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## **AC Track Peer Reference Guide – Promotions & Appointments to Associate Professor & Professor**

- **Requirements for all:**
  - Referees must be able to specifically assess candidate's impact in designated AoC.
  - Minimum 10 referees will be proposed by the candidate.
  - Referees must primarily be faculty.
    - Faculty referees must be at or above the candidate's proposed rank.
    - Up to 2 non-faculty referees may be proposed, but they must be recognized as leaders within their field/organization (e.g. City Health Commissioner, Director of Social Work, Chief Nursing Officer etc.).
  - **See additional rank-specific criteria below**
  - Department Faculty Coordinator vets list to ensure each meets criteria for proposed rank. Vetted list is submitted to a member of department leadership (Chair, VC for Academic Affairs, Division Chief etc.) for final selection of who will be solicited.
    - Minimum 8 solicitations will be sent.
  - Minimum of 6 letters are required for dossier to be put forward to the school.
  - All received should be submitted.
  - Departments may solicit additional references as needed to meet minimum of 6.
  - Referees will receive the following materials for review:
    - Candidate's CV (and grants if applicable)
    - Candidate's Personal Statement
      - (If AoC is Education, include Education Impact Statement)
    - Explanation of AC Track expectations
- **Associate Professor Requirements**
  - Generally, referees **must be from outside the candidate's division**, but may be from the same department within Penn Medicine/CHOP
    - Referees from across the Penn Medicine/CHOP health systems are encouraged.
    - Up to 2 referees from the same division as the candidate may be included. This would most likely occur in situations where the department is very large and there are multiple sections/subdivisions in a single division and depending on the candidate's role.



- Assessment Criteria – **Recognized outside their division for engagement in their AOC.**
- **Professor Requirements**
  - Referees **will generally be external to and from across Penn Medicine/CHOP.**
    - Final Dossier must include a minimum of **3 external to PENN MED/CHOP**
    - All others should be from **outside candidate's department**
  - Assessment Criteria – **Broadly recognized across Penn Medicine/CHOP and externally as a leader in their AoC.** (Scope of reputation will be regional or national for most, but in smaller, niche fields, and depending on candidate's role, may be more limited.)

**Appointment candidates** will be assessed based on recognition outside their current home division (Associate rank) and current home academic/health system (Professor rank). Referees should be proposed accordingly.

Updated 8/23/24