FORM NO. 3

 REPORT ON EXTERNAL CONFIDENTIAL LETTERS\*

Attach one sample letter of solicitation to this form. Please number letters received to correspond with referees listed below.

All responses to the formal letter of solicitation must be forwarded with promotion materials.

For this academic year only, each appointment, reappointment, and promotion packet is currently required to have a **minimum of five arm’s-length letters**. Arm’s length letters are defined as those from external referees who are NOT the candidate’s dissertation or thesis chair or mentor, the candidate’s coauthor or collaborator, the candidate’s former professor, a family member of the candidate, or a personal friend of the candidate. Letters from individuals with whom the candidate has worked closely in the past will not be considered arm’s length. For instance, co-authored papers, collaborative grants and co-advised students are examples of prior candidate-referee interactions that disqualify arm’s length referees.  If a non-arm’s length letter is included, it must be in addition to the minimum requirement, and the department chair should indicate the reason for soliciting a letter from that individual on Form 3-a. **Referees should be at the rank of tenured full professor or above, but must at least be at the candidate’s proposed rank or equivalent.**

List below only those referees who were formally solicited (after accepting the preliminary solicitation), even if they subsequently declined to serve as a referee, failed to send a letter, or did not respond to the formal solicitation. Fill in as many as applicable. **Do not list those that only received a preliminary solicitation letter and were not formally solicited.**

This form is only for reporting with respect to the formal letters of solicitation. Preliminary solicitation letters and responses thereto, letters not solicited, or letters from within the University are not considered within this category and are not to be reported on this form.

It is not necessary to obtain original letters of evaluation from external referees who have submitted letters via e-mail or fax provided that the e-mailed or faxed copy is on official letterhead with the referee’s electronic signature. If applicable, include both the dates the original letter and the fax/e-mail were received.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee Number | Referee/Title/Institutional Affiliation | Relationship to Candidate  | Letter Sent Date | Response Rec’d Date |
| 1 | XXXXX XXXX, Ph.D.Title Name of Institution | Arm’s Length\*     □ |  |  |
| 2 |  | Arm’s Length\*     □ |  |  |

\* Check the box if reviewer’s relationship is at arm’s-length from the candidate.

 For reviewers that are not at arm’s-length, explain why they were selected on Form 3a, section F.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Referee Number | Referee/Title/Institutional Affiliation | Relationship to Candidate  | Letter Sent Date | Response Rec’d Date |
| 3 |  | Arm’s Length\*     □ |  |  |
| 4 |  | Arm’s Length\*     □ |  |  |
| 5 |  | Arm’s Length\*     □ |  |  |
| 6 |  | Arm’s Length\*     □ |  |  |
| 7 |  | Arm’s Length\*     □ |  |  |
| 8 |  | Arm’s Length\*     □ |  |  |
| 9 |  | Arm’s Length\*     □ |  |  |
| 10 |  | Arm’s Length\*     □ |  |  |

\* Check the box if reviewer’s relationship is at arm’s-length from the candidate.

 For reviewers that are not at arm’s-length, explain why they were selected on Form 3a, section F.