[](http://www.med.uvm.edu/)

**PROCESS & CRITERIA FOR ARM’S-LENGTH EVALUATION**

**OF SCHOLARSHIP / RESEARCH / CREATIVE ACTIVITY:**

The Department must solicit from outside the University arm’s-length evaluation of the quality and significance of the candidate’s creative work when that has been an assigned responsibility.

In cases where promotion and/or tenure is proposed, the department must solicit from outside the University arm’s-length evaluation of the quality and significance of the candidate’s creative work. The selection of external referees is the joint responsibility of the candidate and the department chair or designee. Such input must come from people whose ability to provide an objective evaluation of the academic performance and reputation of the candidate is not put into question by prior associations with the candidate, such as involvement in the candidate’s education, having served together on the faculty at another institution, having been a co-author or co-investigator or collaborator in publications, patents or other scholarly contributions or being close personal or family friends. In cases where the candidate requests to see these assessments, all information identifying the individual source must be redacted. *(Larner College of Medicine Faculty Handbook Page 26)*

Credibility of arm’s-length letters are enhanced when the letters come from reviewers who: (a) work at an institution of higher education or at least comparable to UVM (R1,R2) or other relevant organization, (b) have attained the rank or a higher rank as the candidate seeking promotion, (c) have submitted a CV that reflects a substantial body of work that establishes them as an appropriate reviewer for a specific candidate, and (d) have not real or perceived bias related to the applicant. (*University Professional Standards Committee, Spring 2020)*

**Five (5)** for Tenure Pathway, **three (3)** at a minimum are required for Clinical, Research and Education Scholar Pathways. Arm’s-length letters are required for all promotions beyond the level of Assistant Professor.

Reviewers must be explicitly requested to provide information on any association they have or have had with the candidate, by completing a Referee Form. Outside reviewers should be requested NOT to make comparisons with their own institution.

I have reviewed the criteria stated above, as well as reviewed all arm’s-length letters in this dossier. I (*NAME AND TITLE*) hereby confirm that all (*number of arm’s-length letters*) meet the said criteria and in my opinion are true arm’s-length letters.

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Signature (Department Chair or Director) Date

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Department