

## FORM NO. 3-a

## CONFIDENTIAL LETTER COVER SHEET

Candidate's Name \_\_\_\_\_

Date \_\_\_\_\_

Department \_\_\_\_\_

Referee:

Title:

Institutional Affiliation:

## A. Referee's relationship to candidate and his/her work (check all that apply):

1. None known
2. Present or past colleague (at same institution as a student, postdoctoral fellow, or faculty member)
3. Past mentor (specify relationship)
4. Collaborator (worked with or co-authored papers)
5. Professional acquaintance (explain, i.e. met at conference, served on panel together, etc.)   
\_\_\_\_\_
6. Other (explain)  \_\_\_\_\_

## B. Referee's knowledge of candidate's work based primarily on (check all that apply):

1. Candidate's publications and cv
2. Conference presentations
3. Personal knowledge and discussions
4. Other (explain)  \_\_\_\_\_

C. Referee recommended by (check all that apply):

- 1. Candidate
- 2. Chair/Program Director
- 3. Colleague
- 4. Dean

Referee's field of expertise:

Explanation of referee's professional standing and additional comments concerning his or her suitability to serve as a referee for this candidate: