**Application for Promotion to Clinical Professor – [insert your full name]**

**Proposed Referees**

Your promotion package requires a total of three (3) Letters from Referees:

1. One (1) can be from **within the Department of Medicine (DoM)** - from any other [DoM subspecialty](https://www.ualberta.ca/department-of-medicine/divisions/index.html) (not from within your own Division).
2. One (1) must be **external to the DoM** – from another department in the [Faculty of Medicine & Dentistry](https://www.ualberta.ca/medicine/departments/index.html) (e.g. Surgery, Pediatrics…) or the U of A.
3. One (1) must be **external to the University of Alberta** **(U of A)** – from another University (e.g. U of C).

**Characteristics of Referees:**

* *At least two (2)* of these individuals must be at the rank of Professor or Clinical Professor, including those who are external to the U of A.
* All should have an appointment with a University and should be in the same or a similar clinical area as the applicant.
* All should have significant leadership roles within their organization and be able to attest to the accomplishments of the candidate.
* Proposed referees must not have a conflict of interest; they should not be personal friends and they should not be current/recent collaborators.

**Please provide contact information for *at least six (6) potential referees*, keeping in mind the Characteristics of Referees outlined above.** Your academic Division Director or colleagues may be able to suggest some appropriate individuals.

The **Chair’s Office** will select referees from this list and will contact them to request a referee letter. You may contact the individuals only to ensure they are fine with being listed as potential referees for your application.

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| **Last Name** | | **First Name** | **Academic Rank** | **Division, Department or Institutional Affiliation** | **Email Address** | **Phone Number**  (if available) |
| **Within the DoM -** not from your own Division – one should be at the rank of Professor or Clinical Professor | | | | | | |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **External to the DoM** - from any other Department in the FoMD or elsewhere in the U of A – one should be at the rank of Professor or Clinical Professor | | | | | | |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |
| **External to the U of A** – from another University – both potential referees should be at the rank of Professor or Clinical Professor | | | | | | |
| **1** |  |  |  |  |  |  |
| **2** |  |  |  |  |  |  |