

## List of Potential Referees

Type of Application	Criteria for Referees' Letters
Renewal	<ul style="list-style-type: none"><li>• Minimum of 3 letters (Can be internal or external)</li><li>• Submit a minimum of 4-6 Referee Names</li></ul>
Promotion to Associate Professor and/or Tenure	<ul style="list-style-type: none"><li>• Minimum of 4 letters (at least 3 external).</li><li>• Referees must hold the rank of Associate Professor, or higher</li><li>• Submit a minimum of 5-7 Referee Names</li></ul>
Promotion to Professor	<ul style="list-style-type: none"><li>• Minimum of 5 letters (at least 4 external).</li><li>• Referees must hold the rank of Professor.</li><li>• Submit a minimum of 6-8 Referee Names</li></ul>

### Referee Criteria:

- Internal Referees cannot be within the same Division/Unit as the applicant, this includes applicants who are cross appointed
- Referees can request to be anonymous therefore, provide more referee names than the minimum requirement to ensure confidentiality
- Referees cannot be a member of the RTP committee or a previous department head
- For promotion only: Referees must hold the same rank or greater rank than your application
- Referees must be qualified with expertise in the applicant's discipline, they will be requested to objectively review the documents in your application with an un-biased evaluation
- Referees cannot be a student learner or resident

### Arm's Length:

- Collaborated, published or shared funding with the applicant within the past 5 years, or have plans to do so in the immediate future
- Was the applicants supervisor or mentor in any capacity
- Is a relative or close friend, or have a personal relationship with the applicant
- Would be in a position to gain or lose financially/materially from the RTP decision
- Has had long-standing scholarly or personal relationship with the applicant
- Are members of the same academic unit/division, including anyone who is cross appointed

Referee assessments must be solicited by the RTP Committee, so please do not reach out to your referees requesting an assessment. The committee will reach out and share your application along with the evaluation criteria.



