

Letters of Reference

Decision?	# of Letters Required	Need to be external to UBC?	Source of Letters
Appointment as Assistant Professor	3	No (but recommended)	Application package
Appointment as Associate Professor	4	Yes	Max of 2 from application package
Appointment as Professor	4	Yes	Max of 2 from application package
Appointment as Assistant Professor of Teaching	3	No (but recommended)	Application package
Appointment as Acting Assistant Professor	3	No (but recommended)	Application package
Appointment as Associate Professor of Teaching	4	No (but recommended)	Max of 2 from application package
Appointment as Professor of Teaching	4	At least 2	Max of 2 from application package
<i>Promotion</i> to Associate Professor	4	Yes	At least 2 chosen from Candidate's list
<i>Promotion</i> to Professor	4	Yes	At least 2 chosen from Candidate's list
<i>Tenure and Promotion</i> to Associate Professor of Teaching	4	No (but recommended)	At least 2 chosen from Candidate's list
<i>Promotion</i> to Professor of Professor of Teaching	4	At least 2	At least 2 chosen from Candidate's list
Tenure	4	Yes	At least 2 chosen from Candidate's list

- All letters must be arm's length, except new appointments at the rank of Assistant Professor, Assistant Professor of Teaching, and Acting Assistant Professor. See the SAC Guide for more information.
- This document is based on Article 5.05 in the Agreement on the Condition of Appointment for Faculty, in the event of a discrepancy, the latter shall prevail.