
AC Track Peer Reference Guide – Promotions & Appointments to Associate Professor & Professor

- **Requirements for all:**
 - Referees must be able to specifically assess candidate's impact in designated AoC.
 - Minimum 10 referees will be proposed by the candidate.
 - Referees must primarily be faculty.
 - Faculty referees must be at or above the candidate's proposed rank.
 - Up to 2 non-faculty referees may be proposed, but they must be recognized as leaders within their field/organization (e.g. City Health Commissioner, Director of Social Work, Chief Nursing Officer etc.).
 - **See additional rank-specific criteria below**
 - Department Faculty Coordinator vets list to ensure each meets criteria for proposed rank. Vetted list is submitted to a member of department leadership (Chair, VC for Academic Affairs, Division Chief etc.) for final selection of who will be solicited.
 - Minimum 8 solicitations will be sent.
 - Minimum of 6 letters are required for dossier to be put forward to the school.
 - All received should be submitted.
 - Departments may solicit additional references as needed to meet minimum of 6.
 - Referees will receive the following materials for review:
 - Candidate's CV (and grants if applicable)
 - Candidate's Personal Statement
 - (If AoC is Education, include Education Impact Statement)
 - Explanation of AC Track expectations
- **Associate Professor Requirements**
 - Generally, referees **must be from outside the candidate's division**, but may be from the same department within Penn Medicine/CHOP
 - Referees from across the Penn Medicine/CHOP health systems are encouraged.
 - Rarely up to 2 referees from the same division as the candidate may be included. This would most likely occur in situations where the department is very large and there are multiple sections/subdivisions in a single division and depending on the candidate's role.



- Assessment Criteria – **Recognized outside their division for engagement in their AOC.**
- **Professor Requirements**
 - Referees **will generally be external to and from across Penn Medicine/CHOP.**
 - Final Dossier must include a minimum of **3 external to PENN MED/CHOP**
 - Any former Penn faculty members must have left the university at least 5 years ago
 - All others should be from **outside candidate's department**
 - Assessment Criteria – **Broadly recognized across Penn Medicine/CHOP and externally as a leader in their AoC.** (Scope of reputation will be regional or national for most, but in smaller, niche fields, and depending on candidate's role, may be more limited.)

Appointment candidates will be assessed based on recognition outside their current home division (Associate rank) and current home academic/health system (Professor rank). Referees should be proposed accordingly.

Updated 6/26/25