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):