University of Illinois
College of Medicine at Urbana-Champaign
Internal Medicine Residency Program

Program Policy

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<th>Subject: Program Director's Letters of Recommendation</th>
<th>Effective Date: 1/27/2007</th>
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<td>Category: Program</td>
<td>Revised: 2/25/11, 7/31/2015</td>
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PURPOSE:

Each resident who applies to a fellowship will require a letter of recommendation from the program director. Letters of recommendation are more powerful if the resident waives his/her right to see the letter. The policy below applies to residents who waive the right to read the program director's letter of recommendation.

POLICY:

The Program Director's letter of recommendation is prepared with input from all available methods of evaluation, including direct observations, and evaluations documented in e-value. The letter is prepared by the program office and sent to ERAS. If a fellowship program does not use ERAS and instead requests letters be sent directly to them, the resident must supply the program office with the list of names and addresses and the program office will send the letters. Residents are strongly encouraged to meet with the program director to discuss their fellowship plans; this will also help the program director write a strong letter.

PROCEDURES:

1. Residents requesting a program director letter of recommendation for support of a fellowship application are strongly encouraged to schedule an appointment with the program director at least 4 weeks before the letter is due to be sent.
2. Residents must provide the program director with a current curriculum vitae and personal statement; the letter will not be completed without these documents.
3. Residents must inform the program office of the letter deadline.
4. If the resident provides the curriculum vitae and personal statement less than 4 weeks before the letter is due to be sent, the program cannot guarantee that the letter will be sent before the deadline.
5. Letters will be submitted electronically via the ERAS LOR portal unless the fellowship program requests correspondence outside of ERAS. Letters will then be sent via standard US Mail (ie., not FedEx), unless extenuating circumstances exist which will be determined by the program director.
6. The program will inform the resident when the letter(s) have been sent.