Recommendation Instructions – Switzer Environmental Fellowship 2023

To the Applicant:
The Switzer Fellowship application requires that you include two recommendation letters with your application materials. (Please note you are restricted to TWO recommendations.) **Please share this instruction sheet with both of your recommenders.** You will need to supply your recommenders' contact information in the application. Please remind your recommenders that applications and all supporting documents are due by January 9, 2023 and that your application will not be considered if recommendation letters are not submitted by that date. **Recommendation letters must be uploaded directly by the recommender** to your application, per the instructions below. The upload link will be supplied to each recommender once you complete this section of your application. After you submit your application, you can check the status of your recommendation letters by logging in to your application and clicking on the blue status announcement next to each recommender.

When choosing a recommender, it is advisable to invite someone who knows you and your work well, as we ask recommenders to relay specific information and examples of your work. It is very helpful for one of the two to be your academic advisor, a committee member or professional colleague at your school (this is particularly advisable for Ph.D. applicants). Your second recommender need not be from academia. You may have past employers, advisors or colleagues provide a recommendation. However, it is not advisable to use a peer or co-worker as a recommender.

To the Recommender:
The Switzer Foundation is interested in your professional assessment of the candidate. Please submit your letter in advance of the deadline to ensure that the application can be deemed complete by the deadline of January 9, 2023. Please review the guidelines on the Switzer Foundation website to gain a perspective on the Switzer Fellowship Program. This Fellowship is not a research fellowship; our evaluation focuses primarily on leadership potential and commitment to environmental problem-solving first, and secondarily, on research topic. Recommendation letters should be limited to no more than two pages. We ask that recommenders review tips on avoiding bias in recommendation letters before writing their letters.

Please ensure your letter specifically addresses the following questions:
- How long, and in what capacity, have you known the candidate?
- What is the candidate's capacity for leadership, in terms of their ability to influence and organize others, achieve positive outcomes and commitment to their self-development as a leader?
- How will the candidate's proficiency in their chosen field contribute to solving real-world problems, especially in the near term?
- How does the candidate view their work within a larger interdisciplinary, social or policy context through collaboration, engagement and/or communication skills?
- To what extent has the candidate shown a commitment to understanding the social equity considerations of their work?
- What are any other characteristics that make this candidate stand out for you in terms of their leadership, scientific or technical abilities or field of study?

It is most helpful if you focus on your personal experience with the candidate rather than general characteristics, citing specific examples wherever possible. It is important to us to learn both the candidate's strengths and areas for growth. Please note that the applicant <u>must</u> plan to be enrolled as a full-time student for the entire 2023-2024 academic year to be eligible to apply. In addition, if the applicant is a Ph.D. student, they <u>must</u> have completed three years of doctoral work or plan to have passed their qualifying exams <u>by July 1, 2023,</u> in order to be eligible to apply. If the applicant does not meet either of these conditions, please advise them accordingly.

Your recommendation should be uploaded <u>directly by you</u> as an attachment in Adobe PDF format using a unique link included in an email sent by the foundation's application management system with the subject line "Recommendation Request for Switzer Environmental Fellowship." If you have not received such an email, please be sure to check your spam folder or search for "grantinterface" in your inbox.

If you have any questions, please contact Switzer Foundation staff by email at laine@switzernetwork.org or by phone at (207) 338-5654.
Thank you.