

Diamond Peer Teachers Portal Application Instructions for FACULTY MENTORS

New in 2021: The Diamond Peer Teachers application must be submitted by students through the TUportal. Once a student has submitted an application, their proposed faculty mentor will be notified by email that a letter of recommendation for the program has been requested:



Dear Professor Wells,

One of your former students, Andrea Halaburda, has submitted an application for the Spring 2022 Diamond Peer Teachers program and listed you as a faculty mentor for 1407 - Piano for Non-Mus Maj I . Please log in to [Letter of Recommendation](#) to submit a letter of recommendation. Recommendations are due by October 4, 2021.

Thank you,

Emily Moerer, Associate Vice Provost for Undergraduate Enrichment
Kerry Milch, Assistant Director for Undergraduate Enrichment

When you click the link in the email, it will take you to a page that looks like the image below (you may need to enter your AccessNet login information first). This is for a faculty member with two students requesting letters of recommendation.

A screenshot of the 'Letter of Recommendation' portal. The page has a dark red header with a home icon and the word 'Home'. Below the header, a breadcrumb trail reads 'TUportal / Home / Letter of Recommendation'. The main content area is titled 'Letter of Recommendation' and contains two identical recommendation forms. Each form has a red header line that reads 'Recommendation: Jane Smith (988888888) For DIAMOND PEER TEACHERS' and 'Recommendation: John Smith (999999999) For DIAMOND PEER TEACHERS' respectively. Below each header is a text box with a rich text editor toolbar (Normal, Bold, Italic, Underline, Link, Unlink, Bulleted List, Numbered List, Indent, Outdent, Undo, Redo). A red arrow points from a blue box labeled 'Student Name + TUID' to the student name in the first form's header. Another red arrow points from a blue box labeled 'Program for which student is requesting a recommendation.' to the program name 'DIAMOND PEER TEACHERS' in the first form's header. Each form ends with an orange 'Submit' button.

Please enter your recommendation in the text box and click Submit. Letters must be submitted through the portal in order to be considered. **Letters of recommendation for the Spring 2022 Diamond Peer Teachers program are due October 4, 2021.**

Questions? Email DPT@temple.edu