LIST OF REFERENCES for contact by the SAPC

The nomination package requires a total of 18-24 peer and student references from the nominee.

Please ensure that the listing for each reference includes e-mail addresses. In general, these individuals should be at least at the rank requested or above.

- It is customary for nominees to contact their references in advance, letting them know the SAPC will be requesting letters of evaluation. Department chairs should help their faculty to understand their responsibility in this domain.
    - Six (6) to eight (8) **outside** references
    - Four (4) **internal**[1] references
    - Eight (8) to twelve (12) medical or graduate students, residents, fellows or post-docs, current or former, who can comment on the nominee's characteristics as an educator.

Referees will be sent the following information: A cover letter from the SAPC asking for a review; a list of the criteria for the professional category selected; the CV; the candidate's personal statement; manuscripts submitted; teaching and clinical activity forms; and a copy of the curriculum under review if the nomination is based on curriculum development.

For **New Appointments**:

- Six (6) to eight (8) outside references
- Four (4) internal references **from the academic institution which the nominee is coming from**
- Eight (8) to twelve (12) names of students/residents.

Letters submitted during the nominee's recruitment may be used as reference letters; however, these will only be useful if they support the specific criteria in the category in which the nominee is being considered.

Referees who speak to the scientific work and teaching of the nominee (versus clinical expertise) in general should be at least of the same rank being sought by the nominee. Most commonly your referees will know your work at your prior institution.

NOTE: IN ALL CASES, ADDITIONAL REVIEWERS WILL BE IDENTIFIED BY THE SAPC.

[1] "Internal" refers to faculty and trainees of UConn, even if located at an affiliated hospital or another campus of the University.