

External Referee Requirements for Associate Professor and Professor New Appointments & Promotions

General Information

- Referee letters and the names of those who provide them are confidential and can never be disclosed, even to your chair.
- External referee requirements are the same for Associate Professor and Professor – there is no difference.
- **CCLCM Faculty Affairs Office will solicit referee letters and NOT the candidate.**
- If a referee contacts you directly, please refer them to FacultyAffairsCCLCM@ccf.org or 216.442.5627.
- External referees will receive: CV and Personal Statement (Teaching Portfolio if “Teaching” is Primary Area of Excellence).

External Referee Requirements

1. Need to put a minimum of 14 external names into your online application.
2. Must discuss External referee names with your nominating department chair.
 - Your chair will pick 6 external referee names, and you will pick 8 (you choose colleague and trainees).
 - Your chair should provide you with the name, rank, email, etc., of their selections (see application for details).
 - You will indicate in your online application which 6 names your chair provided.
3. Must choose names that hold the faculty rank of Professor (full-time) *or* work at the National Institutes of Health with the title of NIH Senior Investigator, NIH Senior Scientist, or NIH Senior Clinician.
 - Letters from Associate Professor, Clinical Professor, Research Professor, Directors, Chairs, etc., will be discarded!
 - You may choose one Professor Emeritus (if retired for less than 3 years and still academically involved).
4. Submit verification in your application that each external referee holds the required rank by providing one form of proof:
 - CV or biosketch
 - Link to faculty website that shows external referee holds the rank of Professor, NIH Senior Investigator, NIH Senior Scientist, or NIH Senior Clinician (social media sites do NOT qualify as proof).
5. Search your CV for each external referee's name to ensure you have never collaborated or trained with them!
6. "Arm's Length" rules to follow:
 - a. **MUST NOT...**
 - Pick more than one referee from the same institution.
 - Pick more than one referee from the same city.
 - Pick anyone from CWRU or a CWRU-affiliate institution.
 - Be from a Cleveland Clinic location (Cleveland, Northeast Ohio, Florida, Nevada, etc.).
 - Be from an institution when you were both there – even if you did not work directly with them!
 - Be geographically from the same metropolitan area where you previously worked, trained, or went to school.
 - Be an editor who asked you to participate in their book, etc.
 - Be someone with who you participated in a large presentation you both created.
 - Be someone you collaborated with on a grant, clinical trial, research, paper, publication, or book chapter – other than those produced by membership on a committee, consortium, or task force.
 - Have ever had a direct working relationship with you as a mentor, colleague, collaborator, trainee, or student!
 - b. **MUST...**
 - Be "arm's length" and should NOT have a close personal relationship with you, other than an acquaintance.
 - Be a recognized expert in your field or a related field.
 - Be in your subspecialty, or, if it is small, from a broader field or a related subspecialty.
 - c. **MIGHT...**
 - Be aware of your work through publication, presentation, large committees, or even personal exchange.
 - Make sure any professional committee relationships are not real close or a long-serving collaboration.
 - Consider leaving out any referee you are unsure about or maybe too close – when in doubt, leave them out!
7. **NEW!** Allowed contact with External Referees by your Department Administration, but these rules must be followed:
 - a. You can ask your Department or Institute Administration to reach out to your selected external referees.
 - b. Department/Institute Administration must use the CCLCM provided email template to contact external referees.
 - To request template and instructions, have your administration email FacultyAffairsCCLCM@ccf.org.
 - c. Your Administration will let you know if there are some referees who request not to be used, but never the reason.