**INSERT CANDIDATE NAME HERE**

**CANDIDATE’S REFEREE LIST**

**Feinberg School of Medicine**

Promotion candidates use this form to suggest names of referees who will be contacted to write letters of reference.

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| **REFEREE** **GUIDANCE** |
| * Promotion candidates suggest referee names but should **never** contact the referees to solicit their own letters
* Academic referees must hold an academic rank that is equivalent to or higher than the rank of the proposed promotion; faculty with a community engagement focus may additionally recommend community referees
* For promotion to the levels of **Associate Professor** and **Professor**, referees must be external to Northwestern and should not have a training connection to the candidate. See the [FAO website](https://www.feinberg.northwestern.edu/fao/for-faculty/promo-tenure/packet/referee-list.html) for more information.
* For promotion to **Assistant Professor**, letters can come from referees at Northwestern:
* Two letters may come from referees within the candidate’s primary department
* Other letters should come from referees outside the candidate’s primary department, meaning referees in other Northwestern departments or referees based outside Northwestern
* The number of referee names a candidate should provide is dependent upon the rank of promotion. Consult the table below to determine the number of referee names to be provided. Do not provide fewer names than the minimum; do not provide more names than the maximum.
* List referee names in rank order of preference
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| **NUMBER OF REQUIRED REFEREES BY RANK OF PROPOSED PROMOTION** |
| **Career Track** | **Rank of Proposed Promotion** | **# Academic Referees**  | **Who Contacts Referees** | **# Letters Sought** |
| Min | Max |
| Investigator(tenure track) | Professor, tenured | 4 | 5 | FSM Faculty Affairs Office | 4 |
| Award of tenure only | 4 | 5 | FSM Faculty Affairs Office | 4 |
| Associate Professor with tenure | 4 | 5 | FSM Faculty Affairs Office | 4 |
| Associate Professor, tenure-eligible | 6 | 8 | Department Chair’s Office | 6 |
| Assistant Professor, tenure-eligible | 4 | 6 | Department Chair’s Office | 4 |
| Clinician-Educator or Team Scientist (non-tenure-eligible) | Professor or Clinical Professor | 6 | 8 | Department Chair’s Office | 6 |
| Associate Professor or Clinical Associate Professor | 6 | 8 | Department Chair’s Office | 6 |
| Assistant Professor or Clinical Assistant Professor | 4 | 6 |  Department Chair’s Office | 4 |
| Research (non-tenure-eligible) | Research Professor | 4 | 6 | Department Chair’s Office | 4 |
| Research Associate Professor | 4 | 6 | Department Chair’s Office | 4 |

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| **CANDIDATE’S SUGGESTED ACADEMIC REFEREES LISTED IN RANK ORDER OF PREFERENCE** |
| 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: |

Clinician-Educators in the community engagement domain and others whose work is related to community engagement may additionally recommend the names of community referees who can comment on their work and impact in the community. Community referees may include community partners who are not academics by training, but who are experienced consumers of applied research and use academic scholarship for policy or organizational ends and/or are community leaders who manage and benefit from community clinical programs.

Community referees do not substitute for academic referees, so their letters do not count toward the minimum number of required external letters needed for the promotion/tenure packet.

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| **CANDIDATE’S SUGGESTED COMMUNITY REFEREES (Optional)** |
| 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: |