**List of Potential Referees**
Submit your list to the Chair of the Department of Medicine Reappointment, Promotions & Tenure Committee (c/o Joel Gillis joel.gillis@queensu.ca and Barb Davison barbara.davison@queensu.ca) by August 1st.

**Internal Referees cannot be from within the same Division/Unit.**

**Please provide more than the minimum requirement as some referees are not able to accommodate our request or they wish to remain anonymous.**

| Type of Application | Criteria for Referees' Letters |
|---|---|
| Renewal | Minimum of 3 letters (at least 1 external) |
| Promotion to Associate Professor and/or Tenure | Minimum of 4 letters (at least 3 external). Referees must hold the rank of Associate Professor, or higher |
| Promotion to Professor | Minimum of 5 letters (at least 4 external). Referees must hold the rank of Professor. |

| **Name of potential referees (Please suggest additional 2 names in case a referee declines)** | **Rank** | **Address** | **Email** | **Reason why qualified & Statement of Arm's Length** |
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**List of Undergraduate/Postgraduate Students and Trainees' Letters**

Submit a minimum of 3 names. Students and/or trainees may be current or former.

| **Name of potential student/trainee (Please suggest additional 2 names in case a student/trainee declines)** | **Level of training when supervised** | **Address** | **Email** | **Reason why suggested** |
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