

College of Human Medicine Letters of Reference Guidelines

MSU specifies guidelines, processes and procedures with regard to letters of reference for tenure system faculty. CHM uses these for letters of reference for faculty in all appointments systems. Departments should use the following CHM guidelines for each appointment system provided below, in addition to MSU guidelines, processes and procedures.

Tenure System

Assistant Professor to Associate Professor with Award of Tenure

- Minimum of 4 and maximum of 6 external letters
- Of the total number of external letters at least one letter should be requested by the chair as an independent assessor
- Letters must come from reviewers who hold rank of Tenure Associate Professor or higher

Associate Professor to Professor in Tenure System

- Minimum of 4 and maximum of 6 external letters
- Of the total number of external letters at least one letter should be requested by the chair as an independent assessor
- Letters must come from reviewers who hold rank of Tenure Professor

Health Programs, Fixed Term, and Non-Prefix Community Based

Assistant Professor to Associate Professor

- Minimum of 1 external (chosen by Department chair)
- Additional 3-5 internal and/or external
- External letter must be outside of the MSU appointment system
- Internal letters are from faculty in the University who are knowledgeable in the candidate's particular field and expertise
- Letters must come from reviewers who hold rank of Associate Professor or higher

Associate Professor to Professor

- Minimum of 2 external (1 chosen by Department chair)
- Additional 2-4 internal and/or external
- External letters must be outside the MSU appointment system
- Internal letters are from faculty in the University who are knowledgeable in the candidate's particular field and expertise
- Letters must come from reviewers who hold rank of Professor