

Definitions

Letter of reference: For university purposes, a letter of reference is a letter in which an employer recommends someone (a current or former employee) for a new job. A request for a letter of reference must be routed through the Department of Human Resources.

Letter of recommendation: For university purposes, a letter of recommendation is a letter in which the writer (usually a person in a supervisory role, e.g. dean, director, chair, chief officer, etc.) evaluates the skills, work habits, and achievements of an individual (employee, student, or graduate) applying for admission to graduate school, position on a board, medical mission team member, etc.

Procedures:

To obtain a letter of reference from Human Resources or a letter of recommendation from a PNWU employee, a Letter of Reference/Recommendation Request form must be completed and provided to the letter writer a minimum of 14 days prior to the date the letter is to be submitted. The person receiving the request and writing the letter is to keep the signed form on file as listed in the PNWU Document Retention and Destruction Policy (see excerpt below).

NOTE: If you have been asked to write a recommendation for someone other than a PNWU employee, student, or graduate, you must **not** use PNWU or PNWU College letterhead as referenced in the Name and Trademark section of the PNWU Intellectual Property Policy:

In addition, University stationery use is restricted to official University business and no report or statement issued as a result of private activities may use the name of Pacific Northwest University of Health Sciences nor appear to be an official document of the University.

Student records retention schedule:

Academic Records	Years retained after inactive or graduate status
Recommendation Letters: Letters of recommendation prepared by PNWU-COM faculty and staff regarding PNWU-COM students or former PNWU-COM students with whom they are acquainted.	1yr after end of calendar year

Non-student record retention schedule:

Type of document	Responsible department	Minimum requirements
Correspondence (general)	All	2yr



To: _____
(Recommender)

From: _____
(Student/Employee)

Date by which the letter of reference/recommendation must be received: _____

Organization receiving this letter: _____
(Must include address)

If the organization has a website significant to this application, please provide: _____

Purpose or special instructions (e.g. the letter needs to be uploaded via website—submitted confidentially with the application, etc.):

With this request, you must provide the following:

- Curriculum vitae or resume
- Personal statement
- Copy of application for which this letter is being requested

TO BE COMPLETED BY STUDENTS:

I, _____ authorize the person named above to provide an evaluation about my academic performance and nonacademic experience relative to my potential for becoming an effective osteopathic physician.

Under the Family Education Privacy Rights Act, 20 U.S.C. 123(g), you may, but are not required to, waive your right of access to confidential recommendations given for any of the purposes listed on this form. If you waive your right to access, the waiver remains valid indefinitely.

Mark the appropriate statement:

I waive my rights of access to recommendations given by the person named above.

I do not waive my rights of access to recommendations given by the person named above.

Signature

Date

TO BE COMPLETED BY EMPLOYEE/FORMER EMPLOYEE:

I, _____ authorize the person named above to provide a reference/recommendation.

Signature

Date