

YALE SCHOOL OF MEDICINE OFFICE OF ACADEMIC AND PROFESSIONAL DEVELOPMENT

Referee List Template

Candidate's name, Department, and Proposed Rank and Track: _____

People involved in compiling this departmental list: _____

Arm's-Length *These include experts-in-the field able to provide an impartial evaluation and who will not benefit from the outcome of the review. They typically have not collaborated, taught, or mentored the candidate (although see list of exceptions in OAPD Guidelines for letters of evaluation).*

Non-Arm's-Length *These include close colleagues, previous or current primary mentors, scientific collaborators, and co-authors or co-developers of academic products.*

___ PLEASE CHECK: This list has been compared to the candidate's CV to confirm Arm's-Length vs. Non-Arm's-Length referees on this form

Refer to [Referee Letter Requirement Chart](#) for the exact number of Arm's-Length and Non-Arm's-Length referees required

Suggested by Department

- Referee Name + Degree(s) - Academic Rank - Other Position Title(s)	- Institution Name - Department - Division/Section	- Email address - Phone number	Field(s) of Expertise (5-10 words)	Relationship/Role in Candidate's Career Arm's-Length only (note any exceptions to criteria)	THIS BOX Office of Academic and Professional Development <i>use only</i>
				Arm's-Length	
				Arm's-Length	
				Arm's-Length	
				Arm's-Length	
				Arm's-Length	
				Arm's-Length	

Suggested by Candidate

- Referee Name + Degree(s) - Academic Rank - Other Position Title(s)	- Institution Name - Department - Division/Section	- Email address - Phone number	Field(s) of Expertise (5-10 words)	Relationship/Role in Candidate's Career (Describe how Non-Arm's-Length or any exceptions to Arm's-Length criteria)	THIS BOX Office of Academic and Professional Development <i>use only</i>

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OPTIONAL LIST OF SECONDARY OR ADDITIONAL REFEREES

In the two preceding tables, please list the minimum required number of Arm’s-Length and Non-Arm’s-Length referees in each of the Department and Candidate sections as specified in the “Number to be Solicited” column of the [Referee Letter Requirement Chart](#). These referees may be contacted by the department or school and invited to provide an evaluation of your candidacy for appointment, reappointment, or promotion.

In addition, all faculty are encouraged to provide a list of additional names below. It has become increasingly common in academic medicine reviews, for referees to either not respond or to decline invitations, citing time constraints or prior commitments. This causes delays in the review process which often adds stress on faculty candidates. Your developing an additional list will save the department or school time by their not having to ask you, your mentors, or Chair for additional names later in the process. It is especially helpful to include additional back-up Arm’s-Length referees because they are more likely to decline or not respond to invitations than are Non-Arm’s-Length referees.

The department or school may choose to solicit these additional referees at the same time as those listed on the prior page. Or, they may choose to wait and see if they receive enough Arm’s-Length and Non-Arm’s Length letters from the prior page before contacting those listed below.

- Referee Name + Degree(s) - Academic Rank - Other Position Title(s)	- Institution Name - Department - Division/Section	- Email address - Phone number	Field(s) of Expertise (5-10 words)	Relationship/Role in Candidate’s Career (Describe how Non-Arm’s- Length or any exceptions to Arm’s-Length criteria)	THIS BOX Office of Academic and Professional Development <i>use only</i>