

## Extramural Letters

### General Guidelines

1. Actions requiring letters of reference must be submitted with the minimum number of letters indicated.
2. For actions requiring Arm’s length Referees **at least 3 must be Arm’s Length.**
3. [UCD 220 V.B.4. b.](#) “To the extent possible, extramural referees should be individuals who are eminent in their field and are able to provide and objective “arm’s-length” assessment of the candidates work. Reviewers should be:
  - (1) Selected from academic or research institutions with standards comparable to the University of California; and
  - (2) of a rank **equal to or above the rank sought** by the faculty member.”

**Arm’s Length Referees** (UCD 220 V.B.4.b.) **Definition:** “Arm’s Length means extramural referees who are qualified to evaluate the work, but have no close connection with the candidate, e.g., they are not a recent mentor, collaborator, or advisor. This assures that extramural referees do not have a conflict of interest.”

**Not Arm’s Length Referees** (UCD 220 V.B.4. b.) **Definition:** “Not Arm’s-Length-Some potential referees are close associates of a candidate and clearly cannot be considered “arm’s-length’ reviewers. Close associates of a candidate include graduate or post-doctoral supervisors, graduate or postdoctoral students, thesis supervisors, teachers, close personal friends, business partners, family members and recent collaborators and co-authors.”

**NOTE:** Health Sciences Clinical Professor (HSCP) series is the **only** series where candidates may select referees within UC Davis, but outside of their home department (and joint department), however Above Scale and Barrier Step 6 merits must include extramural letters (APM 210-6.C). Arm’s Length referees are not required for the HSCP series.

**Extramural List/Labeling Letters** (UCD 220 4. e., f.) Extramural Lists should include names of reviewers to whom the solicitation letter was sent, academic title, and identify reviewers that were suggested by the candidate versus those suggested by the Chair or Department. **Note: The list of reviewers is never shared with the candidate.** The sample solicitation letters should be included with the non-redacted letters and should not include an address of anyone from whom letters were solicited. All solicited letters received must be included with the action. If a referee is unable to provide a letter of reference, indicate their credentials at the end of the referee list and mark it “not received”.

Each letter should include the following information in the top right-hand corner:

- Referee # (matching list of referees)
- Indicate if referee is “Chair, Department or Candidate” selected
- Marked “Confidential”
- Indicate if it is “arm’s-length” or “not arm’s-length”

Series	Appointment Assistant Step 1-3	Appointment Assistant Step 4-6	Appointment Associate	Appointment Full	Promotion Associate	Promotion Full	Above Scale Merit	Barrier Step Merit
Ladder/Regular Series	E(3)	E(4)	A(6)	A(6)	A(6)	A(6)	A(6)	O(M, if used)
In Residence	E(3)	E(4)	A(6)	A(6)	A(6)	A(6)	A(6)	O(M, if used)
Clinical X	E(3)	E(4)	A(6)	A(6)	A(6)	A(6)	A(6)	O(M, if used)
Adjunct	E(3)	E(4)	A(6)	A(6)	A(6)	A(6)	A(6)	O(M, if used)
Health Sciences Clinical Professor (HSCP)	E(3)	E(3)	L(4)	L(4)	L(4)	L(4)	L(4)	O(L, if used)
Professional Researcher	E(3)	E(4)	A(6)	A(6)	A(6)	A(6)	A(6)	O(M, if used)
Project Scientist	n/a	n/a	L(3)	L(4)	L(3)	L(4)	A (5)	O(L, if used)
Specialist	n/a	n/a	L(3)	L(3)	L(3)	L(3)	A (5)	n/a
Visiting Titles	n/a	n/a	n/a	n/a	n/a	n/a	n/a	n/a

**Legend**

E=letters solicited during recruitment are deemed sufficient to submit, arm’s length not required  
 L-=Letters required- arm’s length not required  
 A=At least 3 must be arm’s length  
 M = Minimum of 3 arm’s length letters, all letters received must be included in the review  
 N/A=Not required  
 O=Optional

This document includes frequently used series within the Schools of Health. For all other series visit the [AA website](#).