

UCI School of Medicine Guidelines on Letters of Recommendation (LOR)

(Updated 2/28/2024)

LORs are from outside UCI unless otherwise stated.

Health Sciences Clinical Professor series

Appointments to HS Clinical Instructor: LORs NOT required

Appointment to HS Assistant Clinical Professor: 3 LORs; letter-writers do not need to be non-conflicted; candidate nominated letter-writers are acceptable.

Appointment or Promotion to HS Associate Clinical Professor: 4-5 LORs. At least 3 letter-writers must be department-nominated and non-conflicted. *However, for this rank, letter-writers may be current UC Irvine faculty but must be from outside of the faculty member's home or joint department (including affiliate sites). Other 'conflict' categories still apply (please see examples below).*

Appointment or Promotion to HS Clinical Professor and Appointment or Advancement to HS Clinical Professor Above Scale: 4-5 LORs. At least 3 letter-writers must be department-nominated and non-conflicted.

Advancement to HS Clinical Professor Step VI: LORs NOT required, though the department may solicit letters if it feels that letters will strengthen the file. Note: candidate has the right to request that the Chair solicit LORs.

All Accelerated Merits: LORs NOT required, though the department may solicit letters if it feels that letters will strengthen the file.

Professor, Professor In Residence, Professor of Clinical-X, and Adjunct Professor Series

Appointment (or COS) to Assistant Professor: 3 LORs; letter-writers do not need to be non-conflicted; candidate nominated letter-writers are acceptable.

Appointment/Promotion to Associate Professor/Professor AND Appointment or Advancement to Professor, Above Scale: 4-5 LORs. At least three letters must be department-nominated and non-conflicted.

Advancement to Professor Step VI: LORs are NOT required, though the Department may solicit letters if it feels that letters will strengthen the file. Note: Candidate has the right to request that the Chair solicit LOR's.

Accelerated Merits: LORs are NOT required, though the department may solicit letters if it feels that letters will strengthen the file.

FY 2019-20 Update: CAP uses 'Conflicted' and 'Non-Conflicted' to evaluate specific conflicts between letter-writers and the faculty member being evaluated.

Conflicts might include:

- An advisor/mentor at any level (lifelong conflict)
- Substantive collaboration in the last 4 years
- Close personal or familial relationship
- Current faculty at UCI (**Please see exceptions/allowance related to appointment/promotion to the HS Associate Clinical Professor rank*)
- Direct financial relationship

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UCI School of Medicine Helpful Hints

Policies for obtaining outside letters for Appointments, Promotions, Advancements to Above Scale

Preparation of outside letter-writer lists:

- Candidate list: Prepared by candidate.
- Department list: Prepared by department without consulting candidate list.
- **Overlapping names on both lists are designated “Department list.”**

4-5 analytical letters are required for Appointment, Advancement to Above-Scale, or Promotion. At least three letters must be department-nominated and non-conflicted, and **ALL** of the letter writers must be **at or above** the proposed level.

e.g. Assistant Professor of Clinical X, Step IV, is proposed for Promotion to Associate Professor of Clinical X, Step I; **ALL** letter writers must be at the Associate Professor rank or higher, but only 3 out of the minimum required need to be department-nominated and non-conflicted.

We also strongly recommend obtaining at least one, preferably more, **non-conflicted letter(s) from other UC campuses**. This is particularly important for the Clinical X series.

Please also take note of the following for all series:

Candidates will be asked to supply the dept chair with a list of names of suggested candidate-nominated outside letter writers for their promotion, and may also provide to the chair, in writing, names of persons who, for reasons set forth by the candidate, might not objectively evaluate the candidate’s qualifications and performance. Such a statement, if provided, shall be included in the personnel review file. At no time should the candidate contact potential letter writers for any purpose related to the file review, and draft letters or other materials should never be sent by the candidate to potential letter writers. The candidate should not at any time know the identity of the actual letter writers, even though they may have suggested names to their chair.

And finally a special note, only for Appointment to Assistant Professor, Assistant Professor of Clinical X, Assistant Professor In Residence, HS Assistant Clinical Professor, and equivalent positions:

- Minimum number of letters required: 3 analytical/evaluative letters.
- Solicited by: Department from applicant list.
- Letter writers: Do **NOT** have to be non-conflicted. Generally they come from advisors, collaborators, program directors, mentors