

## **Policy on Letters of Recommendation** (November 2019)

Prof. Heidi Hausermann

I take writing letters of recommendation very seriously. My writing process takes time – especially if this is the first time I’m writing for you. I also require various materials (from you) to write an effective letter (resume, statement of purpose, proposal, etc.).

When requesting a letter of recommendation from me, please follow these guidelines:

### **Advance notice**

- If this is your first time asking me for a letter, I require one month (or four weeks) *minimum* advance notice.
- If I’ve written for you before, I ask for a two-week *minimum* advance notice.

### **Materials**

- Using the advance notice guidelines above, please provide:
  1. CV or resume
  2. unofficial transcript
  3. examples of work you did in the class(es) you took with me (student-led discussion questions, final paper, etc.)
  4. if applying for a grant, fellowship or graduate program, I need your proposal and/or statement of purpose
  5. clear indication of the dates by which letters are due
  6. clear direction on letter submission process (e.g. upload through portal, email directly, hard copy)
- When asking for multiple letters (e.g., for graduate school or for an academic job), please know that I tailor letters for each program or job position. I thus require from you:
  1. Links to each different program/job to which you are applying.
  2. Each application (you should also tailor applications, to make a case for “fit”).

The take home message here is – in order to write a strong letter -- I require advance notice and various materials from all students. This is in your best interest as it enables a thoughtful and tailored letter explaining why you are a good fit for a job/program/grant/award/etc. Get on my calendar early so I can do my best for you!