
ALC Tutor Recommendation Form

The Atrium Learning Center is seeking faculty recommendations for qualified tutors in select subjects. Faculty may use this form to recommend qualified candidates; candidates must also complete an application in the ALC. The ALC will consider applicants who have a 3.3 GPA in courses in their major. Candidates will be invited for an interview when the ALC has an opening.

Return this form to Felice Huang, CUNY Office Assistant, LG-18N felice.huang34@login.cuny.edu. For questions about this form, contact Judith Rockway, ALC Director, judith.rockway84@login.cuny.edu.

Thank you for your recommendation.

Faculty Information

(Click and type on the line next to the title fields, then save this file)

First Name: _____ Last Name: _____

Title: _____ Department: _____

Phone Number: _____ Email Address: _____

Candidate Information

First Name: _____ Last Name: _____

EMPLID: _____ Candidate Contact Info: _____

In what capacity do you know the candidate? ☐ Current student in course: _____

☐ Former student in course: _____

☐ Other: _____

Please rate the candidate according to the following characteristics:

	Below average	Average	Above average	Exceptional
Academic ability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Communication skills	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Dependability	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please include any additional comments (use the other side of this page if necessary):

Faculty signature: _____ **Date:** _____