

EASTERN UNIVERSITY
COLLEGE OF BUSINESS AND LEADERSHIP
PH.D. IN ORGANIZATIONAL LEADERSHIP
ACADEMIC/PROFESSIONAL RECOMMENDATION

This recommendation should be written by an individual in academia or the workplace who is qualified to evaluate your professional achievements and academic potential. (Please note: This recommendation MAY NOT be submitted by a relative, spouse, or friend of the applicant.) This is one of three recommendations.

APPLICANT'S SECTION *(To be completed by applicant. Please print clearly or type.)*

APPLICANT'S NAME _____
last first middle initial MR. MRS. MS. DR.

MAILING ADDRESS _____

CITY _____ STATE _____ ZIP _____ COUNTRY _____

IN WHICH AREA ARE YOU APPLYING THIS RECOMMENDATION? ACADEMIC PROFESSIONAL
The Family Rights and Privacy Act of 1974 provides that certain educational records may be open to students at their request. The act also provides that in the case of recommendations, the institution may request, but not require, the student to waive his/her rights to read confidential recommendations. Please indicate below whether or not you will waive your right to read the recommendation on this form, then sign your name.

- ☐ I waive my rights to read this confidential recommendation
☐ I do not waive my rights to read this confidential recommendation

APPLICANT'S SIGNATURE _____ DATE _____

PLEASE NOTE: Recommendations are utilized for admission purposes only and are not retained after matriculation into the program.

RECOMMENDER SECTION *(Please attach this form to your letter of recommendation written on letterhead.)*

Thank you for your willingness to serve as a recommender for the above applicant. Eastern University has a personalized review and selective admissions review process. Accordingly, Eastern University will be reviewing the applicant's academic records and professional history. It is recognized that academic success cannot in itself predict the applicant's potential in the program. Therefore, the applicant is asked to present academic and professional recommendations to complete his/her application file.

RECOMMENDER'S NAME _____

COMPANY _____

POSITION _____ DAYTIME PHONE NUMBER _____

PLEASE ADDRESS THE FOLLOWING IN YOUR LETTER OF RECOMMENDATION:

- Your position, length of time you have known the applicant, and in what capacity
- A description of the applicant's strengths and weaknesses in communication, motivation, and ability to do doctoral-level work.
- The applicant's potential to succeed in this Ph.D. program.
- Your level of support and enthusiasm for the applicant's participation in the program.

PLEASE RATE THE APPLICANT IN COMPARISON WITH OTHERS YOU HAVE KNOWN IN THE ACADEMIC OR PROFESSIONAL ENVIRONMENT.

Abilities & Characteristics	Exceptional 95 + %	Outstanding 80-94%	Good 65-79%	Average 50-64%	Below Average 0-49%	No Basis for Judgment
Leadership qualities						
Ability to work with people						
Ability to think analytically						
Synthesis						
Independence						
Open-mindedness						
Emotional maturity						
Intellectual curiosity						
Intellectual ability						
Initiative						
Judgment						
Problem-solving ability						
Written expression						
Verbal expression						

RECOMMENDATION: (*Check one and explain your choice in your letter.*)

- ☐ I recommend the applicant without reservation.
☐ I recommend the applicant with reservation.
☐ I do not recommend the applicant.

CONFIDENTIALITY:

This recommendation remains confidential during the admission process. If the student has not signed the waiver of rights to inspect the recommendation, your evaluation will become accessible as part of the student's records only if the student enrolls in the Ph.D. program.

RECOMMENDER'S SIGNATURE _____ DATE _____

SUBMISSION INSTRUCTIONS

The recommendation letter should:

- Be written on letterhead
- Include the recommender's signature and contact information
- Be accompanied by this recommendation form
- Be mailed in a sealed envelope containing the recommender's signature across the seal
- Be mailed directly to the CCGPS Admissions office at the address listed below