REQUIREMENTS FOR EXTRAMURAL LETTERS

This chart includes the most commonly used series, for all other series please contact your Academic Personnel Analyst.
For additional information regarding extramural letters, see UCD 220.

<table>
<thead>
<tr>
<th>Series</th>
<th>§ Appointment Asst rank, Steps I-III</th>
<th>Appointment Asst rank, Steps IV-VI</th>
<th>Appointment Associate Rank</th>
<th>Appointment Full rank</th>
<th>Merit to Barrier Steps † (Full Step VI or AS)</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
<td>L</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>Professor In Residence</td>
<td>L</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<td>A</td>
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<tr>
<td>Professor of Clinical (__)</td>
<td>L</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<td>A</td>
</tr>
<tr>
<td>Health Sciences Clinical Professor</td>
<td>* L</td>
<td>* L</td>
<td>* L</td>
<td>* L</td>
<td>N</td>
<td>* L</td>
</tr>
<tr>
<td>Adjunct Professor</td>
<td>L</td>
<td>A</td>
<td>A</td>
<td>A</td>
<td>A</td>
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</tr>
<tr>
<td>Lecturer SOE / Sr Lecturer SOE</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>A</td>
<td>A</td>
<td>A</td>
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<tr>
<td>Professional Research Series</td>
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<td>A</td>
<td>A</td>
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<td>A</td>
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<tr>
<td>Project Scientist</td>
<td>N/A</td>
<td>N/A</td>
<td>L</td>
<td>L</td>
<td>L</td>
<td>L</td>
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<tr>
<td>Specialist Series</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Visiting Professor</td>
<td>N/A</td>
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<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Series</th>
<th>Appointment</th>
<th>Merit</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Coordinator, I, II &amp; III</td>
<td>L</td>
<td>L/C</td>
<td>L/C</td>
</tr>
<tr>
<td>Academic Administrator I-V</td>
<td>L</td>
<td>L/C</td>
<td>L/C</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Series</th>
<th>Appointment</th>
<th>Merit</th>
<th>Promotion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit 18 Lecturer</td>
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<td></td>
<td></td>
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</tbody>
</table>

A = Arm’s Length Letters Required
C = Some Federation title series include Clientele letters for certain advancement actions. See UCD 220 AF
L = No Arm’s Length Letters Required
N/A = No Extramural Letter’s Required
N = Letters to demonstrate National Recognition are required

* Referees from UCD are allowed for lower rank HSCP appointments and for promotions to the Associate rank, but must be outside candidate’s department(s). Some extramural letters (outside UCD) are necessary for appointment or promotion to Full HSCP. Merits to Barrier Steps in HSCP series require proof of national recognition.
† Title series dictates which step is the barrier step that requires letters; see UCD 220 AF
§ An exception to the arm’s length requirement may be justified for a candidate for appointment who has just recently completed their PhD

**General Rules to follow:**

- All Actions must have a minimum of 5 (five) letters (of which a minimum of 3 (three) must be Arm’s Length if indicated by an “A” above)
- At least half of the letters solicited must be Chair selected.
- All references solicited must be included on the List of References; if someone does not respond, a footnote must be included.
- All reference letters received must be included with the action.

- Extramural = Outside UC Davis (*see exception above for HSCP)
- Referees should always be at or above the candidate’s proposed rank for ALL actions

**Arm’s Length Referees should meet the following criteria:**

- Not a past collaborator (PI on shared grant, co-author, etc.)
- Not a past Mentor, Advisor or Supervisor
- Not a friend or previous/current Co-worker