

Memo



ST. JOHN'S UNIVERSITY

Date: March 31, 2026

To: **All Chairpersons**

cc: All Deans

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SUBJECT: List of Potential Referees for Confidential Letters Due by **June 30, 2026**

It is time to begin the process of requesting confidential letters from outside referees for the 2026-27 personnel actions. It is important to begin now to ensure that your faculty member has everything needed for their 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 **Tuesday, June 30, 2026**.

Therefore, as soon as possible, please convene your P&B and confer with the faculty members who are seeking tenure and/or promotion to generate a list of potential referees. This may be done by email.

Please provide each faculty applicant with the information below. In your role as Chairperson, it is imperative to emphasize that names must be provided in accordance with (a) in the Procedure reprinted below.

“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.”

Once the external referees have been chosen, please send their names and email addresses to your Dean no later than **June 30, 2026**.

Tenure and promotion information may be found on the [Provost's webpage](#). Please check back as the page continues to be updated for the upcoming season.

Thank you for your attention to this important matter.

Enclosure

SGM/kp