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) by August 1st.

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**

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**