

## Travis Zachary Gutierrez

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**From:** Cherysa P Cortez  
**Sent:** Tuesday, February 23, 2016 8:10 PM  
**To:** Genie Mulari; Veronica Quesada  
**Cc:** Travis Zachary Gutierrez; Cherysa P Cortez  
**Subject:** For Campus Review: Senate Consult re Conflict of Interest/Extramural Letters  
**Attachments:** VPAP Memo CAP-Conflict of InterestXMLLetters-2.22.16.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

### For Review by CAP, CODEO, and FW

On behalf of Senate Division Chair Jose Wudka I am sending for Senate committee consult, a memo and attachments from VPAP Ameae Walker requesting input on the Provost's concern about conflicts of interest and outside letter writers.. Responses are due **March 31** and are to be sent to [senate@ucr.edu](mailto:senate@ucr.edu). As always, no committee is required to opine if it considers this subject to be outside its charge.

Best,

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**Cherysa Cortez**

Executive Director

Academic Senate

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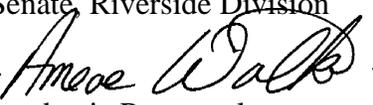
951.827.6154

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February 22, 2016

TO: Georgia Warnke  
Chair, Committee on Academic Personnel (CAP)

VIA: Jose Wudka  
Chair, Academic Senate, Riverside Division

FROM: Ameae M. Walker   
Vice Provost for Academic Personnel

RE: Concern About Conflicts of Interest and Outside Letter Writers

The Provost has voiced a concern that outside letters for promotion files are being solicited from individuals who served as a candidate's major professor for their PhD or who have been co-authors on publications or who were colleagues at a former institution. Sometimes, this is a letter from the candidate's list and sometimes it is from the department list. We currently have guidelines about letter solicitation that

- 1) encourage the use of UC faculty and UC comparison institutions;
- 2) allow up to three names to be excluded by the candidate;
- 3) require they be from individuals at a rank equal to or above the rank sought by the candidate; and
- 4) say that the external reviewers should include a preponderance of reviewers who have not had a close working relationship with the candidate (e.g., as mentor or collaborator).

Our solicitation letter does not ask specific individuals to declare themselves ineligible on the basis of potential conflict of interest.

I would be grateful for your input on the following suggestions bearing in mind that it is becoming increasingly difficult for departments to obtain enough letters even though we reduced the requirement in the 2015-2016AY personnel cycle.

- 1) The solicitation letter should ask the letter writer to recuse themselves if they served as major advisor for the candidate.
- 2) If they had been a co-author/co-producer with the candidate on/for a publication/creative activity in the last 4 years (this gets tricky in some areas of physics/genomics etc.).
- 3) If they might be perceived as having any other potential conflict of interest.

Also, should we have guidelines for letter writers suggested by the candidate?

Thank you for your time. Your input is much appreciated.