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| **Decision?** | **# of Letters Required** | **Need to be external to UBC?** | **Source of Letters** |
| Appointment as Assistant Professor | 3 | No  (but recommended) | Application package |
| Appointment as Associate Professor | 4 | Yes | Max of 2 from application package |
| Appointment as Professor | 4 | Yes | Max of 2 from application package |
| Appointment as Instructor | 3 | No  (but recommended) | Application package |
| Appointment as Acting Assistant Professor | 3 | No  (but recommended) | Application package |
| Appointment as Senior Instructor | 4 | No (but recommended) | Max of 2 from application package |
| Appointment as Professor of Teaching | 4 | At least 2 | Max of 2 from application package |
| *Promotion* to Associate Professor | 4 | Yes | At least 2 chosen from Candidate's list |
| *Promotion* to Professor | 4 | Yes | At least 2 chosen from Candidate's list |
| *Tenure and Promotion* to Senior Instructor | 4 | No (but recommended) | At least 2 chosen from Candidate's list |
| *Promotion* to Professor of Professor of Teaching | 4 | At least 2 | At least 2 chosen from Candidate's list |
| Tenure | 4 | Yes | At least 2 chosen from Candidate's list |

* All letters must be arm's length, except new appointments at the rank of Assistant Professor, Instructor, and Acting Assistant Professor. See the SAC Guide for more information.
* This document is based on Article 5.05 in the Agreement on the Condition of Appointment for Faculty, in the event of a discrepancy, the latter shall prevail.