

**Form Letter to External Referee:**

**Promotion to Professor – 2012 CoMedicine Standards  
Category 4: Research and Scholarly Work**

As we discussed in our recent telephone conversation, Dr. \_\_\_\_\_ is being considered for promotion to the rank of 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 4: Research and Scholarly Work**.

Promotion to Professor requires review of the candidate's research and scholarly 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 research and scholarly work must be assessed, using the appropriate **University of Saskatchewan promotion 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 promotion 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:

*"Research, scholarly and/or artistic work is creative intellectual work which is in the public realm and which has been subjected to external peer review."*

*"The primary and essential evidence in this category is publication in reputable peer-reviewed outlets or, in the case of performance of artistic work, presentation in reputable peer-reviewed venues."*

*"Evaluation . . . will address the quality and significance of the work."*

*"There must be compelling evidence of significant achievement in scholarly activity."*

*"Candidates will demonstrate . . . that the results of their research, scholarly and/or artistic work have made a contribution sufficient, to be recognized as substantial by authorities in the field in other parts of Canada or other countries as appropriate."*

*"There must also be evidence of leadership in the establishment and execution of a clearly defined program of research and scholarship and a positive indication that the candidate will maintain activity in research and scholarly work."*

*"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 research and scholarly work, and selected relevant material from Dr. \_\_\_\_\_'s case file. Please ensure that you restrict your assessment to the period under review, which is from the date of Dr. \_\_\_\_\_'s last promotion [*insert applicable date*] to June 30<sup>th</sup> of this year. 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 4.

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 research and scholarly work encompasses \_\_\_ - \_\_\_% of his/her time. The sections most relevant to the external review are highlighted in this document under **Category 4: Research, Scholarly and/or Artistic Work** (beginning on page 7) as well as the specific sections **Tenure/Continuing Status as or Promotion to Professor** (page 9). 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 promotion to Professor 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 Promotions Committee and to the College and 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