Guidelines for Requesting References

(Clinical Professor, Clinical Associate Professor, Visiting or Adjunct (both Ranks))

Applying for an appointment to the University of Michigan Medical School and to the University of Michigan Hospitals and Health Centers Medical Staff requires that academic and clinical references are provided attesting to the academic and clinical qualifications of the candidate.

Selecting appropriate individuals to provide references in accordance to University of Michigan guidelines will ensure that the processes of academic appointment and clinical privileging can occur smoothly.

Please furnish the information indicated below for **at least five** of the academic peer references. For candidates that require clinical assessments, please add **at least three** recent clinical references.

Guidelines for selecting academic references:

1. Reference must be at or above the rank proposed for the candidate being evaluated.
2. Guidelines for selecting academic references vary by rank being proposed for the candidate. A candidate being appointed as a one of the above titles must submit a total of 5 academic references:
   a. At least 3 external unbiased, armôs length references. An armôs length reference is provided by a person who does not know the candidate, but who may have a clear sense of the significance of the candidateôs qualifications.
   b. 2 of the 5 references may be from local sources outside of the department. References must have observed the clinical work and actual teaching, but **may not** be mentors or scholarly collaborators.

Guidelines for selecting clinical references*:

1. Candidate must provide 3 clinical references
2. References must be able to provide knowledge of the candidateôs clinical skills and abilities occurring within the past 12 months.
3. Reference must have observed candidate, at least frequently.
4. Reference must be from same discipline as candidate requesting privileges.
5. Reference cannot be a relative or family member.
6. Examples of appropriate references include: candidateôs service chief or department chair.

*A candidate who fails to submit appropriate clinical references as described in the above-mentioned guidelines may still be credentialed at the discretion of the University of Michigan, but will be placed on mentoring and/or proctoring plan.

Please provide the name and contact information for individuals from which the University will request academic and clinical references in support of your application. Please indicate whether the individual will be providing an academic or clinical reference, or both.

	NAME	TITLE	INSTITUTION	EMAIL	STREET ADDRESS	PHONE	ACADEMIC or CLINICAL or BOTH	REASON SELECTED
1								
2								
3								
4								
5								
6								
7								
8								