

January 7, 2015

Health Sciences Only: Advisory to Deans #AA2015-01

Re: Letter Requirements for Appointments via Change in Title

Dear Colleagues,

This advisory is to provide clarification regarding reference letter expectations when submitting an Appointment via Change in Title for faculty in the health sciences, specifically in the School of Medicine and the School of Veterinary Medicine. Academic Affairs has worked closely with the Committee on Academic Personnel (CAP) to clarify the following requirements for letters of reference.

1. Appointments via Change in Title that do NOT require letters

FROM: Ladder Rank Professor series

TO: Health Sciences Clinical Professor series
Professor in Residence series
Professor of Clinical __ series

FROM: Professor in Residence series

TO: Health Sciences Clinical Professor series
Professor of Clinical __ series

FROM: Professor of Clinical __ series

TO: Health Sciences Clinical Professor series

2. Appointments via Change in Title that require letters

FROM: Professor of Clinical __ series

TO: Professor in Residence series

Letters are required because of the additional research expectations for the in Residence series, compared with the Clinical __ series.

3. Appointments via Change in Title that are generally not allowed without an open recruitment

FROM: Health Sciences Clinical Professor series

TO: Professor of Clinical __ series
Professor in Residence series

FROM: Professor of Clinical __ series or Professor in Residence series

TO: Ladder Rank Professor series