

**Academic Council
Homewood Schools**

3400 N. Charles Street
Baltimore MD 21218-2687

Instruction to ad hoc committees regarding policy for sending electronic materials to referees:

1. A complete electronics package, consisting of CV, sample publications, research and teaching statements, should be sent to outside referees.
2. Referees should always be given the option of receiving paper materials. i.e., the chair of the ad hoc committee should take care to include this language: "If you prefer to see any or all of these materials in paper form, please let me know and I will be happy to provide you with them."

The department liaison should advise the ad hoc committee on the norms followed in the candidate's field.

Approved by Academic Council on March 9, 2016