# Soliciting for Internal and External Letters

**Internal Letters:** A minimum of five, but no more than eight, letters are required. A nominee must have letters from the provost (Chief Academic Officer) and the candidate's Dean/Division Head. These letters are to provide detailed information and the specific rationale- preferably in layman's terms - for the candidate's nomination and justification for appointment.

- Internal letters should be from other on-campus faculty that are familiar with the nominee's field and work, but do not work closely with the candidate.
- These letters should be from senior faculty members.
- **For Distinguished Professor Teaching nominations:** At least 2 letters are required to be from current students

**External Letters:** External Letters of Recommendation- A maximum of five letters are required to validate the stature of the candidate proposed for appointment. We encourage departments aim to obtain more than the maximum of 5 letters so that the committee can review all letters and choose the strongest letters for submission.

- These letters should be from individuals whose own status or accomplishment is appropriate to a promotion at this level. They should be persons sufficiently acquainted with both the candidate's work and the profession to be able to write an informed letter specifically locating the candidate's standing and contribution to the discipline, and explaining the significance of the candidate's awards and honors.
- Letter writers should be disinterested, that is, generally individuals who have not collaborated, co-authored, co-taught, or been in a student-teacher relationship with the candidate. If the letter writers have a relationship with the candidate or if the letter writers have collaborated with the candidate in the past, they should pass the same distance test used by the major funding agencies in the candidate's field.
- **For Distinguished Professor Teaching nominations:** 1 letter should be from a former student of the candidate, however the

inclusion of letters from former students should be limited; the majority of the letters should *not* be from former students

**Tips for External Letter Solicitation:**

- The rank of the letter writer matters – best if they come from Distinguished Professors or full professors holding endowed (named) positions.

- Definitely no letters from former students (unless the former student is Distinguished)

- Letters from top ranked universities are preferable to ones from small liberal arts schools.

- Points 1-3 above are important because the letter writer should comment specifically on whether the individual would achieve promotion to Distinguished Professor at their institution. If they don't, it is often a bad sign for the case.

- The best letters run close to two full pages, sometimes more. It is important that the letter writer convey their understanding of the person's work at a deep, professional level. Many letters come back with the appropriate superlatives, but inadvertently convey that the reviewer doesn't actually know the person's work, or didn't care enough to review the case strongly. Even worse, this conveys that the applicants work did not have sufficient impact on the field to catch the attention of the reviewer.

- The ideal letter conveys significant understanding of the applicant's professional contributions and how those contributions impacted the field. This is a difficult balance because the committee is broadly comprised of faculty from all disciplines and must be readable to the group. With that said, it is better to err on the side of too technical than too simplistic.

For Internal and External reference letter request templates, click Here

***Each external letter of recommendation must be accompanied by the author's abbreviated curriculum vitae (a maximum of 5 pages).***
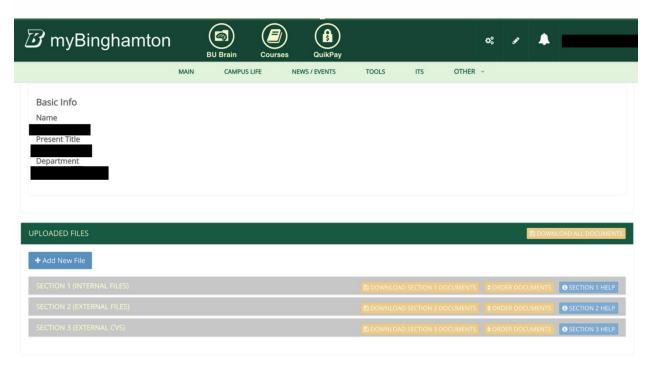
## Step 3: All internal and external letters/CVs need to be uploaded via the online platform.

Once the case profile has been generated and the SPC committee has solicited materials they can be uploaded via online platform
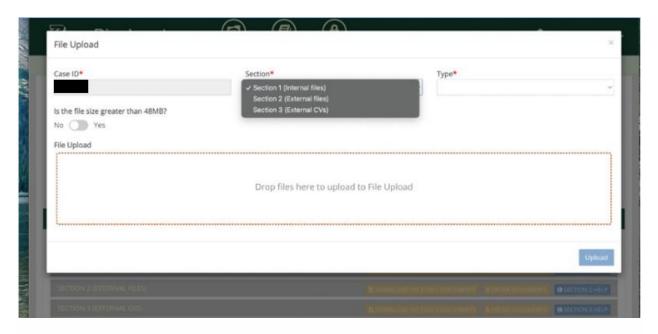
The nominator can access the online platform case by:

- Visiting **[my.Binghamton.edu]**
- Select **[Other]** on the right-hand side of the top menu bar.
- Select **[Distinguished Professor Cases]**. This will show the nominator all cases they can upload files for
- Click on the case to upload files
  - o If another admin personnel will be uploading documents on behalf of the nominator, please contact Bailey Benninger at 777-6985 or at bbenning@binghamton.edu so this person can be given access to do so.

Click on **[Add new File]** on the left-hand side to submit each document.

- The case ID will automatically populate with the ID number for the candidate.
- Under **[Section]** select what kind of document you will be uploading.
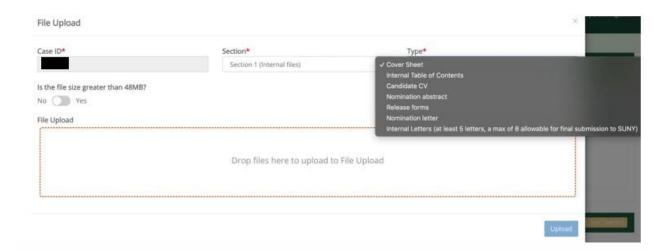


## Internal files:

- Internal Table of Contents
- Nomination Abstract
- All internal letters of recommendation
- All internal release forms.

## External files:

- External Table of Contents
- All external letters of recommendation
- All external release forms.

## External CVs:

- CV's from each external letter writer

Once you have selected the section and type of document you are uploading, drag and drop the document from your desktop into the **[Drop files here to upload to File Upload]** section.

- Click on **[Upload]** in the bottom right-hand corner to upload the document to the profile.
  - This platform only allows the admin to upload one document at a time. Repeat this selection process for each document you need to upload for the faculty member.
- Once all the documents have been uploaded, they will show up in their respective section. You can view these documents by clicking on the gray bar for each section.
- Clicking on the blue **[Section help]** box to the right of each section will provide helpful instructions on what each section requires.
  - Internal document types will only show up under the Internal files Section
  - External document types will only show up under the External files Section
  - External CV's document types will only show up under the External CVs Section