

## **UCI School of Medicine Guidelines on Letters of Recommendation (LOR) (Updated 1/07/2020)**

### **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 Professor Above Scale:** 4-5 LORs. At least 3 letter-writers must be department-nominated and non-conflicted.

**Advancement to 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.

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### **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.

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### **Professional Research Series**

**Appointment to Assistant Professional Researcher:** 3 LORs; letter-writers do not need to be non-conflicted; candidate recommended acceptable

**Appointment or Promotion to Associate Professional Researcher, Professional Researcher:** 4-5 LORs. At least three letters must be department-nominated and non-conflicted.

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

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**Update for AY 2019-20: CAP is using '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 above for exceptions/allowance related to appointment/promotion to the HS Associate Clinical Professor rank)
- Direct financial relationship