

| LETTER REQUIREMENTS FOR CASES           |                               |                          |                               |  |                   |
|---|-------------------------------|--------------------------|-------------------------------|--|-------------------|
| Action                                  | To Rank/Series                | Number of letters        | List (of those received)      |  | Required/Optional |
| <b>Ladder Rank</b>                      |                               |                          |                               |  |                   |
| 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 7                | 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 5                | At least half from Department |  | Required          |
| <b>Adjunct / Professor-in-Residence</b> |                               |                          |                               |  |                   |
| 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 5                | At least half from Department |  | Required          |
| <b>Research Series</b>                  |                               |                          |                               |  |                   |
| 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 5                | At least half from Department |  | Required          |
| <b>LSEO</b>                             |                               |                          |                               |  |                   |
| Appointment                             | Lecturer or Sr. Lecturer PSEO | 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          |
| <b>Specialist Series</b>                |                               |                          |                               |  |                   |
| 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*         |
| <b>Project Scientist Series</b>         |                               |                          |                               |  |                   |
| 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*         |

\* 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).