

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 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
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 5	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 5	At least half from Department	Required
LSOE				
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
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*
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*

* 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 guidelines for Adjunct / Professor-in-Residence series.