

## REQUEST FOR REFERENCE FOR FRA APPLICANT

Each **Faculty Research Assignment** application must include one supporting letter, written by an individual (*either internal or external*) thoroughly familiar with your work, and able to discuss authoritatively the scholarship and research in your field of study. It is the responsibility of the applicant to request this letter and ensure that it is received in the Faculty Development Program Office on or before **September 18, 2009**.

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**THIS SECTION IS TO BE COMPLETED BY FRA APPLICANT before mailing to the referee. Please type or print clearly.**

Applicant name \_\_\_\_\_

Faculty rank \_\_\_\_\_ Department \_\_\_\_\_

Under the provisions of the Privacy Act of 1974, this applicant will have access to the reference information provided unless he/she has waived such access. **Optional: I hereby waive my right of access to the reference information provided in response to this request.**

\_\_\_\_\_  
Signature of FRA Applicant

\_\_\_\_\_  
Date

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**THIS SECTION IS TO BE COMPLETED BY THE REFEREE. Please type or print clearly.**

Referee's signature \_\_\_\_\_ Date \_\_\_\_\_

Name (typed or printed) \_\_\_\_\_ Title \_\_\_\_\_

Institution or employer \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**On a separate page(s), may we have your assessment of the applicant and the application, addressing the following points. (All letters must be in English or include an official English translation. Please type.)**

1. Your familiarity with the applicant's professional capabilities, accomplishments, and promise, including:
  - (a) the quality of the applicant's previous research; and
  - (b) his/her abilities, skills, and potential for successfully completing the proposed research.
2. The merit and validity of the project itself, including:
  - (a) the conception and the plan of the proposed project; and
  - (b) the contribution that the proposed project will make to its field.

**Please assure that your reply will reach our office by September 18, 2009.** Reference letters should be sent directly to: **Faculty Development Program, Office of the Vice Provost & Dean of Graduate Studies, 1 University Station, G0400, The University of Texas, Austin, TX 78712-0531.** Letters may also be faxed to the Faculty Development Program at (512) 471-7620. If the letter is faxed, the original should follow in the mail. This form should be returned with your letter.