

Departmental guidelines for requests to staff for mailing letters of reference (September 2008)

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If you expect to be on the job market this academic year, please let Alla Savrassova know by email as soon as possible. Please consider staff schedules, holidays, department closures, and the requests of others as you note your deadlines and organize your request.

If you are applying for positions for which letters are uploaded online, we will not mail hardcopies of the letters.

Two weeks prior to the dates that your letters are due, please provide to Alla: 1) completed (typed or handwritten) address labels for the institutions to which you are applying; 2) deadline information; and 3) the names of your references. If you have asked outside persons for letters, please let Alla know the names of their institutions. Hopefully, you will assure that your references provide their letters to Alla in ample time to meet your deadlines.

If an institution requires you to include letters of reference with your mailed application packet, we will mail your application packet for you. Please provide address labels in these cases. If copies of your application are required, we assume that you will make the copies. If the institution does not require letters with the application, we will mail the letters only. If you would like copies of letters in sealed envelopes, we will provide these to you.

If you need blank labels, please contact Alla.

We do not personalize the letters and the typical salutation is "To whom it may concern". However, faculty may want to personalize their letters and provide them to Alla for mailing. Some professors prefer to mail their letters rather than have staff mail them.

Applicants are responsible for assuring that faculty provide signed letters to us. If you want to check with us to see if we have your signed letters, please do, but if we haven't received them, you will need to contact the faculty.

If you need copies of your teaching evaluations, please ask Alla.

If you are not sending the same set of letters to every institution, expect that your request will take more time to complete. If you have two versions of a letter by the same writer, please let me know which version to use. In general, please note that we will review your request with respect to reasonableness.

Applicants are responsible for ascertaining whether the letters were received by the institutions to which they are applying. The Department has not and will not be keeping track of the dates that the letters were mailed.