

Form Letter to External Referee:

**Promotion to Professor – 2012 CoMedicine Standards
Category 5: Practice of Professional Skills**

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 5: Practice of Professional Skills**.

Promotion to Professor requires 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 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:

"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 also be compelling evidence . . . that: 1) the candidate has demonstrated a sustained high level of performance in the practice of the profession and established a reputation for expertise in the fields among colleagues and, 2) the candidate has made a significant contribution to the creation and dissemination of knowledge through scholarly work."

"There must also be evidence of leadership in the establishment and execution of a clearly defined program of scholarship and a positive indication that the candidate will maintain activity in 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 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 the date of Dr. _____'s last promotion [*insert applicable date*] to June 30th 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 5.

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 Professor** (pages 11 and 15-16). 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