The University of British Columbia

Faculty of Land and Food Systems

**Four Year Fellowship (4YF) Reference Form**

**Please see last page for instructions**

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| Return to: | **Iris Li, LFS G&PS Program Coordinator**  **lfs.gradasst@ubc.ca** |
| By this deadline date: | **4:00 PM PST Friday, February 24, 2023** |

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| --- | --- | --- | --- | --- |
| **Last name of applicant:** | | **First name of applicant:** | | **UBC student number:** |
| **I have known the applicant in my capacity as**       **for**       **years.** | | | | |
| **Name of referee** | | | **Telephone number** | |
| **Subject field** | | | **Academic rank** | |
| **Organization** | | | | |
| **Department/Division** | | | | |
| **E-mail address** | | | | |
| **Date** | **Signature** | | | |

**Report on the Applicant**

Refer to the selection criteria to complete your report. Rather than providing general comments, assess the applicant’s strengths and limitations for each criterion. Include examples of the applicant’s accomplishments and contributions to support your assessment.

**Academic Excellence:**

*As demonstrated by past academic results, transcripts, awards and distinctions.*

**Rating**:

Top 2%  Top 5%  Top 10%  Top 25%  Below Top 25%  Unable to comment

Please provide an assessment of the applicant’s skills, abilities, awards, experience and contributions related to this criterion. Use concrete examples.

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**Research Potential:**

As demonstrated by the applicant’s research history, his/her interest in discovery, the proposed research, its potential contribution to the advancement of knowledge in the field, and any anticipated outcomes.

**Rating**:

Top 2%  Top 5%  Top 10%  Top 25%  Below Top 25%  Unable to comment

Please provide an assessment of the applicant’s skills, abilities, awards, experience and contributions related to this criterion. Use concrete examples.

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**Personal Characteristics and Interpersonal Skills:**

As demonstrated by the applicant’s past professional and relevant extracurricular interactions and collaborations.

**Rating**:

Top 2%  Top 5%  Top 10%  Top 25%  Below Top 25%  Unable to comment

Please provide an assessment of the applicant's skills, abilities, achievements, awards, experience and

contributions related to this criterion. Use concrete examples.

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**Additional information/comments:**

Please feel free to use this space to include any additional information you feel would be helpful.

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**Instructions: Referees - please delete this page before saving your completed reference.**

**Four Year Fellowship - Applicant Instructions**

* Enter your last name, first name and UBC student number before sending this form to your referee to complete. *It is an applicant’s responsibility to ensure their referees are aware of the application deadline* **4:00 PM PST Friday, February 24, 2023** *and that incomplete applications will not be considered.*

Reference letters:

This LFS 4YF reference form was created for this award competition using the selection criteria and weightings adjudicators will refer to when evaluating your award application. This form is the preferred reference for your application. For applicants who have recently applied to graduate studies, rather than requesting new reference letters from your current referees, you may instead ask the LFS G&PS office to copy the reference letters from your G&PS application. **Please note:**, students who started their PhD program in September 2022 or May 2022, must provide new 4YF application reference forms. If you do not wish the LFS G&PS to use the references on file for your application to Graduate Studies, please provide this 4YF reference form to your referees for completion.

**Four Year Fellowship - Referee Instructions**

Complete this reference form if you have agreed to evaluate an applicant for the LFS Four Year Fellowship competition. The LFS awards adjudication committees will use it to review and assess the application for an award. For transparency and consistency, our award adjudicators use the [CGSD selection criteria and weightings](https://www.nserc-crsng.gc.ca/Students-Etudiants/PG-CS/CGSD-BESCD_eng.asp#a9) for the LFS Four Year Fellowship Award Competition.

Your reference letter should comment on the applicant's academic excellent, research ability/potential and on the applicant's communication, interpersonal and leadership abilities. Rather than providing general comments, assess the applicant's strengths and limitations for each criterion. When possible, provide examples of the applicant's accomplishments and contributions to support your assessment while taking measures to mitigate implicit or unconscious bias, as described below.

**Important Notes:**

* Please complete and submit the reference form by the date specified on the form.
* The reference form **must be signed** by the referee.
  + The form will be accepted as a scanned document submitted by e-mail.
  + Unsigned forms and references submitted as unsigned e-mail messages are not acceptable.
* The information you provide on this form is collected pursuant to section 26 of the Freedom of Information and Protection of Privacy Act (<http://www.bclaws.ca/EPLibraries/bclaws_new/document/ID/freeside/96165_00>). It will be used only for adjudication purposes in accordance with section 32 of the Act. The Act permits reviewer comments to be disclosed to the candidates, subject to the exceptions in the Act. Generally, your identity as a referee will be protected. However, due to the nature of the application process, applicants are usually aware of who has completed their evaluation. As a result, you cannot expect privacy or anonymity.

**Best Practices and Guidelines to Limit Unconscious Bias**

UBC is committed to promoting diversity, equity and inclusion to ensure equitable access across its programs. The following best practices and considerations should be taken into account when drafting your letter of appraisal.

**Best Practices**

* Be accurate, fair, clear and balanced.
* Avoid being unduly personal.
* Support your points by providing specific examples of accomplishments where possible.
* Use superlative descriptors (e.g., excellent, outstanding) judiciously and support them with evidence.
* Include only information that is relevant to the selection criteria (e.g., do not include information related to ethnicity, age, hobbies, marital status, religion, disability status, financial need, etc.)
* Avoid sharing personal information about the applicant. Such information may be helpful only in explaining academic delays or interruptions and should be addressed with caution.

**Limiting Unconscious Bias**

* Referees are strongly encouraged to use inclusive language (e.g. “the applicant” or “they” instead of “he/she”). The letter of appraisal should be free from words or sentences that reflect prejudiced, stereotyped or discriminatory language of particular people or groups, or their institution.
* Use of inclusive language has been shown to decrease unconscious bias during the evaluation process. For more information, refer to the Canada Research Chairs guidelines for letter writers on [Limiting Unconscious Bias](http://www.chairs-chaires.gc.ca/program-programme/referees-repondants-eng.aspx#bias).