# Referee Request - Template - Honorary Clinical Professor

**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 Clinical Professor 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 this appointment.

The candidate's curriculum vitae, publication record and Criterion Matrix are attached for your reference. Honorary Clinical Professors are expected to hold a high level leadership role in a clinical setting.

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