

EXTERNAL REFEREE LETTERS for Ladder Rank, In Residence, Adjunct Professor, and Research Scientist

PROPOSED SERIES	PROPOSED RANK OR ACTION	REFEREES' LEVEL OF INDEPENDENCE	CRITERIA (IN ADDITION TO THAT NOTED IN SAMPLE SOLICITATION LETTERS)	LETTERS NEEDED FOR APPT	LETTERS NEEDED FOR ADVANCEMENT
Ladder Rank, In Residence, Adjunct Professor, Research Scientist	Asst I-II	Letters may be from directors of training programs, colleagues, or mentors.	Letters from senior professors who can comment on the potential for independence and significance of scientific accomplishments.	3 letters from Assoc or Full Professors	n/a
Ladder Rank, In Residence, Adjunct Professor, Research Scientist	Asst III-VI	Letters may not be from those who have been collaborators, co-authors, etc. within the last 5 years; or former mentors	Letters from senior professors who can comment on the potential for independence and significance of scientific accomplishments.	same as above	n/a
Ladder Rank, In Residence, Adjunct Professor, Research Scientist	Assoc	same as above	Letters from senior professors who can comment on original research independence, impact of publications/research, and significance of scientific accomplishments beyond UCSD (with, at minimum, a regional reputation).	5 letters from Associate or Full Professors	5 letters from Associate or Full Professors
Ladder Rank, In Residence, Adjunct Professor, Research Scientist	Full	same as above	as above, but must discuss national reputation	5 letters from Full Professors	3 letters from Full Professors
Ladder Rank, In Residence, Adjunct Professor, Research Scientist	Advancement to Step VI*	same as above	as above, but must discuss national and/or international reputation	same as above	same as above
Ladder Rank, In Residence, Adjunct Professor, Research Scientist	Advancement to Above Scale	same as above	as above, but must discuss international acclaim	same as above	same as above

NOTE: When the department is proposing an acceleration and a promotion, verbiage for both actions must be included in the solicitation letter.

SENIOR PROFESSORS: are professors at the associate level or above. However, it is in the candidate's best interest to solicit letters from full professors.

*For advancement to Step VI, external referee letters are not required, but may be solicited at the department's discretion when they are needed to demonstrate evidence of nationally or internationally recognized and highly distinguished scholarship, highly meritorious service, or excellent teaching.