

READING HOSPITAL SCHOOL OF HEALTH SCIENCES POLICY NO. 327

SUBJECT: Guidelines to Request a Letter of Recommendation

Responsibility of: SHS Program Directors
Revised: February 2020 Reviewed:

SCOPE: Students enrolled at the Reading Hospital School of Health Sciences (RHSHS).

PURPOSE:

These guidelines are designed to assist the student in securing a letter of recommendation from faculty at Reading Hospital School of Health Sciences

POLICY: A student may request that a faculty member write a letter of recommendation (letter of reference) on his/her behalf.

DEFINITIONS: NA

PROCEDURE:

The guidelines for requesting a letter of reference are listed below:

- The student should request a letter of reference from faculty whom he/she feels are best able to give a current description of his/her abilities. (Example – a faculty member who was a clinical instructor for a student early in the curriculum, and only knows the student in that capacity, may not be the best person to write a letter of reference for a student seeking employment following graduation unless the faculty can address the student’s current performance.)
- The student is required to complete the *Release Form for Written Letters of Reference*. The request form is available at the end of this policy.
- The student must indicate on the form whether or not he/she waives the right to view the reference. If the student checks the section “right to access reference is waived” (recommended) this indicates that the student gives up his/her right to view the reference (and will not see the reference). If the student checks the section “not waived” this indicates that the student has the right to request to see the written reference.
- The student submits the completed *Release Form for Written Letters of Reference* to the faculty member who is being requested to write the recommendation/reference.
- The student should give faculty members a minimum of two weeks to complete the reference.
- The faculty member has the option to either accept or decline the request and will notify the student. Faculty are not obligated to provide a reference for a student.
- The delivery of the completed reference to the intended recipient must be secure.
 - It is recommended that all letters of reference be written on official school stationary (or an official reference form as supplied by the recipient).
 - The preferred method of delivery is for the faculty member to write the reference and send it directly to the contact person listed on the release form.

- If the student requests to deliver the reference (as in the case where the student is required to submit all forms together in one packet) the faculty member should write the reference on official stationery and seal it in an official school envelope with the faculty member's signature written across the seal to indicate that the reference is official.
- Faculty are advised that email delivery of a plain word document creates security risks as word documents can be altered and forwarded without the knowledge of the faculty member. It is suggested that if an e-mailed document is requested, it should be in PDF format and followed by an official signed paper copy sent to the intended recipient.

The faculty member will place the "Release Form for Written Letters of Reference" (and a copy of the reference) in the official student file.

EDUCATION AND TRAINING: NA

REFERENCES: NA

COMMITTEE AND COUNCIL APPROVALS: RHSHS Directors Meeting, February 2020

CANCELLATION: Reading Hospital or Tower Health policies directly related to this topic shall supersede this RHSHS policy. This policy supersedes all previous policies, memoranda, and/or other communications pertaining to this policy.

READING HOSPITAL SCHOOL OF HEALTH SCIENCES
RELEASE FORM FOR WRITTEN LETTERS OF REFERENCE

REFERENCE REQUEST

I hereby request _____ to write a letter of reference on my behalf. I understand that letters of reference may include information regarding all areas of my performance while at RHSHS including but not limited to academic, clinical, attendance, and conduct. In accordance with the Family Educational Rights and Privacy Act of 1974 (PL 93-380), recommendations may be shown to the student/graduate upon request unless the right to view the letter of reference has been waived.

My right to access the letter of reference is: waived _____ not waived _____

Reference type:

Position sought for employment: _____

Scholarship sought: _____

Other: _____

Contact Person to who reference is to be addressed:

Name: _____

Title: _____

Address: _____

Email address: _____

Student (print name): _____

Student Signature: _____

Date: _____

School Activities/ Organizations (Se other side if needed): _____