

## Letters of Reference Checklist

Candidate Name: \_\_\_\_\_

Basis for Promotion: \_\_\_\_\_

<b>Excellence in Research or CPA Candidates</b>	<b>Sustained Excellence in Teaching Candidates</b>
External Referees <a href="#">External Referees Form</a>	Internal Referees <a href="#">Internal Referees Form</a>
<input type="checkbox"/> No collaboration in the past 5 years. Collaboration includes publications, grants, and most committee memberships	<input type="checkbox"/> Faculty in DoM or other UofT departments e.g. surgery
<input type="checkbox"/> Senior experts in the academic field  *If you are unable to identify unconflicted senior experts in your specific academic field, please identify senior experts in related fields who would be in a position to evaluate your work.	<input type="checkbox"/> Outside of your University division and ideally outside of your primary hospital
<input type="checkbox"/> At or above the aspired rank	<input type="checkbox"/> All referees requested within the primary hospital must be from a different University department (not DoM)
<input type="checkbox"/> For promotion to Professor <b>ONLY</b> – external referees are international (check only if applicable)	<input type="checkbox"/> NOT close colleagues (including clinical colleagues) or personal associates
	<input type="checkbox"/> No collaboration (e.g. publications or research grants) in the past 5 years
	<input type="checkbox"/> At or above the aspired rank
<b>Student Referees (min. 8 and max. 12)</b> <a href="#">Student Referees Form</a>	<b>Student Referees (min. 8 and max. 12)</b> <a href="#">Student Referees Form</a>
<input type="checkbox"/> Current or former trainees, taught/ trained/ supervised by the candidate <b>since last promotion</b>	<input type="checkbox"/> Current or former trainees, taught/ trained/ supervised by the candidate <b>since last promotion</b>
<input type="checkbox"/> Representative of multiple levels of training, e.g. undergraduate to postgraduate to graduate supervision depending on the scope of the candidates teaching activities	<input type="checkbox"/> Representative of multiple levels of training, e.g. undergraduate to postgraduate to graduate supervision depending on the scope of the candidates teaching activities
<input type="checkbox"/> Able to attest to the candidate’s attributes as an effective teacher, educational scholar and mentor	<input type="checkbox"/> Able to attest to the candidate’s attributes as an effective teacher, educational scholar and mentor