

FoM Letters of Reference Chart

Decision Type	Decision?	# of Letters Required	Arm's Length?	Need to be external to UBC?	Candidate's List?	Dept.'s List?	Reviewed by Faculty ARPT?	Reviewed by SAC?
New Hires	Appointment as Assistant Professor of Teaching	3	No	No (but recommended)	Yes, from application package	No	Not required	No
	Appointment as Associate Professor of Teaching	4	Yes	No (but recommended) must be outside Dept.	Yes, maximum 2 chosen	Yes	Yes	Yes
	Appointment as Professor of Teaching	4	Yes	At least 2 and remaining external to their unit or department	Yes, maximum 2 chosen	Yes	Yes	Yes
	Appointment as Assistant Professor	3	No	No (but recommended)	Yes, from application package	No	Not required	No
	Appointment as Associate Professor	4	Yes	Yes	Yes, maximum 2 chosen	Yes	Yes	Yes
	Appointment as Professor	4	Yes	Yes	Yes, maximum 2 chosen	Yes	Yes	Yes
Promotion &/or Tenure Decisions	Tenure and Promotion to Associate Professor of Teaching	4	Yes	No (but recommended) must be outside Dept.	Yes, at least 2 chosen	Yes	Yes	Yes
	Promotion to Professor of Teaching	4	Yes	At least 2 and remaining external to their unit or department	Yes, at least 2 chosen	Yes	Yes	Yes
	Promotion to Associate Professor	4	Yes	Yes	Yes, at least 2 chosen	Yes	Yes	Yes
	Promotion to Professor	4	Yes	Yes	Yes, at least 2 chosen	Yes	Yes	Yes
	Tenure	4	Yes	Yes	Yes, at least 2 chosen	Yes	Yes	Yes

Note:

All letters must be arm's length, except new appointments at the rank of Assistant Professor, Assistant Professor of Teaching, and Acting Assistant Professor. See the SAC Guide for more information.

Tenure track and tenure includes grant tenure track and grant tenure.

If a candidate is being reviewed for both promotion and tenure, the vote for promotion always occurs first.

If a letter of reference is used from the candidate's application package, a follow-up request to ensure that they meet the criteria for appointment is also usually required (if the referee does not make an explicit statement regarding the appointment at X rank or with tenure).

References:

SAC Guide sections 5.5, 9.4 & 9.5