Please add in to your external referee letters:

Please confirm that you are not in a conflict of interest with the Candidate

This candidate has named you as a person whom we may contact for a reference. It is understood between Simon Fraser University and yourself that the letter of reference you prepare is supplied in confidence. Pursuant to provincial law and University information policy your identity as an external referee in this proceeding will remain confidential. Under academic policy candidates are provided with an anonymized version of referees' letters for tenure and promotion purposes. In order to maintain your confidentiality, it would be helpful if you could provide your evaluation on a separate sheet from your covering letter, rather than on letterhead."