

State University of New York, New Paltz English Department

Teacher of Record Assistantship Recommendation

To the Applicant:

Duplicate this form as needed for each recommendation and *save with your last name and recommender's initials*: Smith TA Recommendation TO 2024.

If you are sending paper copies: Complete the top portion, and give to your recommender with a self-addressed, stamped envelope.

Right to Access: This letter of recommendation is confidential. Such letters are not accessible to applicants for admission. However, Public Law 93-380, Educational Amendments Act of 1974, grants enrolled students the right to inspect letters of recommendation. If the applicant does not waive the right to access and is admitted and enrolled, they will be able to access letters.

Please check: waive my right to access this letter. I do not waive my right to access this letter.

Name of Applicant _____ Preferred Pronouns _____
Banner ID _____
Email _____
Phone # _____

To the Recommender: You must download this file to complete it.

Please return this form in a signed, sealed envelope to the English Department.

*Complete the top portion and if you choose *not* to include a full-length letter, please write a brief but specific paragraph directly on this form.

1. Indicate how long and in what capacity you have known the applicant.

2. At what level would you place the applicant among the students you have known?

Top 10% *Top 25%* *Top 50%* *Bottom Half*

3. Your general endorsement of this candidate:
Highly recommend *Recommend with some reservations* *Do not recommend*

A recommendation letter will be most helpful in distinguishing this applicant from others if your remarks go beyond general endorsement to comment specifically on academic performance and potential for rigorous advanced degree work. Please focus on originality, academic motivation and success, written and verbal comprehension and expression, and judgment.

Letter attached: Yes No

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If you choose not to include a letter, comment on the aforementioned points in some detail, providing examples, below:

4. May we contact you with questions? _____

Signature _____ Date _____

Title/Position _____

Professor of English _____

Last Name _____ First Name _____

Office Address _____

Business Phone _____ Email _____

Please return this completed form to:

SUNY New Paltz
English Department
JFT 714 600 Hawk Drive
New Paltz, NY 12561
Phone: (845) 257-2720
Fax: (845) 257-3367

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Applicants are required to submit the following materials: □ a letter of interest, □ three letters of recommendation, □ a copy of transcripts, □ a 7-10 page academic writing sample and □ a CV or résumé, □ writing assignment plus supporting lesson plan