

## **Northwestern University Presidential Fellowship Guidelines for Writers of Recommendation Letters**

- At the top of your letter write the applicant's name and department.
- Include your full name and title.
- Return the recommendation letter in electronic form to the designated nominator in the student's department or program.

Check with the student's department or program for the deadline for receipt of your letter. Letters must be included with the completed electronic version of the application, which the designated nominator will submit as a single pdf file. Nominated applications must be submitted to The Graduate School by **12:00 noon on Friday October 23, 2009**.

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Please provide an assessment of the applicant's knowledge and abilities as well as of the dissertation project. Keep in mind that committee members who may not have a specialized knowledge of an applicant's area of study will evaluate applications.

It is assumed that the nominees for Presidential Fellowships are among the best in the university and that their research is also of outstanding quality. Thus, while your recommendation letter will undoubtedly address criteria 1 and 2, it is crucial that your letter also address the other criteria. Your recommendation may also include other comments about the applicant and the dissertation project that you consider helpful to the Presidential Fellowship Committee in carrying out its review, but please **limit your recommendation to no more than 2 single-spaced pages** in Times New Roman 12-point font.

### Criteria:

1. Significance of the dissertation topic to thought and knowledge in the applicant's discipline.
2. Originality, creativity and contribution of the student to the dissertation and the research field.
3. Breadth of student's scholarly interests, particularly breadth that extends outside the student's discipline.
4. Potential for the student to contribute to a community of outstanding scholars from the entire spectrum of disciplines at Northwestern University.
5. Potential for the student to enrich the student's department and discipline by exposure to and interaction with the other Presidential Fellows.
6. Potential for the student to use the experiences as a Presidential Fellow for the enrichment of society and academia in general as well as the student's own discipline after graduation.