

Letters of Evaluation – Appointment/New Hire

Intramural - Within the University, outside of the department.

Extramural - Outside of the University.

The criteria to follow are based on the rank of the faculty member as summarized below:

Full-Time, Tenure-Track Appointment

RANK	LETTERS
Instructor, Clinical Scientist or Basic Scientist	Three letters of evaluation provided from faculty within the School of Medicine or from outside the University.
Assistant Professor, Clinical Scientist or Basic Scientist	Three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions. Only one letter may be from a previous collaborator or mentor.
Associate Professor, Clinical Scientist or Basic Scientist	Three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions, inclusive of specific reference to the evaluator's assessment of the applicant's contributions to their field. Only one letter may be from a previous collaborator or mentor.
Professor, Clinical Scientist or Basic Scientist	Three extramural letters of evaluation from senior individuals who critique the quality of the applicant's contributions, inclusive of specific reference to the evaluator's assessment of the applicant's contributions to their field. Only one letter may be from a previous collaborator or mentor.

Full-Time, Non-Tenure-Track Appointment

RANK	LETTERS
Instructor, Clinical Educator or Basic Science Educator	Three letters of evaluation provided from faculty within the School of Medicine or from outside the University.
Assistant Professor, Clinical Educator or Basic Science Educator	Three letters of evaluation provided from faculty within the School of Medicine or from outside the University.
Associate Professor, Clinical Educator or Basic Science Educator	Three letters of evaluation from senior individuals (at least one from extramural sources), who speak to the applicant's regional/national reputation and endorse the quality and quantity of the applicant's contributions to clinical services and/or research and education.
Professor, Clinical Educator or Basic Science Educator	Three letters of evaluation from senior individuals (at least two from extramural sources), who speak to the applicant's regional/national reputation and endorse the continued excellence of the applicant's contributions to clinical services and/or research and education.
Research Associate	Three letters of evaluation provided from faculty within the School of Medicine or from outside the University.
Assistant Research Professor	Three letters of evaluation provided from faculty within the School of Medicine or from outside the University.
Associate Research Professor	Three extramural letters of evaluation by individuals who critique the quality of the applicant's contributions. One letter should be from a research collaborator or mentor.
Research Professor	Three extramural letters of evaluation by individuals who critique the quality of the applicant's contributions. One letter should be from a research collaborator or mentor.

Part-Time/Adjunct Appointment

RANK	LETTERS
Adjunct Instructor	No letters are required.
Adjunct Assistant Professor	No letters are required.
Adjunct Associate Professor	No letters are required.
Adjunct Professor	No letters are required.