

UC Irvine School of Medicine
Guidelines for Extramural/Internal Letters of Evaluation
Health Sciences Clinical Professor Series
8/1/2017

Health Sciences Clinical Professor 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 clinical professor rank; internal letters are acceptable within the HS Assistant or associate clinical 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 the referee's institution (not necessarily a UC School) based on the individual's accomplishments at UC Irvine. External letters for professor can be obtained from physicians in the community.