

SENIOR LEVEL EXTERNAL REFEREES (Updated 7.8.08)

The point of having external letters is to obtain objective assessment from experts in the discipline as to the national reputation (in the case of Teaching Scholar, Research Scholar, and (Research) faculty) and/or the standing in the community (in the case of Clinical faculty).

The promotion standards read:

Associate Professor (Research Scholar): "The quality and productivity of the research program are evaluated by letters from outstanding scientists in the field outside Brown University...."

Professor (Research Scholar): "An international reputation for scholarship...are expected."

Associate Professor (Teaching Scholar): "The individual will be evaluated by letters from outstanding faculty in the field outside Brown University, who are asked to compare...."

Professor (Teaching Scholar): "will be evaluated by letters from outstanding faculty in the field outside Brown University...."

Associate Professor (Research): "Scholar who has attained national recognition...."

Professor (Research): "attained international recognition for significant research...."

Associate Professor (Clinical Voluntary): "The faculty must have attained an acknowledged standing in the Medical School faculty and the general professional community."

Professor (Clinical Voluntary): "who is nationally recognized for clinical or scholarly activities..."

Associate Professor (Clinician Educator): "as documented by letters of reference in comparison with his/her peer group in a similar track...."

Professor (Clinician Educator): "has attained a national reputation because of the faculty's leadership and achievements."

Brown requires a mixture of letters from individuals recommended by the department (at least 4) and by the candidate (at least 4) for voting faculty in academic tracks. The letters must be from individuals at comparable or higher rank and should be from institutions comparable to Brown in the discipline. Senior level officials in government research agencies (e.g. NIH intramural program) who do not have faculty appointments are acceptable as letter writers. In the Research Scholar and (Research) tracks at the Professor level, some letters must be from referees outside the United States to document international reputation. In the clinical tracks at the associate professor level, 5 letters are required, 2 recommended by candidate, 3 by department, all from outside the department, and at least 2 from outside Brown. At the Professor level in the clinical voluntary and clinician educator track, 5 letters from professors outside Brown are required.

The strongest promotion dossiers contain letters from referees who are NOT collaborators, co-authors, former trainees, or former mentors. At the very least, the department-recommended letter-writers should NOT include any of these individuals. The reason for this is to allow the department to benefit from the most unbiased opinion regarding the faculty member's contributions. Obviously, collaborators, former mentors, and former trainees are not in an ideal position to comment in an objective fashion. Candidate recommended letter writers may include collaborators, former trainees, and former mentors. This is acceptable, but the faculty should be aware that the strongest dossiers include other referees, as well.

We are frequently asked if letters can be solicited from former Brown faculty. That is acceptable, if the former Brown faculty have been gone from Brown a sufficient number of years that they would not be regarded as collaborator, mentor, or trainee of the faculty in question. We are also frequently asked if more than one letter can be obtained from the same school or department. That should be avoided among the department-selected letters. It is occasionally unavoidable for candidate-selected letters.

LETTERS REQUIRED FOR PROMOTIONS

Clinical Professor	Clinical Assoc. Prof.	Professor	Associate Professor
<p>Minimum of 5 letters all external to Brown from faculty with the rank of Professor. 2 from names provided by the candidate and 3 from names selected by the department.</p>	<p>Minimum of 5 letters – 2 from names provided by the candidate and 3 from names selected by the department. All should be external to the home department. All referees should be Associate Professors or Professors.</p>	<p>Brown requires a mixture of letters from individuals recommended by the department (at least 4) and by the candidate (at least 4) for voting faculty in academic tracks. The letters must be from Professors and should be from institutions comparable to Brown in the discipline. Senior level officials in government research agencies (e.g. NIH intramural program) who do not have faculty appointments are acceptable as letter writers. In the Research Scholar and (Research) tracks at the Professor level, some letters must be from referees outside the United States to document international reputation.</p>	<p>Brown requires a mixture of letters from individuals recommended by the department (at least 4) and by the candidate (at least 4) for voting faculty in academic tracks. The letters must be from individuals at comparable or higher rank and should be from institutions comparable to Brown in the discipline. Senior level officials in government research agencies (e.g. NIH intramural program) who do not have faculty appointments are acceptable as letter writers.</p>