FORM NO. 3-a

 CONFIDENTIAL LETTER COVER SHEET

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| --- | --- | --- | --- |
| Candidate's Name |       | Date |       |
| Department |       |

**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.**

 Referee:

 Title:

 Institutional Affiliation:

1. Referee’s relationship to candidate and his/her work (check all that apply):
	1. None known [ ]
	2. Present or past colleague (at same institution as a student, postdoctoral fellow, or faculty member, specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [ ]
	3. Past mentor (specify relationship) [ ]
	4. Collaborator (worked with or co-authored papers, specify) [ ]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* 1. Professional acquaintance (explain, i.e. met at conference,

served on panel together, etc.) [ ]

* 1. Other (explain) [ ] \_\_\_
1. Referee’s knowledge of candidate’s work based primarily on (check all that apply):
	1. Candidate’s publications and cv [ ]
	2. Conference presentations [ ]
	3. Personal knowledge and discussions [ ]

* 1. Other (explain) [ ] \_\_
1. Referee recommended by (check all that apply).
	1. Candidate [ ]
	2. Chair/Program Director [ ]
	3. Colleague [ ]
	4. Dean [ ]
2. Referee’s field of expertise:
3. Provide **specific information** regarding the referee's professional standing and an explanation of his or her suitability to serve as a referee for this candidate (e.g. major awards/honors, leading program in the field, acclaimed publications, leadership roles in societies/journals, etc.):

F. **Non-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. If referee’s relationship to the candidate is not arm’s-length, explain reason for including below. (Please note, non-arm’s-length letters must be IN ADDITION TO the required number of letters):