**Protocol for Requests for Letters of Recommendation for Dr. Cherise Smith**

Updated August 2018

In an effort to streamline the process of writing letters of recommendation, I have adapted the following protocol for students and former students requesting evaluations. Please be advised that I am doing this to ensure that I write the most specific – and therefore, *productive* –letter of recommendation on your behalf.

This protocol applies to requests from **Graduate** students who are applying for **Fellowships,** **Jobs**, or **PhD programs.**

Please compile this information into **a single document** and email it to Kara Carmack (kara.carmack@gmail.com) and me **one month** in advance of your first deadline. Please label the document with your last name and the date.

1. A complete list of the fellowships or jobs to which you are applying, in order of due date. Specify the mode of delivery for each letter. **All** information should be on one page so I can read it at a glance. **Please follow the format of these examples:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Institution | Fellowship/Job | Addressee | Delivery Method |
| 11/15/16 | U of Minnesota, Twin Cities | Associate Professor, The College of Liberal Arts, African-American Studies | Professor Catherine R. Squires, Search Committee Chair | Email: rigs@umn.edu |
| 1/1/2017 | Occidental College | American Studies Post-Doc | Xiao-huang Yin, Department ChairAmerican StudiesOccidental College1600 Campus RoadLos Angeles, CA 90041 | Email to Ms. Patricia Micciche, Program Admin amstpostdoc@oxy.edu |
| 1/10/2017 5:00pm EST | Ford Foundation | Dissertation Fellowship |  | Automated Email Prompt via Interfolio |

N.B. You may request **up to FIVE opportunity specific letters**. If you require more than five letters, request **FOUR specific letters and ONE generic letter** for submission via Interfolio. You are responsible for sending me the letter request via Interfolio. For the opportunity-specific letters, it is sometimes helpful if letters are addressed to a specific person at a granting institution. Where possible, please try to ascertain a proper name to whom my letter might be sent and include in the table.

1. A **narrative** of any internships and accomplishments (in any field), including awards, exhibitions, grants, publications or earlier fellowships (including internal) received in **the last year**. This should be easily assimilated into the letter I will write.
2. A **short** CV or resume that is set out clearly and is easy to read at a glance.
3. An abstract of your dissertation or thesis.
4. A description of current state of research that **accurately** reflects the status of your dissertation or thesis.
5. If you are applying to a **PhD program**: please write one or two sentences about the intended focus of your doctoral studies.

**Finally, a few things to bear in mind:**

All materials/requests must be sent in a **single** email. It is vastly more efficient if I write **all** the letters for a given student in a single sitting.

When sending your LOR request document, please use the template/format provided initially. Do not convert your file to PDF, Excel, or Google Docs. If possible, please include a link to the job/fellowship ad or webpage in your chart.

If requesting letters via Interfolio, please use my UT (rather than Gmail) address: cherise\_smith@utexas.edu.

It is YOUR responsibility to make sure your letters get uploaded on time. This means checking to ensure the automatic links get sent, or sending the request yourself via Interfolio one week before the deadline and checking with the institution to be sure the letter has been received, etc.

I do not send letters via the applicant. I send all letters directly to the granting institution, no matter what an individual institution instructs.