

ARM'S LENGTH WRITER WORKSHEET

NAME

Arm's Length Letters are letters written by outside evaluators who are recognized experts in their disciplines who are at peer or benchmark institutions, and who stand at arm's length from the candidate. They are critical for the evaluation of faculty for appointments, promotion and/or tenure. **WRITERS NEED TO BE HIGHER RANK THAN THE CANDIDATE.**

An **arm's length letter** is from a reviewer who meets the following criteria:

1. Not related to or personal friend of the candidate
2. Not a current or prior supervisor of the candidate, including service on the candidate's dissertation
3. Not a current or former trainee of the candidate within the last five years
4. Not a current or former co-author or major research collaborator of the candidate (within past 5 years)
5. Not a current or former practice partner of the candidate (including trainee peer of the candidate in residency, fellowship, graduate school, or post-doctoral appt. within the past 5 years)

So, who to ask for arm's length letters? Faculty from other academic institutions who have met or interacted with the faculty candidate in a professional capacity, such as having hosted (or being hosted by) the candidate as a visiting professor, colleagues on regional or national professional committees, editorial boards, or other professional associations, or a faculty from other institutions in the same specialty area who may be familiar with the faculty candidate through their presentations or publications. For clinical title series faculty who have referral-based practices you may want to consider 1-2 referring providers as external reviewers, but in general letters from academic faculty will carry more weight than letters from private practice providers.

The Department of Pediatrics is requesting a minimum of 10 individuals who can serve as an arm's length letter writer. *Please Note: The Provost Office requires 6 arm's length letters for each dossier. We request a few more names than the minimum, as some writers are not able to write.*

NAME AND CREDENTIALS		RANK	INSTITUTION	EMAIL
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