

Reference Letter Requirements for New Faculty Hires

Reference letters are extremely valuable to reviewers for the faculty appointment process. Letters provide an important perspective for the New Faculty Hires’ specific discipline by attesting to relevant experience, achievements, activities, abilities and character.

New faculty hires are strongly advised to contact referees to only verify contact information and willingness to provide letters (*not to officially request the letter*). The new faculty hire must provide current and accurate contact information for referees (full name, degrees, title, institution, phone number, email address, city, state). Please submit this information to the primary department contact. **All letters are requested by the KU School of Medicine Faculty Affairs and Development office** in Kansas City.

ELIGIBLE REFEREES

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.

Referees rank should be equivalent to or higher than the new hire’s incoming rank.

(i.e. If coming in as an Associate Professor, referees need to be at the Associate Professor rank and higher.)

INELIGIBLE REFEREES

- The department chair (letter is already required)
- All 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, KU Chancellor
 - 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.

Clinical Track, Clinical Scholar Track or Educator Track	Required Minimum Number of Letters to Receive	Required Minimum Number of Referee Names to Submit	Letter Requirements
			External (Faculty from other institutions) Internal (KUMC Faculty)
Coming in as Associate Professor	3	5	External or Internal. Internal letters <u>may not</u> be from the new hires primary department.
Coming in as Professor	5	8	External or Internal. Internal letters <u>may not</u> be from the new hires primary department.
Tenure Track or Research Track			
Coming in as Associate Professor	3	5	EXTERNAL ONLY. Recognized scholars at other universities.
Coming in as Professor	5	8	EXTERNAL ONLY. Recognized scholars at other universities.
Affiliate Track (volunteers)			
Coming in as Associate Professor (Educator or Investigator)	3	5	External or Internal. Internal letters <u>may not</u> be from the new hires primary department.
Coming in as Associate Professor (Researcher)	3	5	EXTERNAL ONLY. Recognized scholars at other universities.
Coming in as Professor (Educator or Investigator)	5	8	External or Internal. Internal letters <u>may not</u> be from the new hires primary department.
Coming in as Professor (Researcher)	5	8	EXTERNAL ONLY. Recognized scholars at other universities.