

LETTER REQUIREMENTS FOR CASES					
Action	To Rank/Series	Number of letters	List (of those received)		Required/Optional
Ladder Rank					
Appointment	Assistant Prof	Min. of 3	May all be from candidate		Required
Tenure	Associate Prof	Min. of 7	At least half from Department		Required
Appointment	Assoc/Full Prof	Min. of 7	At least half from Department		Required
Promotion	Full Professor	Min. of 5	At least half from Department		Required
Step VI	Full Professor	Min. 3 (if solicited)	At least half from Department		Optional*
Advance to A/S	Full Professor	Min. of 3	At least half from Department		Required
Adjunct / Professor-in-Residence					
Appointment	Assistant Adjunct or PIR	Min. of 3	May all be from candidate		Required
Promotion	Assoc/Full Adjunct or PIR	Min. of 5	At least half from Department		Required
Appointment	Assoc/Full Adjunct or PIR	Min. of 5	At least half from Department		Required
Step VI	Full Adjunct or PIR	Min. 3 (if solicited)	At least half from Department		Optional*
Advance to A/S	Full Adjunct or PIR	Min. of 3	At least half from Department		Required
Research Series					
Appointment	Assistant Research	Min. of 3 (if solicited)	May all be from candidate		Optional*
Promotion	Assoc/Full Research	Min. of 5	At least half from Department		Required
Appointment	Assoc/Full Research	Min. of 5	At least half from Department		Required
Step VI	Full Research	Min. 3 (if solicited)	At least half from Department		Optional*
Advance to A/S	Full Research	Min. of 3	At least half from Department		Required
Teaching Professor					
Appointment	Lecturer or Sr. Lecturer PSOE	Min. of 3	May all be from candidate		Required
Promotion	Lecturer or Sr. Lecturer SOE	Min. of 5	At least half from Department		Required
Appointment	Lecturer or Sr. Lecturer SOE	Min. of 5	At least half from Department		Required
Advance to A/S	Lecturer or Sr. Lecturer SOE	Min. of 3	At least half from Department		Required
Specialist Series					
Appointment	Asst Specialist	Min. of 2 (if solicited)	May all be from candidate		Optional*
Promotion	Assoc/Full Specialist	Min. of 3 (if solicited)	At least half from Department		Optional*
Appointment	Assoc/Full Specialist	Min. of 3 (if solicited)	At least half from Department		Optional*
Advance to A/S	Assoc/Full Specialist	Min. of 3 (if solicited)	At least half from Department		Optional*
Project Scientist Series					
Appointment	Asst Project Scientist	Min. of 3 (if solicited)	May all be from candidate		Optional*
Promotion	Assoc/Full Project Scientist	Min. of 3 (if solicited)	At least half from Department		Optional*
Appointment	Assoc/Full Project Scientist	Min. of 3 (if solicited)	At least half from Department		Optional*
Advance to A/S	Assoc/Full Project Scientist	Min. of 3 (if solicited)	At least half from Department		Optional*

* Option to solicit letters is determined by consistent departmental practices. If letters are solicited during the recruitment or promotion process, then letters **must** accompany the case.

The Agronomist series and Acting titles should follow guidelines for the ladder-rank professor series. Health Sciences Clinical Professor and Professor of Clinical X series should follow numerical guidelines for Adjunct / Professor-in-Residence series. Cases in these series should include internal and external letters, as stipulated in and APM 210-6.c and 210-2.b.(2)(b).