

FoM Referee Selection for Department Heads and School Directors

External referees are solicited to assess the quality and significance of the candidate's scholarly activity.

In consultation with the Standing Committee, choose the referees to be solicited. Be sure to select referees who reflect all aspects of the candidate's scholarly activity. It is normally expected that the referees are at a rank above the candidate (except for Professors). It is also important that the referees be at arm's length; it is advisable to check public databases such as PubMed for any instances of co-authorship.

Especially in professional cases, it is urged that the qualifications of referees to render judgment on the quality of a candidate's work be made as clear as possible. Although the qualifications of academic referees are often apparent from their rank and the name of their Department/ Faculty/Institute, it is unlikely that this will be equally true for non-academic referees even though their title and the letterheads under which they write lie before one. Referees at academic institutions who have had experience evaluating professional contributions in respect to promotion and tenure and/or whose own professional contributions were so evaluated should be included in the selection of external referees, if at all possible. A reasonably detailed statement of the reasons for selection of a referee and of his or her accomplishments could often be of great value to members of the Committee.

Unless the referees have already been summarized in the Department Head / School Director letter of recommendation, please provide a one page summary of the referees. It is important to list the referees, provide brief notes on the qualifications of the external referees, as well as the reason for the choice.

To prevent undue bias, do not indicate which referees were taken from the candidate's list, nor which referees were selected from the Departmental list.

Name:

Rank:

Institution:

Expertise:

Reason for Selection: