FOM Referee Solicitation Letter for

Partner Stream

***In the case where a Head has been a co-author or received research funds with the candidate, an Acting Head should be put in place for the entire review process including soliciting the referee letters.***

*It is recommended that Heads contact potential referees to determine whether the referee is willing to provide a letter of assessment and if so, to do so by the deadline provided, using* ***Template A****. They should also confirm at this time that they do not have a conflict of interest and are at arm’s length from the candidate. If they are or have been a collaborator and declare that they are nonetheless at arm’s length,* *it is imperative to know the reasons why they consider themselves at arm’s length. Managing a conflict at this step will prevent future delays to the file.*

*If the potential referee is willing to provide a letter of assessment by the deadline, then* ***Template B*** *can be used. The referees are to receive a copy of the candidate’s CV, two or three samples of scholarly work, such as publication reprints, unless the referee has alternate access to them, relevant criteria from the UBC Faculty of Medicine Policy on Partner Appointments. The Teaching Dossier is not sent to referees.*

*Note that cases can be based on one or a combination of three forms of scholarly activity* *(traditional scholarship, scholarship of teaching and professional contributions), but the form of scholarly activity must be determined in advance in discussion between the Head and the candidate so that the appropriate referees are chosen and appropriate criteria are applied at all stages of the review.*

*Consult Manager, Faculty HR for Partner cases where scholarly activity may be considered blended.*

*One sample of a letter of solicitation is to be included in the file that moves forward to the President.*

*For New Hires at the rank of Assistant Professor (Partner), letters of reference from the candidate’s application package can be used, however, a follow-up letter is often required to obtain an explicit recommendation regarding the appointment rank in the partner stream.* *This letter can be adapted to the criteria for Assistant Professors (Partner) as necessary.*

**TEMPLATE A:**

[Date]

Dear [referee name]:

RE: [candidate name]

The University of British Columbia is considering [candidate name] for [appointment or promotion] to [rank] (Partner) in the Department/School of [XX]. On behalf of [candidate name], I am writing to ask if you are willing to provide an arm’s length assessment of [candidate name]’s scholarly activity with particular emphasis on the significance of their scholarly and professional work in their discipline.

Referees are not normally expected to include relatives, close personal friends, clients, current or former colleagues, former thesis advisors, research supervisors, grant co-holders, or co- authors. If you should feel that your relationship to the candidate is such that it might affect your ability to evaluate them impartially, please decline writing an assessment. However, if you are or have been a grant co-holder or co-author with the candidate and feel that your relationship to the candidate is such that it will not affect your ability to evaluate them impartially, we would be grateful if you would explain briefly in what context you do consider yourself arm’s length.

We rely heavily on outside letters in making decisions of this nature. I realize that the effort required to write such letters is significant and that the rewards are limited. I would therefore like to emphasize our deep gratitude for your assistance in this important task.

Please advise within the next week whether you are willing and able to provide us with this assessment and if yes, whether you can do so by [deadline]. If so, I will forward [candidate name]’s curriculum vitae, and selected publications to you as soon as possible. You can contact me at [email].

**If I do not hear from you by [next week deadline] I will assume that you are unable to provide a reference and will remove your name from the referee list.**

Thank you for your consideration and assistance.

Yours sincerely,

xxxx

[Professor and Head/School Director]

**TEMPLATE B:**

[Date]

Dear [referee name]:

RE: [candidate name]

The University of British Columbia is considering [candidate] for [appointment or promotion] to [rank] (Partner) in the Department/School of [XX]. I am writing to ask you to provide an arm’s length assessment of [candidate]’s scholarly and professional activity with particular emphasis on the quality and significance of their scholarly and professional work in their discipline. Please indicate in your letter whether you know the candidate, and if so, in what capacity.

This file is being considered on the basis of [specify]**.** I would ask that you please make an **explicit recommendation** concerning [promotion or appointment] to [rank] (Partner) in the context of the UBC Faculty of Medicine Policy on Partner Appointments, and based on the evidence made available to you. I have enclosed a copy of the UBC Faculty of Medicine Policy on Partner Appointments that discusses the criteria for appointment, reappointment, and promotion at UBC.

We would be grateful for candid and specific comments about all aspects of the candidate’s scholarly and professional achievements as set out below. We have provided questions concerning the type of information we would find helpful, but we hope you will also refer to any other matters you believe will assist in evaluating the candidate (e.g. direct knowledge of the candidate’s teaching effectiveness, administrative performance, etc.).

1. Were you aware of the candidate's publications before now? Had you read any of them? In what ways are they referred to in other literature in their discipline?
2. On the basis of the information available to you, how do you assess the candidate’s contribution as a scholar and researcher in their discipline?
3. Has the candidate effectively disseminated their scholarly and professional work? For example, publications, conference presentations and participation, invited and other presentations, other evidence such as letters of impact, development and/or implementation of policies, practice guidelines, government reports and/or curriculum innovation.
4. Apart from their scholarly work, do you know of any contributions the candidate has made to the development of their discipline in Canada or elsewhere, e.g. through activities in learned societies, organizing conferences, and so forth? In your opinion how significant have these activities been from the standpoint of promoting teaching and scholarship in their discipline?
5. What is the impact of the candidate’s work? Traditionally, evidence of impact includes journal impact factors and citation indices; however, please offer additional insights. For example, has the direction of the candidate’s discipline changed because of their work? Is the candidate’s work novel, creative or innovative? Is the work recognized by their peers at local, national and/or international levels? Has there been adaptation of the candidate’s work? Has the candidate’s work opened new avenues of research? To what degree is it marked by industry and thoroughness? What would you consider to be reliable indication or evidence for the impact of the candidate’s work?
6. What is the candidate’s productivity relative to other scholars in their discipline?
7. Has the candidate sustained their scholarly and professional activities since their [UBC appointment or last promotion]?
8. How is the candidate’s discipline (in Canada or internationally) different because of their work?

**[For appointment/promotion to Associate Professor only**:**]**

1. Is the candidate an independent scholar, that is, has the candidate achieved sufficient independence from previous supervisors and current senior colleagues?
2. Would you recommend the candidate for [either: appointment as Associate Professor (Partner) or promotion to Associate Professor (Partner)]?

**[For appointment/promotion to Professor only:]**

1. Has the candidate attained distinction in their discipline? Are their scholarly activities (traditional scholarship and/or professional contributions and/or educational scholarship) considered outstanding?
2. Would you recommend the candidate for [either: appointment as Professor (Partner) or promotion to Professor (Partner)]?

Please add any further comments you think might be useful in assessing the candidate’s academic contributions.

It is the policy of the University to treat as confidential letters of reference which it receives. It can, however, be required under Freedom of Information legislation to disclose the substance of any letter of reference but only where that can be done without disclosing the identity of the writer. In addition, if in the course of consideration of a candidate a negative recommendation is made within the University, the candidate is entitled to see a summary or an edited version of letters, but again the summary or editing is done so as not to disclose the identity of the writer. To facilitate this, you may precede your evaluation with a letter of transmittal such that the evaluation itself does not identify you or your institution. The letter of transmittal will be included as part of the evaluation file but excluded from a requested summary.

Please note that the enclosed Curriculum Vitae contains personal information about the candidate. Please keep it confidential, store it in a secure location, and destroy it after you complete your assessment.

We rely heavily on outside letters in making decisions of this nature. I realize that the effort required to write such letters is significant and that the rewards are very limited. I would therefore like to emphasize our deep gratitude for your assistance.

I look forward to receiving your letter of assessment by [deadline]. **If I do not hear from you by the deadline, I will assume that you are unable to provide the reference and will remove your name from the referee list.** You can contact me at [email].

Thank you for your consideration and assistance.

Yours sincerely,

xxxx

[Professor and Head/School Director]

Enclosures

1. UBC Faculty of Medicine Policy on Partner Appointments
2. Samples of the candidate's scholarly work
3. Curriculum Vitae