**Referee Information Form**

*External referees should be chosen from amongst the most prominent and established scholars. Referees should be well-qualified scholars or artists who are able to provide a fair, objective, and detailed evaluation. Referees should either currently have or in the past have held a rank that is equivalent to or higher than the candidate’s proposed rank. Referees are expected to have an arm’s-length relationship with the candidate, meaning they should not have close connections or relationships with the candidate, professional or personal. This requirement would exclude former advisors, frequent co-authors, co-editors, and research collaborators, in addition to relatives and friends. The Dean may choose at most a single referee who does not fulfill this arm’s-length relationship requirement, provided they explain the reasons for doing so in their report. The Candidate and the Chair are forbidden from contacting referees either before or after the referee receives an evaluation request from the Dean or the Provost. Should a referee contact the candidate or the Chair, this must be reported to the Dean or the Provost immediately.*

**Candidate**

Name:

Proposed Rank:

**Referee**

Name:

Title:

Institutional Affiliation:

Email address:

**Referee’s area of expertise and primary qualifications:**

**Referee’s relationship with the candidate (if any):**

**Form Prepared by:**

**Signature:**

**Date:**