July 1, 2012

TO: AD HOC COMMITTEE CHAIRS
FROM: Seth M. Cohen, Chair
SUBJECT: EXTRAMURAL LETTERS

Extramural letters are not required for normal merit increases and are optional for acceleration files from one step to a higher step within the same rank (example; accelerated merit increase from Associate Professor I to Associate Professor III or accelerated merit increase from Professor II to Professor IV).

Extramural letters ARE REQUIRED for the following files:

- Promotion from Assistant Professor to Associate Professor.
- Promotion from Associate Professor to Professor.
- Career Review advancement to or through Professor VI.
- Career Review advancement to Professor Above Scale.

A minimum of 5 extramural letters MUST accompany the file for promotion from Assistant Professor to Associate Professor. Typically for promotion from Assistant Professor to Associate Professor in this department, a dozen or more letters are solicited.

A minimum of 3 extramural letters MUST accompany all other promotions and career review files. Typically for all other promotions and career review files in this department, ten or more letters are solicited. (All promotions are career reviews.)

The committee must pick the referee names, making sure that more than half the letters solicited are from referees selected by the department, except where the candidate’s list includes all of the recognized experts in the field. The same referee can be named by both the committee and the candidate. Please give the final list of referee names to Ginger Perry or Jill Carson.

Excerpt from "Where CAP Stood, 2006-07," pages 3 and 4

External Referee Letters: External letters should provide detailed information on the candidate’s research as well as a critical evaluation of the candidate's abilities and accomplishments. …

The purpose of the external letters is to provide independent assessment and verification of the caliber of research or creative work and of its impact and influence in the field. CAP is particularly sensitive to the calibration provided by faculty members from institutions with unimpeachable credentials in the field; letters from individuals from respected major research universities can be highly valuable. Likewise and particularly for the University-of-California specific questions such as advancement to Step VI or Above Scale, it is desirable to have some letters from referees either within the UC System or familiar with it, and to have an indication of the academic/professorial level of the writer.