

**MEDICAL BOARD STAFF REPORT**

DATE REPORT ISSUED: November 22, 2023

ATTENTION: Special Faculty Permit Review Committee

SUBJECT: Discussion and Possible Action on Requirements of Reference Letters

STAFF CONTACT: Miranda Williams, Associate Analyst  
Licensing Program

REQUESTED ACTION:

Discuss and consider possible action on the current expectations for reference letters to be submitted as part of an application for a special faculty permit and whether any clarifications should be considered and formalized.

BACKGROUND:

Pursuant to Business and Professions Code (BPC) section 2168.2, an application for a special faculty permit shall be made on a form prescribed by the Board and shall include any information that the Board may prescribe to establish an applicant's eligibility for a permit.

The current special faculty permit application lists the following documentation to be submitted with the application:

“Copies of all official documentation of abundant and strong evidence of your academic eminence, clinical skills, and your importance to the mission of the medical school. This should include, but not be limited to, information from the dean, the department chair, and not less than two, nor more than four outside referee [*sic*] letters, independent of you or your sponsoring medical school, that directly address the qualifications and credentials essential to the proposed appointment. All letters should be relevant and directly supportive of the applicant's appointment, similar in content to letters submitted to a university's academic committee in support of an academic appointment.”

At the December 14, 2022, Special Faculty Permit Review Committee (SFPRC) meeting, the SFPRC requested a discussion on the expectations for the applicants' reference letters and whether the requirements for acceptable reference letters should be clarified.