

Form Letter to External Referee:**Tenure/Continuing Status as an Associate Professor
Category 5: Practice of Professional Skills**

As we discussed in our recent telephone conversation, Dr. _____ is being considered for tenure as an Associate Professor in the Department of _____, University of Saskatchewan. As an external referee you are being asked to assess whether Dr. _____'s performance meets the standards under **Category 5: Practice of Professional Skills**.

The University Standards for tenure require review of the candidate's work by at least three senior academics drawn from comparable institutions. These external referees must be at arm's length from the candidate; i.e. have not been the candidate's colleague, research collaborator, client, employer or thesis supervisor.

The quality of the professional practice and scholarly work must be assessed, using the appropriate **University of Saskatchewan tenure standards**. The University of Saskatchewan standards are developed through an iterative process involving departments, colleges and the University Review Committee. The Department Standards are the primary criteria for tenure decisions and include specific criteria relevant to disciplines and professional practices. The College Standards define College wide expectations, while the University Standards are the foundation of the integrated standards and set university-wide requirements. To help you place the review in context within the University of Saskatchewan, I direct your attention to the following quotes from the University Standards:

"Professional practice means mastery of the professional skills associated with the discipline, and their effective use in a discipline-appropriate practice setting."

"Research and scholarly work is creative intellectual work which is in the public realm and which has been subjected to external peer review" "Evaluation . . . will address the quality and significance of the work."

"The evaluation should reflect the balance between the practice of professional skills and the research and scholarly work in which the candidate is engaged."

"There must be compelling evidence . . . that: 1) the candidate has established a significant leadership role in the field of specialization... and 2) the candidate has contributed to the creation and dissemination of knowledge through scholarly work."

"There must also be evidence of the promise of continuing development as a practitioner and scholar,... including the presence of a clearly defined program of scholarship."

"Evidence of the ability to obtain adequate research funding will be required if specified in the college standards."

For your information, I have enclosed Dr. _____'s curriculum vitae, his/her statement regarding his/her practice of professional skills, and selected relevant material from Dr. _____'s case file. Please ensure that you restrict your assessment to the period under review, which is from [insert applicable date] to the present. His/Her curriculum vitae contains information on other aspects of his/her career such as teaching, extension and administration, but you are being asked to ignore this information and focus on Category 5.

For 2003 Standards, include this paragraph:

Also provided are copies of the Department [where applicable], College and University Standards. The sections most relevant to the external review are the introductions to **Category 5: Practice of Professional Skills** (page 9) work as well as the specific section **For Tenure as or Promotion to Associate Professor** (page 11). I would be pleased to provide any additional information you may wish to have.

For 2012 Standards, include this paragraph:

We have provided the applicable copy of our 2011 Department [applicable to School of Physical Therapy and Dept of Biochemistry], College and University Standards. Please assess Dr. _____'s file using his/her career path of _____ (page 4). This indicates that his/her clinical practice (5.1a) encompasses ___-% of his/her time and research and scholarly work (5.2a) encompasses ___-% of his/her time. The sections most relevant to the external review are highlighted in this document under **Category 5: Practice of Professional Skills** (beginning on page 9) as well as the specific sections **Tenure/Continuing Status as or Promotion to Associate Professor** (pages 11 and 15). I would be pleased to provide any additional information you may wish to have.

In your letter to me, please confirm that there is an arm's length professional relationship between you and the candidate. We also ask that you conclude your assessment with a clear statement that Dr. _____ meets, or does not meet, the standards for tenure at the University of Saskatchewan. Please mark your letter confidential and return

it directly to me. Your assessment will not be seen by the candidate, but will be available to the Department Renewals and Tenure Committee and to the College and the University Review Committees.

Thank you very much for agreeing to carry out this important review. I would appreciate receiving your assessment by _____. If there has been some change in circumstance and it is no longer possible for you to act as an external referee, I would be grateful to hear from you as soon as possible.

Thank you for your assistance.

Sincerely

DEPARTMENT HEAD