EXTERNAL REFEREE FORM
This form must be returned with your letter

Referee Name: ________________________________________________________________

Referee Title and Affiliation: __________________________________________________

Name of Candidate: ____________________________________________________________

Promotion and/or Tenure Request: ______________________________________________

Relationship to candidate and his/her work: [if YES to any of these questions the letter cannot be included in the REQUIRED category, but may be a useful “additional” letter)]

Check all that apply

1. Past or present student, trainee, mentee or employee for whom you had a direct or significant role in their professional development
   - Yes  - No

2. Family or close friendship
   - Yes  - No

3. Co-investigator on a funded research project now and/or within the past 5 years (with exception of very large research studies/projects where investigators have a very distant relationship)
   - Yes  - No

4. Collaboration currently and/or within the past 5 years that represents a conflict of interest in the opinion of the letter author
   - Yes  - No

5. Co-author on a publication within the past 5 years (with the exception of very large research studies/projects where Co-authors have a very distant relationship)
   - Yes  - No

6. Other, please specify: _______________________________________________________

Knowledge of candidate’s work based on:

Check all that apply

1. His/her publications and CV
   - Yes  - No

2. Scholarly presentations
   - Yes  - No

3. Personal knowledge and discussions
   - Yes  - No

4. Participated on review panels (study section, advisory Boards, etc.)
   - Yes  - No

External Reviewer’s Signature __________________________________________________________________________ Date ____________