**TENURE AND PROMOTION TO PROFESSOR**

**LETTER FROM REFEREES - FEC Guidelines (E.5)**

**Your final promotion package submitted by the Chair to FEC requires 5 Letters from Referees in total:**

* 3 external referees which have no mentorship relationship
* 2 other external referees can have a mentorship relationship
* The Chair will review and select the references from the list you provide
* Contact and follow up with the Referees is the sole responsibility of the Chair’s Office. It is **not** your responsibilty to contact the Referees.

**Characteristics of Referees:**

* Must be a Professor
* Must not be a personal friend
* Must not be a current collaborator
* Must not be a retired faculty member
* **To ensure your success in the promotion process the Chair requests that 3 of your Referees come from International institutions**

Please provide at **least** **7 external references** for the Chair’s review and insert the information into the table below. As noted above, please include **3 Referees from International institutions.**

|  |
| --- |
| **EXTERNAL & INTERNATIONAL REFEREES FOR DR. .** |
| **Referees Full Name and Rank** | **Institution Affiliation** | **Contact Information** |
| 1. |  | **Phone Number:****Email:** |
| 2. |  | **Phone Number:****Email:** |
| 3. |  | **Phone Number:****Email:** |
| 4. |  | **Phone Number:****Email:** |
| 5. |  | **Phone Number:****Email:** |
| 6. |  | **Phone Number:****Email:** |
| 7. |  | **Phone Number:****Email:** |

Once completed, please send this form via email to the Chair’s Office, Pediatrics
at chairsea@ualberta.ca at your earliest convenience.