**INSERT CANDIDATE NAME HERE**

**Candidate’s List of References for New Faculty Appointment**

**Feinberg School of Medicine**

Thank you for your interest in a faculty position at Northwestern University Feinberg School of Medicine (FSM). Please use this form to suggest the names of individuals who could write a letter of reference on your behalf.

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| **Guidance for Suggesting Referees** |
| * If applying for a position at the rank of **Assistant Professor:**
	+ Provide **4-6 names**
	+ Referees should hold an academic rank that is equivalent to or higher than the rank you are applying for at Northwestern University Feinberg School of Medicine
	+ Two letters may come from referees in your primary department and the others should come from referees outside your primary department. (For example, a candidate who is just finishing training could obtain all letters from the home institution where they trained, as long as no more than two letters come from their home department.)
* If applying for a position at the rank of **Associate Professor or full Professor:**
	+ Provide **6-8 names**
	+ Referees should hold an academic rank that is equivalent to or higher than the rank you are applying for at Northwestern University Feinberg School of Medicine
	+ Referees should be from outside Northwestern University
	+ Select referees who represent a variety of institutions and provide no more than 3 referees from the same institution. Geographic range of referees demonstrates breadth of reputation.
	+ Referees should not have a training connection to you or be current close collaborators
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| **Candidate’s Suggested Referees and Contact Information** |
| 1 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 2 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 3 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 4 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 5 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 6 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 7 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |
| 8 | Referee Name: | Degree: | Rank or Title: |
| Email address: | Institution: |
| Referee’s relationship to candidate: |