**TENURE AND PROMOTION - FSO**

**LETTER FROM REFEREES - FEC Guidelines (E.5)**

**Your promotion package will require 5 Letters From Referees in total:**

* 2 of which are internal referees
* 3 of which are external referees
  + 2 external referees which have no mentorship relationship
* The Chair will review and select the references from the list you provide
* Contact and follow up with the referees is the sole responsibility of the Chair’s Office

**Characteristics of Referees:**

* Must be tenured
* Must not be a personal friend
* Must not be a current collaborator

Please provide at least **3 internal** and **5 external references** and insert the information into the table below.

|  |  |  |
| --- | --- | --- |
| **INTERNAL REFEREES FOR DR. .** | | |
| **Referees Full Name and Rank** | **Institution Affiliation** | **Contact Information** |
| 1. |  | **Phone Number:**  **Email:** |
| 2. |  | **Phone Number:**  **Email:** |
| 3. |  | **Phone Number:**  **Email:** |
| **EXTERNAL REFEREES FOR DR. .** | | |
| **Referees Full Name and Rank** | **Institution Affiliation** | **Contact Information** |
| 1. |  | **Phone Number:**  **Email:** |
| 2. |  | **Phone Number:**  **Email:** |
| 3. |  | **Phone Number:**  **Email:** |
| 4. |  | **Phone Number:**  **Email:** |
| 5. |  | **Phone Number:**  **Email:** |

Once completed, please send this form via email to the Chair’s Office, Pediatrics   
at [chairsea@ualberta.ca](mailto:chairsea@ualberta.ca) at your earliest convenience.