

**School of Medicine Guidelines for Extramural Letters  
Revised 9/27/2013**

**HS Clinical Series**

**Appointment to HS Assistant Clinical Professor:**

3–4 internal letters preferably from outside the department

**Appointment or Promotion to HS Associate Clinical Professor:**

4-5 letters; at least 2-3 from outside the department (internal or external)

**Appointment or Promotion to HS Clinical Professor:**

5-7 letters; 1-2 external letters from the community or another institution, majority of others from outside the department

**Appointment or Advancement to Step VI, and Above Scale:**

5-7 letters; 2-3 external letters from another institution

**Accelerated Merits:**

One Year Accelerated - external letters NOT required

Two or More Years Accelerated – 3-4 letters (1-2 external) for acceleration within the HS Professor rank; internal letters are acceptable within the HS Assistant or Associate Professor rank.

The intent of the external letters is to demonstrate local and possibly national reputation in the faculty member's clinical field of expertise or teaching. The referees can be suggested by the faculty member, especially if that person is engaged in national, state or local outside activities such as being a speaker or officer in a chapter of a society or organization. If practical, letters can be solicited by the department independent of the candidate, asking whether the faculty member would likely be promoted at your institution (not necessarily a UC school) based on the individual's accomplishments at UCI. External letters for Professor can be obtained from physicians in the community.

**Professor, In Residence, Clinical X, Adjunct Series**

**Appointment to Assistant Professor I-III**

3-4 letters; letters do not need to be independent; candidate recommended acceptable.

**Appointment or (COS) into a Senate or Adjunct Title above Assistant Professor III:**

5–7 external letters; preferably 2-3 from another UC; at least half recommended by department.

**Promotion to Associate Professor or Professor:**

5–7 external letters; preferably 2-3 from another UC; at least half should be independent and department-nominated.

**Advancement to Professor Step VI and Above Scale:**

5–7 external letters; preferably 2-3 from another UC and internationally recognized; all or almost all should be independent and department-nominated.

**Accelerated Merits:**

One Year Accelerated - external letters NOT required

Two or More Years Accelerated - 3-4 external letters, majority recommended by department

**Professional Researcher Series**

**Appointment to Assistant Professional Researcher I-III. This applies to with or without salary appointments.** 3-4 letters; letters do not need to be independent; candidate recommended acceptable

**Appointment or (COS) as a Professional Researcher above Assistant III. This applies to with or without salary appointments.** 5–7 external letters; preferably 2-3 from another UC; at least half should be independent and department-nominated.

**Promotion to Associate Professional Researcher, Professional Researcher. This applies to with or without salary appointments.** 5–7 external letters; preferably 2-3 from another UC; all or almost all should be independent and department-nominated.

**Visiting Researcher appointments do not require outside letters.**

**Notes:** Independence is relaxed at low levels and emphasized at higher levels. If you get non-analytical letters or declines please seek additional letters. It is also important that at least some (and preferably most) of the referees are recommended by the department rather than the candidate. **Candidate nominated referees should be carefully selected and fewer in numbers than department-nominated referees for higher level appointments or promotions.** Please be careful to correctly categorize all referees as "Independent Reviewer," "Current or Recent Collaborator," "Former Advisor," or "Former Student" on the Identification and Qualifications of External Referees. **"Recent Collaborator" is defined by the NIH Conflict of Interest guidelines, which state that the collaboration or co-authored papers occurred within the preceding 3 years.**