Peer Reference Guidelines & Instructions

The Peer Reference Form is the process by which the PSOM acquires peer assessments of the teaching and academic accomplishments of faculty proposed for promotion or appointment to Associate and Full Professor on the Academic Clinician track. While faculty candidates will provide a list of individuals to be contacted, all Peer Reference Forms must be sent by and returned to the department’s Faculty Coordinator using an online application. Responses are confidential and will not be made available to the candidate.

- The candidate will identify their own Primary Practice Site (PPS)* & Area of Concentration

- Peer References must come from faculty who are at or above the proposed academic rank. The candidate will provide name, academic or other professional title, primary practice site, and email addresses of individuals who are able to comment specifically on the faculty candidate’s teaching, designated area of concentration and overall reputation.
  - Up to 2 letters may be submitted from non-faculty who are distinguished in their fields
  - Up to 2 Peer References may also be a Clinical Evaluator
  - References from individuals outside one’s primary practice site are strongly encouraged.
  - For promotion to Professor, at least 3 must come from faculty outside the candidate’s primary practice site

- Faculty coordinator will use the REDCap Peer Reference Form application to:
  - Enter the following Candidate information:
    - Name
    - Department
    - Proposed action (appointment/promotion) & rank
    - Primary Practice Site (for external candidate – current academic institution & hospital if applicable)
    - Area of Concentration
  - Enter the following Reference information:
    - Name
    - Academic/Professional title
    - Primary Practice Site
    - email
    - Provide link to Candidate’s CV (via URL from online document storage solution like PennBOX)
    - Send request & receive responses from the proposed references
    - Create Report for submission of 7 responses in the dossier
      - For promotion to full Professor, validate that at least 3 references are from outside the candidate’s primary practice site

- Primary Practice Site = expertise + location

  e.g., Pulmonary ambulation at HUP; General Internal Medicine at Radnor; Emergency Medicine at PPMC