

Reference Letter Requirements For the Promotion and Tenure Application Process

Reference letters are extremely valuable to reviewers for the promotion and tenure process. Letters provide an important perspective for the applicant’s specific discipline by attesting to relevant experience, achievements, activities, abilities and character.

Applicants are strongly advised to contact references to only validate contact information and willingness to provide letters (*not to officially request the letter*). **An application will be considered incomplete if the minimum required number of reference letters is not received.**

All letters are requested by the School of Medicine (SoM) Faculty Affairs and Development offices from the Kansas City and Wichita Campuses. Applicants must provide current and accurate contact information for referees (full name, degrees, title, institution, phone number, email address).

QUALIFIED REFERENCES

The number of reference letters and eligibility requirements vary by rank and track. Referees should be well-qualified clinicians, educators, scholars, and/or scientists who are able to provide a fair and objective evaluation of the applicant’s work.

Referee’s rank should be equivalent to or higher than the applicant’s proposed rank.

INELIGIBLE REFERENCES

- The departmental chair (letter is already required)
- Members of the Department APT Committee within the applicant’s department (committee already submits a letter)
- All members of the SoM APT Committees (Kansas City and Wichita)
- SoM Executive Dean-Kansas City, Campus Deans-Wichita and Salina, Executive Vice Chancellor, Vice Chancellor of Academic Affairs, Faculty Affairs Deans
 - Note: Other members of the Executive Dean’s Office-Kansas City and the Dean’s Offices-Wichita and Salina may provide reference letters

Requirements for the minimum number of reference letters and referees are stated in the table below.

*** Kansas City Internal Medicine Faculty**

Internal Medicine Faculty (KC only) on the Clinical, Clinical Scholar, Educator, and Affiliate (Clinical) Tracks, can use references from divisions other than their own. For Associate Professor, ONE reference from a different division may be used. For Full Professor, TWO references from a different division may be used.

NOTE: For departments with divisions, other than Internal Medicine, please contact the Faculty Affairs and Development (FAD) office to determine eligibility.

Clinical Track, Clinical Scholar Track or Educator Track	Minimum Number of Letters Required	Minimum Number of Referees Submitted	Letter Requirements External (Faculty from other institutions) Internal (KUMC Faculty)
Assistant Professor to Associate Professor	3	5	External or Internal. Internal letters may not be from applicant's primary department. *
Associate Professor to Professor	5	8	External or Internal. Internal letters may not be from applicant's primary department. *
Tenure Track or Research Track			
Assistant Professor to Associate Professor	3	5	External ONLY. Recognized scholars at other universities. (Also applies to Associate Professor, Tenure only)
Associate Professor to Professor	5	8	External ONLY. Recognized scholars at other universities. (Also applies to Professor, Tenure only)
Affiliate Track (volunteers)			
Assistant Professor to Associate Professor (Educator or Investigator)	3	5	External or Internal. Internal letters may not be from applicant's primary department. *
Assistant Professor to Associate Professor (Researcher)	3	5	External ONLY. Recognized scholars at other universities.
Associate Professor to Professor (Educator or Investigator)	5	8	External or Internal. Internal letters may not be from applicant's primary department. *
Associate Professor to Professor (Researcher)	5	8	External ONLY. Recognized scholars at other universities.