

Minimum Letters Needed

Type of Action	Min# of ¹ Internal Letters	Min # of ² External Letters
A. Instructor to Assistant Professor	3	0
B. Assist to Assoc WITHOUT tenure	3	2
C. Assist to Assoc WITH tenure	2	3
D. Assoc to Professor with or without tenure	2	3
E. Tenure without Promotion (“a” below)	2	3

Internal versus External

¹Internal: UTHSC or UTHSC affiliates like St Jude or VA

²External: not employed or affiliated with UTHSC

Letter writer must be (a) at or above the candidate’s current rank, in the case of tenure review only, or (b) at or above the rank to which the candidate aspires to be promoted. In cases where the letter writer holds the title of Emeritus, the letter does not count toward the minimum requirement.

For consideration for the award of tenure for a UTHSC faculty, the letter writer MUST be tenured and state as much in the letter of reference.