

EXTERNAL REVIEW AND EVALUATION

No more than four external letters can be included from reviewers who have a professional relationship with the candidate. **Any dossiers that do not meet this requirement will be returned to the department for amendment.** A list of those who were requested to write external letters must be included in the dossier, which should include the reviewer's name, rank/title, and institution. The reviewer should be at least a rank above the candidate's current rank. This list must also include a brief description of the reviewer's relationship to the candidate. If there is no relationship, that statement must be made.

Examples of statements of relationship are given below. These examples can be modified to fit the circumstances of the candidate:

- I have never worked with, collaborated with or published with the reviewer, and have no personal or professional relationship with the reviewer.
- I have only collaborated with the reviewer on multi-center clinical trials but do not know the reviewer personally or professionally.
- I have met the reviewer at professional meetings but do not have a personal or professional relationship with the reviewer.
- I have previously/currently worked on a grant review committee or professional society committee with the reviewer, but have no further personal or professional relationship with the reviewer.*
- I have previously worked with the reviewer.**
- I have previously trained with the reviewer.**
- I have previously/currently collaborated with the reviewer.**
- I have previously/currently published with the reviewer.**
- The reviewer has previously (or currently) serves/ed as a mentor.**

* *Depending on the circumstances, may count as one of the four letters where a professional relationship is present*

** *Counts as one of the four letters where a professional relationship is present*