEREES**

Your promotion package requires a total of three (3) Letters from Referees all of whom are EXTERNAL to the University of Alberta (per motion approved by Faculty Council on March 21, 2023):

IF you have chosen to be evaluated under the Previous FEC Guidelines:

* Two of the external referees must not have had any mentoring relationship with you.
* One external referee can have had a mentoring relationship with you.

IF you have chosen to be evaluated under the Current FEC Standards:

* NONE of the referees can have had a mentoring relationship with you.

**IMPORTANT - Characteristics of Referees:**

* Must be at your aspired rank or higher (i.e. “Associate Professor with Tenure” or full “Professor”). Untenured Associate Professors/Professors are acceptable only if the individual’s institution does not offer tenure and they are on an “academic” track, not on a “clinical” track. You may include a Professor Emeritus only if the individual is still active in the field/in academia.
* Not a Clinical Faculty member (i.e. an Associate Clinical Professor or Clinical Professor). Not an Honourary Professor.
* Not a personal friend.
* Not a current/recent collaborator (must be more than 5 years since your last joint paper, abstract or grant, preferably longer).
* Not your supervisor for an extended period of time (e.g. when you were a trainee).
* Ideally, has a similar academic/clinical profile, and knows of you/of your work.
* It is recommended that you include **1 potential international referee**, as appropriate.

**Provide the required information for at least eight (8) potential external referees, keeping in mind the Characteristics of Referees outlined above.**

Complete all columns and submit to Gloria Jichita with the rest of your application materials.

The **Chair, DoM,** will select referees and will contact them directly.

**External Referees –** must befrom other institutions (not from the U of A)

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|  | **Last Name** | **First Name** | **Academic Rank** | **Institutional Affiliation** | **Degrees**(MD, PhD, MD/PhD, or PharmD) | **Subspecialty**(e.g. Neurology) | **Scholarship Type**(Research, Education, Clinical, or Administration) | **Research Intensity**(High, Medium, or Low) | [**Research Type**](http://www.cihr-irsc.gc.ca/e/48801.html)(1=Biomedical, 2=Clinical,3=Health Services, 4=Social, Cultural, Environ, Pop Health) | **Area of Expertise**(e.g. movement disorders) | **Email Address** | **Any Previous Collaboration?**(Use Ctrl+F to search for Last Name in your CV)**If yes, pls describe** |
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