

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.).
 - Emeritus faculty should only be proposed if they remain active in the field.
 - **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.
 - **Rarely** up to 2 referees from the same division as the candidate may be proposed (e.g. when the division is very large and includes multiple sections/subdivisions and/or 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**
 - Former PSOM faculty members must have left the institution at least 5 years ago to be considered an External reviewer.
 - 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. Faculty from the PSOM appointing department should not be included.

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