Department of Art History & Visual Studies

Timelines for Faculty Feedback and Letter Requests

March 17, 2015

Please Note: The timelines listed below may be extended if faculty are away on research trips, attending conferences or on vacation.

Master's Research Paper (HA598)

Faculty normally require up to 4 weeks to respond to drafts of the research paper.

PhD Dissertation

Faculty normally require up to 4 weeks to respond to drafts of individual dissertation chapters.

Proposals, Grants, and Conference Abstracts

Faculty normally require up to 2 weeks to respond to proposals for the MA research paper, PhD dissertation, or grants, as well as for conference abstracts.

Conference Presentations and Publications

Faculty normally require up to four weeks to review conference presentations and publications in progress.

Letters of Reference

Faculty normally require 4 weeks notice to provide letters of reference.

How to Request a Letter of Reference and Document Checklist

When you need a letter of reference for a graduate program, grant, fellowship or job application, you approach your profs, and ask if they are willing and able to write you a letter. Then, if they agree to write for you, you email them the following documents, as email attachments, with at least a month's lead time.

Document Checklist

[__] 1 - your cv (academic term for a resumé)

[__] 2 - your draft letter of intent to the program you are applying for

[__] 3 - a description of (or link to) the program/grant/fellowship or job position and
　　　　clear deadline for when they want the letter of reference in hand

[__] 4 - Explanation of the process: will the letter be submitted online? On pre-

existing forms:

[__] 5 - The FORMS or the URL where they are posted (if applicable, with all areas
filled out that you can fill out, so I don't have to hunt you down for your
date of birth, phone no., etc)

[__] 6 - full name and address of the person to send it to, including email address
(always have this, even if they say they want you may have to research this
to find their email or that of their department)

[__] 7 - a writing sample (so hold on to your papers w relevant professors' comments
on it)

[__] 8 - informal transcripts (like you can download from the UVic website,
yourself).

[__] 9 - Reminder of what courses you took with your recommender, what grades
you received, and what topics you wrote papers on