

REFERENCE LETTER REQUIREMENTS FOR APPOINTMENTS and CHANGES IN SERIES

Series	Internal letters	External Letters	Teaching assessments*
Senate Series			
-- Appt at Assistant Rank	at least 1 internal/1 external; minimum of 5 total letters		3
--Appt at Associate or Full Rank	at least 2 internal/3 external; minimum of 6 total letters		3
Non Senate Series			
--Appt at Asst/Associate/Full Rank	Minimum of 3 letters in any combination		3
Instructors	0	0	0
Volunteer Clinical/ Adjunct WOS (appt as Asst & Assoc Prof)	Minimum of 2 letters in any combination		0
Volunteer Clinical/ Adjunct WOS (appt as Full Prof)	Minimum of 3 letters in any combination		3
Professional Research	Minimum of 3 letters in any combination		N/A
Academic Administrator/ Coordinator	Minimum of 3 letters in any combination		N/A

*in lieu of formal evaluations (when formal evaluations are not available)