

Appendix H: Letter Chart

Names of referees are supplied by the review committee in consultation with the department head. For Associate Professor (with or without tenure) and Full Professor appointments, some referee names can be supplied by the candidate, usually not more than one half of the total. For Assistant Professor appointments, three referee names are usually those supplied by the candidate in the search stage of the appointment process. However, 1-2 additional committee-supplied names are recommended, particularly for those who have a record of research/practice/teaching beyond their terminal degrees. Where student letters are required, some student names can be supplied by the candidate (usually no more than one-half of the total).

Faculty Cases

Number of Letters Required for Faculty Appointments and Promotions (Including Tenure)

Appointed or Promoted to:		Referee Letters			Student Letters ^a
		External	Internal (MIT)	Total	
Assistant Professor		3-4	1-2 ^b	4-6	---
Associate Professor without tenure		6-8	2-3	8-11	3-5
Associate Professor with tenure		8-10	2-3	10-13	3-5
Full Professor	Appointment	8-10	2-3	10-13	---
	Promotion	5-8	2-3	7-11	3-5

^a For promotions and tenure only

^b Required for internal candidates, i.e., candidates who have recently obtained their degrees from MIT; optional for all others

Staff Cases (that require letters)

Number of Letters Required for Staff Appointments and Promotions

Appointed or Promoted to	Initial Appointment/ Reappointment	Referee Letters		Student Letters
		External	Internal (MIT)	
Senior Lecturer	Initial appointment	8-10	2-3	
	First reappointment and all odd-numbered reappointments		5-7	2-3
	Even-numbered reappointments	3-4	1-2	2-3
Adjunct Associate Professor Associate Professor of the Practice	Initial Appointment	6-8	2-3	
	Reappointment	3-4	1-2	2-3
Adjunct Professor Professor of the Practice	Initial Appointment	8-10	2-3	
	First reappointment and all odd-numbered reappointments	6-8	2-3	2-3
	Even-numbered reappointments	8-10	2-3	2-3
Principal Research Scientist Principal Research Engineer Principal Research Associate	Initial Appointment	4-5	2-3	
	First reappointment and all odd-numbered reappointments		4-5	
	Even-numbered reappointments	3-4	1-2	
Senior Research Associate Senior Research Scientist Senior Research Engineer		8-10	2-3	