Guidelines for choosing and submitting names of external referees for Promotion and/or Tenure

April 2013

The Dean of Science typically seeks a minimum of 5 external referee reports and therefore, asks you to submit 15 names. Some things to consider when selecting external referees:

a) At arm’s length
   To avoid any conflict of interest, a referee should NOT:
   • be from the same institution as the candidate;
   • have been a research supervisor of the candidate;
   • be providing letters of support for the application;
   • have collaborated with the candidate within the past ten years, or have plans to collaborate with the candidate in the immediate future;
   • be in any other potential or perceived conflict of interest (e.g., personal, financial).

b) It is important that Referees are familiar with your area of research and publications. Referees must have appropriate expertise to comment with confidence.

c) Referees need not know you personally → this is fine

d) Do not list more than one referee from a single department or from the same institution.

e) Referees should be Associate or Full Professors (or equivalent); indicate academic rank. If your case is for promotion to Professor, your referee list should contain full Professors. Referees should have knowledge and expertise related to the rank associated with your promotion.

f) Provide a mix of Canadian, US, and International referees. Your submission should group suggested referees as follows i.e. Canadian, US, International.

g) Candidates should consult with the Chair and/or other mentors for advice on referee choices.

h) For each referee listed, provide a brief description of the referee, including information such as their expertise, evidence of their stature (e.g. editor of a journal, research awards, landmark discoveries, etc.) AND your relationship (e.g. have you met and interacted, etc.)

i) Include full address, including country, postal code, email address, telephone number as well as their title.

For a sample, please see http://www.uwo.ca/sci/ under ‘Finding Your Way’ scroll down to ‘Professional Development’, click on ‘Promotion & Tenure Information’ then ‘Documents’ in side bar. Document of interest is “External Referees Sample”. (You will need to log on with your uwo user name and password.)