

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, 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 -

existing forms:

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