## Appendix 4 – Standardized Letter of Reference (Template)

This template is available for download at: [www.zalf.de/en/karriere/tenure-track/](http://www.zalf.de/en/karriere/tenure-track/)

The Letter of Reference can either be submitted by the applicant as part of the application package or submitted directly by the Reviewer (with reference to the call and the applicant).

General Information

The ZALF Tenure Track System offers reliable and transparent pathways towards a long-term career perspective to outstanding scientists. The applicant selection and ranking process is conducted by a case-specific ZALF Tenure Committee which makes a recommendation to the Scientific Director. In addition to the usual application documents (e.g., CV, certificates, list of publications and acquired third-party funds, etc.), each tenure track applicant must submit two independent standardized letters of reference. Your willingness to provide such a reference letter is highly appreciated by ZALF, as this is an essential mechanism of academic quality assurance and forms an import basis for the final recommendation of the Tenure Committee.

Reference provided for: NAME OF THE APPLICANT

Information on the Referee:

Name: Name of the referee

Institution: Institution of the referee

Position: Position of the referee

Address: Address of the referee

1. Since when and in which context have you known the applicant? [max. 800 char.]

Enter your answer here

1. According to your experience, the applicant is among the best doctoral students/ postdoctoral researchers [in %]:

[ ]  Top 5 % [ ]  Top 10 % [ ]  Top 25 % [ ]  Top 50 % [ ]  No assessment possible

1. In your opinion, the applicant’s academic potential is:

[ ]  Outstanding [ ]  High [ ]  Average [ ]  Poor [ ]  No assessment possible

1. In your opinion, the applicant’s international research network is:

[ ]  Excellent [ ]  Very good [ ]  Average [ ]  Poor [ ]  No assessment possible

1. In your opinion, the applicant’s commitment to his/her further scientific career development is:

[ ]  Outstanding [ ]  High [ ]  Average [ ]  Poor [ ]  No assessment possible

1. Please describe how the applicant stands out in terms of academic achievements [max. 1200 char.]:

Enter your answer here

1. Please provide any additional information that could be of importance for this application procedure [max. 1200 char.]:

Enter your answer here

1. Your overall recommendation of the applicant

[ ]  Strongly recommended [ ]  Recommended [ ]  Recommended with limitations

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Place, Date Signature of the Referee