

## Extramural Letters Requirement Charts

### GENERAL GUIDELINES

- All Actions must be submitted with a minimum of (#) letters indicated (of which at least 3 must be Arm's Length if indicated by an "A" on the chart) (HSCP actions can have 5 letters until AS merit)
- At least half of the letters solicited must be Chair selected.
- All references solicited must be included on the List of References; if someone does not respond, please note and add them to the end of your reference list.
- All reference letters received must be included with the action.
- Extramural = Outside UC Davis
- Referees should **always** be at or above the candidate's proposed rank for **ALL** actions

**Arm's Length Referees should meet the following criteria:**

- **Not a past collaborator (PI on shared grant, co-author, etc.)**
- **Not a past Mentor, Advisor or Supervisor**
- **Not a friend or previous/current Co-worker**

Labeling of Letters

- Letters must have the Candidate Name, Referee # (matching list of referees), marked as candidate or chair selected, marked as arm's length or not arm's length in the TOP RIGHT.
- All letters should be marked **CONFIDENTIAL**

### SERIES SPECIFIC GUIDELINES

#### **Regular Series**

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Above Scale only
E (3)	E (4)	A (6)	A (6)	A (6)	A (6)	A (6)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

#### **In Residence Series**

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Above Scale only
E (3)	E (4)	A (6)	A (6)	A (6)	A (6)	A (6)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

#### **Clinical (X) Series**

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Above Scale only
E (3)	E (4)	A (6)	A (6)	A (6)	A (6)	A (6)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

## Extramural Letters Requirement Charts

### Health Sciences Clinical Professor (HSCP) Series

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Above Scale only
*E (3)	* E (4)	* L (5)	∞L (5)	* L (5)	∞L (5)	∞N (5)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

N = Letters must demonstrate National Recognition (not necessarily true arm's length)

\* = Referees from UC Davis (but outside candidate's home/joint department(s) are allowed

∞ = At least half of the letters should come from outside UC Davis

### Adjunct Series

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Barrier Steps (Full Step VI or AS)
E (3)	E (4)	A (6)	A (6)	A (6)	A (6)	A (6)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

### Professional Research Series

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Barrier Steps (Full Step VI or AS)
E (3)	E (4)	A (6)	A (6)	A (6)	A (6)	A (6)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

### Project Scientist Series

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Barrier Steps (Full Step VI or AS)
N/A	N/A	L (3)	L (4)	L (3)	L (4)	Step VI - L (4) Above Scale - A (5)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

### Specialist Series

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Barrier Steps Above Scale
N/A	N/A	L (3)	L (3)	L (3)	L (3)	A (5)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

## Extramural Letters Requirement Charts

### Visiting Professor Title

Appointment Asst rank, Steps I-III	Appointment Asst rank, Steps IV-VI	Appointment Associate Rank	Appointment Full rank	Promotion Associate Rank	Promotion Full Rank	Merit to Barrier Steps (Full Step VI or AS)
N/A	N/A	N/A	N/A	N/A	N/A	N/A

N/A = No Extramural Letters are required

### Lecturer SOE / Sr Lecturer SOE

Appointment PSOE ranks	Appointment Lecturer SOE Rank	Appointment Sr. Lecturer SOE Rank	Merit to Above Scale (Sr. LSOE)	Promotion LPSOE to LSOE	Promotion LPSOE to Sr. LSOE or LPSOE to SR. LSOE
E (3)	L (4)	A (6)	A (6)	L (4)	A (6)

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length