FORM NO. 3-a

 CONFIDENTIAL LETTER COVER SHEET

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

 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 [ ]

Referee’s field of expertise:

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 (if applicable, indicate reason for including non-arm’s length letter):