

Extramural Letters Requirement Charts

GENERAL GUIDELINES

- All Actions must be submitted with a minimum of (#) letters indicated (of which at least 3 must be Arm's Length if indicated by an "A" on the chart) (HSCP actions can have 5 letters until AS merit)
- At least half of the letters solicited must be Chair selected.
- All references solicited must be included on the List of References; if someone does not respond, please note and add them to the end of your reference list.
- All reference letters received must be included with the action.
- Extramural = Outside UC Davis
- Referees should **always** be at or above the candidate's proposed rank for **ALL** actions

Arm's Length Referees should meet the following criteria:

- **Not a past collaborator (PI on shared grant, co-author, etc.)**
- **Not a past Mentor, Advisor or Supervisor**
- **Not a friend or previous/current Co-worker**

Labeling of Letters

- Letters must have the Candidate Name, Referee # (matching list of referees), marked as candidate or chair selected, marked as arm's length or not arm's length in the TOP RIGHT.
- All letters should be marked **CONFIDENTIAL**

SERIES SPECIFIC GUIDELINES

Regular Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Above Scale only |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|---------------------------------|
| E (3) | E (4) | A (6) | A (6) | A (6) | A (6) | A (6) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

In Residence Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Above Scale only |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|---------------------------------|
| E (3) | E (4) | A (6) | A (6) | A (6) | A (6) | A (6) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

Clinical (X) Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Above Scale only |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|---------------------------------|
| E (3) | E (4) | A (6) | A (6) | A (6) | A (6) | A (6) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

Extramural Letters Requirement Charts

Health Sciences Clinical Professor (HSCP) Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Above Scale only |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|---------------------------------|
| *E (3) | * E (4) | * L (5) | ∞L (5) | * L (5) | ∞L (5) | ∞N (5) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

N = Letters must demonstrate National Recognition (not necessarily true arm's length)

* = Referees from UC Davis (but outside candidate's home/joint department(s) are allowed

∞ = At least half of the letters should come from outside UC Davis

Adjunct Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Barrier Steps (Full Step VI or AS) |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|--|
| E (3) | E (4) | A (6) | A (6) | A (6) | A (6) | A (6) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

Professional Research Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Barrier Steps (Full Step VI or AS) |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|--|
| E (3) | E (4) | A (6) | A (6) | A (6) | A (6) | A (6) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

Project Scientist Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Barrier Steps (Full Step VI or AS) |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|--|
| N/A | N/A | L (3) | L (4) | L (3) | L (4) | Step VI - L (4) Above Scale - A (5) |

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

Specialist Series

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Barrier Steps Above Scale |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|---------------------------------------|
| N/A | N/A | L (3) | L (3) | L (3) | L (3) | A (5) |

L = Letters required, arm's length not required

A = At least 3 must be Arm's length

Extramural Letters Requirement Charts

Visiting Professor Title

| Appointment Asst rank, Steps I-III | Appointment Asst rank, Steps IV-VI | Appointment Associate Rank | Appointment Full rank | Promotion Associate Rank | Promotion Full Rank | Merit to Barrier Steps (Full Step VI or AS) |
|--|--|-------------------------------|--------------------------|-----------------------------|------------------------|--|
| N/A | N/A | N/A | N/A | N/A | N/A | N/A |

N/A = No Extramural Letters are required

Lecturer SOE / Sr Lecturer SOE

| Appointment PSOE ranks | Appointment Lecturer SOE Rank | Appointment Sr. Lecturer SOE Rank | Merit to Above Scale (Sr. LSOE) | Promotion LPSOE to LSOE | Promotion LPSOE to Sr. LSOE or LPSOE to SR. LSOE |
|------------------------------|-------------------------------------|---|---------------------------------------|-------------------------------|--|
| E (3) | L (4) | A (6) | A (6) | L (4) | A (6) |

E = Letters solicited during recruitment are deemed sufficient to submit, arm's length not required (Advisory #AA2014-01)

L = Letters required, arm's length not required

A = At least 3 must be Arm's length