

Memo



Date: April 20, 2020

To: All Chairpersons

CC: All Deans

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Subject: List of Potential Referees for Confidential Letters Due to Deans' Offices by **May 30**

It is time to begin the process of requesting confidential letters from outside referees for the purposes of next year's personnel actions. It is important to begin now to insure that your faculty member has everything needed for his or her personnel action.

As a matter of courtesy, your Dean will first send an inquiry to each suggested external referee in order to ascertain if he or she is willing and able to serve as an outside reference. Only once it is determined that the person is agreeable to this task will the Dean send along the reading and support material. For the Dean to have enough time to do this, he or she must have the names of these potential referees by **May 30th**.

Therefore, as soon as possible, please convene your P&B (this may be done through e-mail) and confer with the faculty members who are seeking tenure and/or promotion to generate a list of potential referees. Please provide each faculty applicant with the information below. In your role as Chairperson, it is imperative to emphasize to the faculty applicant that he or she **MUST** provide names in accordance with (b) in the Procedure reprinted below (also found on the Provost's page at <https://www.stjohns.edu/about/leadership-and-administration/administrative-offices/office-provost/faculty-resources>).

Once the external referees have been chosen, send their names and addresses, including email addresses if available, to your Dean no later than May 30th. Thank you for your attention to this important matter.

"a. The Personnel and Budget Committee will generate, in consultation with the applicant, a sufficient list of names to produce three to six letters, recognizing the possibility that not all referees will agree to submit a letter by the deadline. ...The list and materials will be given to the Dean, who will solicit the letters, indicating to the referees the nature of the action."