

**TENURE AND PROMOTION TO PROFESSOR  
LETTER FROM REFEREES - FEC Guidelines (E.5)**

**Your final promotion package submitted by the Chair to FEC requires 5 Letters from Referees in total:**

- 5 external referees which have no mentorship relationship (any relationship must be disclosed)
- 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. It is not your responsibility to contact the Referees.**

**Characteristics of Referees:**

- Must be a Professor
- Must not be a personal friend
- Must not be a current collaborator
- Must not be a retired faculty member
- **To ensure your success in the promotion process the Chair requests that 3 of your Referees come from International institutions**

Please provide at **least 7 external references** for the Chair's review and insert the information into the table below. As noted above, please include **3 Referees from International institutions**.

EXTERNAL & INTERNATIONAL REFEREES FOR <u>DR.</u> _____.		
Referees Full Name and Rank	Institution Affiliation	Contact Information
1.		Phone Number:  Email:
2.		Phone Number:  Email:

3.		<b>Phone Number:</b>  <b>Email:</b>
4.		<b>Phone Number:</b>  <b>Email:</b>
5.		<b>Phone Number:</b>  <b>Email:</b>
6.		<b>Phone Number:</b>  <b>Email:</b>
7.		<b>Phone Number:</b>  <b>Email:</b>

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.