

## 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 of the applicant's specific discipline by attesting to relevant experience, achievements, activities, abilities, and character.

Applicants are strongly advised to contact referees to only verify contact information and willingness to provide letters. **Do not officially request the letters! All letters are requested by Faculty Affairs and Development for all campuses** (Kansas City, Salina, and Wichita). Applicants must provide accurate referee contact information by entering them under the Enter Referees tile in the Promotion and Tenure SharePoint site. **Referees are initially given a 3-week deadline from the date of the request for letters. All letters are tracked with ongoing communication until received. If the minimum number of required reference letters is not received by the initial deadline or by the final cutoff date of November 1, the application is considered incomplete and will not be reviewed for promotion. Applicants will be notified.**

### ELIGIBLE REFEREES

The number of letters and requirements vary by rank and track (see table below). 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. **The referee rank must be equivalent to or higher than the applicant's proposed rank.** If a referee is outside of an academic institution, they must hold a position fairly equivalent to the proposed rank. The majority of referees should be at academic institutions.

### INELIGIBLE REFEREES

- Department Chair (*letter is already required*)
- All Department APT Committee members within the applicant's department (*letter is already required*)
- All SoM APT Committee members (*Kansas City and Wichita campuses*); [Committee Rosters](#)
- SoM Executive Dean-Kansas City, Campus Deans-Wichita and Salina, Faculty Affairs Deans, Executive Vice Chancellor, Vice Chancellor of Academic Affairs, KU Chancellor
  - 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 referee names are stated in the table below.**  
**Submitting more referee names than the minimum number is highly encouraged but keep it under ten.**

#### \* Kansas City Department of Internal Medicine Faculty

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

**NOTE: For other departments with divisions, please contact the Faculty Affairs and Development office to determine eligibility.**

Clinical Track, Clinical Scholar Track and Educator Track	Required <u>Minimum</u> Number of Referee Names to Submit	Required <u>Minimum</u> Number of Letters to Receive	Letter Requirements
			External (Scholars from other Universities) Internal (KUMC Faculty)
Assistant Professor to Associate Professor	5	3	External <b>OR</b> Internal. Internal letters cannot be from applicant's primary department. *
Associate Professor to Professor	8	5	External <b>AND</b> Internal. <b>At least 2 letters must be External</b> from Recognized Scholars at other Universities. Internal letters cannot be from applicant's primary department. *
<b>Tenure Track and Research Track</b>			
Assistant Professor to Associate Professor	5	3	External <b>ONLY</b> . Recognized Scholars at other Universities. Also applies to Associate Professor, Tenure only.
Associate Professor to Professor	8	5	External <b>ONLY</b> . Recognized Scholars at other Universities. Also applies to Professor, Tenure only.
<b>Affiliate Track (Stowers faculty only)</b>			
Assistant Professor to Associate Professor (Educator or Investigator)	5	3	External <b>OR</b> Internal. Internal letters cannot be from applicant's primary department. *
Assistant Professor to Associate Professor (Researcher)	5	3	External <b>ONLY</b> . Recognized Scholars at other Universities.
Associate Professor to Professor (Educator or Investigator)	8	5	External <b>AND</b> Internal. <b>At least 2 letters must be External</b> from Recognized Scholars at other Universities. Internal letters cannot be from applicant's primary department. *
Associate Professor to Professor (Researcher)	8	5	External <b>ONLY</b> . Recognized Scholars at other Universities.