

# CNS Faculty Affairs

## Reference Letter Checklist

### Non-Tenured

Includes all temporary faculty positions: Lecturer, Specialist, Clinical Professor, Research Professor, and Visiting and Adjunct Professors.

All NTT PARs need 3 original, signed reference letters.

- If letter was sent as an attachment to an email, copy of that email MUST accompany PAR packet. If it was fax'd, then a fax coversheet must accompany the letter or the phone number of the fax machine must appear at the top of the page.
- At least one references must be from outside UT (unless individual has only worked at UT, in which case a note about that must be added to Section 8 of the PAR).
- Letters must address the individual's ability to clearly and concisely convey subject matter of the course to a diverse group, i.e. they must address teaching effectiveness.
- Letters should be from supervisors, not friends, coworkers, or colleagues.
- Letters should clearly identify the relationship between the letter writer and the candidate.
- Letters should be dated and on letterhead. They must have been written within the last three years.
- If the candidate has not worked at UT for more than three years, new letters of recommendation are required.
- If the PAR is for a new faculty position other than what the faculty candidate is currently assigned or has been assigned in the past, three new letters are required.

More about NTT reference letters can be found on the [Provost's website for Prior Approval Requests](#).