**REFEREE GRID**

Summarize the number of letters solicited and received.

|  |  |  |
| --- | --- | --- |
| **Letter Types** | **Solicited** | **Received** |
| External: Independent |  |  |
| External: Co-author, Collaborator, Mentor |  |  |
| **Total External Letters** |  |  |
| **Total Internal Letters** |  |  |

**Please list referees in the following order:**

1. External independent/expert
2. External co-author/mentor/collaborator
3. Internal

**Referee Grid Explanation (if needed):** *For example, “The candidate suggested two external referees, Montana and Young. The others were chosen by the division chief in consultation with the evaluation committee.”*

**External Independent/Expert Referees:**

|  |
| --- |
| External Referee #1 |
| Referee name & title/rank |  |
| Current Institution |  |
| Email Address |  |
| Brief description of stature and competence to serve as an evaluator |  |
| Date(s) of solicitation: |  |
| Relationship to candidate | Expert | Co-Author / Collaborator | Mentor |
|  |  |  |
| Status of Letter | Received? | Did not respond | Declined (provide reason if known) |
|  |  |  |

**External Mentor/Collaborator/Co-Author Referees:**

|  |
| --- |
|  External Referee #2 |
| Referee name & title/rank |  |
| Current Institution |  |
| Email Address |  |
| Brief description of stature and competence to serve as an evaluator |  |
| Date(s) of solicitation: |  |
| Relationship to candidate | Expert | Co-Author / Collaborator | Mentor |
|  |  |  |
| Status of Letter | Received? | Did not respond | Declined (provide reason if known) |
|  |  |  |

**Internal Referees:**

|  |
| --- |
| **Internal Referee #1** |
| **Referee Name and Rank** |  |
| **Department** |  |
| **Email Address** |  |
| **(*optional*) Brief description of reason selected (collaborator, clinical service client)** |  |
| **Date(s) of solicitation:** |  |
| **Status of Letter** | **Received?** | **Did not respond** | **Declined (provide reason if known)** |
|  |  |  |

|  |
| --- |
| **Internal Referee #2** |
| **Referee Name and Rank** |  |
| **Department** |  |
| **Email Address** |  |
| **(*optional*) Brief description of reason selected (collaborator, clinical service client)** |  |
| **Date(s) of solicitation:** |  |
| **Status of Letter** | **Received?** | **Did not respond** | **Declined (provide reason if known)** |
|  |  |  |

**PEER COMPARISON GRID** (*required for all appointments, reappointments or promotions conferring tenure and for senior rank actions in the Non-Tenure Research Line; optional for promotion to already-tenured full Professor*).

A list of peer comparison scholars (please copy and paste the cells below for information pertaining to each individual):

|  |  |
| --- | --- |
| Name, Title |  |
| Date of Ph.D. (or highest degree) and granting institution |  |
| Brief description of peer’s area of expertise, stature, accomplishments |  |

**TRAINEE LETTER GRID**

Summarize the number of letters solicited and received.

|  |  |
| --- | --- |
| **Solicited** | **Received** |
|  |  |

**Trainee Grid Explanation:** *For example, “The candidate supplied a list of all of her current and former trainees in the research and clinical setting. The division chief selected eight to submit.” Or “The candidate supplied a list of all of his current and former trainees. The division chief selected 20 of 35 research trainees and 5 clinical trainees to submit for approval.”*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name, degree, current position | Former/current, clinical/research trainee? (“former postdoc”, “current resident”) | Current institution, email address | Letter **received**, request **declined**, or **did not respond**? | Dates of follow-up requests (if applicable) |
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