# Referee Request - Template - Honorary Professorial Fellow.

**From:**   
**Sent:**   
**To:**   
**Subject:** UoM Honorary Appointment Application: A/Professor Name [CONFIDENTAL]

*Forwarded on behalf of Professor xxx, Head of Department of xxx, The University of Melbourne*

**CONFIDENTIAL**

Dear Title Name

I write in relation to Associate Professor Name, who is currently being considered for appointment to Honorary Professorial Fellow in Department, the Faculty of Medicine, Dentistry and Health Sciences, The University of Melbourne.  A panel of professors will be considering this application further. As part of this process we require three referees who can speak to the candidate’s ability to meet the criteria for appointment

The candidate's curriculum vitae and publication record and Expectations of a Professor are attached for your reference.

Candidates for appointment to the rank of Professor must be eminent international scholars in a particular field of knowledge. They must have achieved, demonstrated and maintained a profound understanding of their discipline, a capacity to extend knowledge in that discipline and the ability to communicate the results of scholarly endeavour in, and the precepts of, the discipline to students at undergraduate and graduate level, peers and others.

Your report will be provided to the members of the panel and will remain confidential.  To ensure this confidentiality please include the following sentence within the body of your report:  "This reference is provided on a confidential basis and will remain confidential for all time".

If you are able to contribute to this very important process, I would be pleased if you could forward your report by email to HOD’s email or return email at your earliest convenience, but no later than date.

If you have any queries please contact me and I will provide additional information. If you are unable to submit a report by the requested date, please let me know by return email.

Kind regards,

Professor Heads’ details