**Promotion to Professor – [Insert your full name here]**

**LIST OF POTENTIAL REFEREES**

Your promotion package requires a total of three (3) Letters from Referees who are EXTERNAL to the University of Alberta (per motion approved by Faculty Council on March 21, 2023).

**IMPORTANT – CHARACTERISTICS OF REFEREES:**

* Must be at rank of full “Professor” (tenured). Can be untenured Professor only if the individual’s institution does not offer tenure and they are on an “academic track”, not on a “clinical track”.
* You may include 1 (or 2 max) Professors Emeritus, however, they must still be active in the field/in academia.
* Not a Clinical Professor. Not an “Honorary” Professor.
* Not a personal friend.
* Not a current or recent collaborator (more than 5 years since last joint paper, abstract or grant, preferably longer).
* Not your supervisor for an extended period of time (e.g. when you were a trainee).
* Not your mentor (past or present).
* Ideally, has a similar academic/clinical profile and knows of you/of your work.
* It is recommended that you include **1 or 2 potential international referees** from institutions outside of Canada.

**List at least eight (8) potential external referees below, keeping in mind the Characteristics of Referees above.** The **Chair** will select referees from among those listed below and will contact them directly.

Complete all columns and submit to [Gloria Jichita](mailto:domado@ualberta.ca) along with the rest of your application materials.

**External Referees -** from external institutions (not from the U of A)

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|  | **Last Name** | **First Name** | **Academic Rank** | **Institutional Affiliation** | **Degrees**  (MD, PhD, MD/PhD, or PharmD) | **Subspecialty**  (e.g. Neurology) | **Scholarship Type**  (Research, Education, Clinical, or Administration) | **Research Intensity**  (High, Medium, or Low) | [**Research Type**](http://www.cihr-irsc.gc.ca/e/48801.html)  (1=Biomedical, 2=Clinical,  3=Health Services, 4=Social, Cultural, Environ, Pop Health) | **Area of Expertise** | **Email Address** | **Any Previous Collaboration?**  (Use Ctrl+F to search their Last Name in your CV)  **If yes, pls describe** |
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| **2** |  |  |  |  |  |  |  |  |  |  |  |  |
| **3** |  |  |  |  |  |  |  |  |  |  |  |  |
| **4** |  |  |  |  |  |  |  |  |  |  |  |  |
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