

Letter of Endorsement

All applicants for the Doctorate of Education in Urban Leadership (Ed.D.) are required to submit a letter of endorsement from the Chief Administrator of their school district, charter school or community education agency that indicates they will support and mentor the candidate in the internship. For a public school, the endorsement letter should come from the Superintendent. For a charter school, the endorsement letter should come from the Director of the school or the President of the Board. For a community education agency, the endorsement letter should come from the Director of the agency.

Suggested Template for Letter of Endorsement

Date

To the Coordinator of the Doctoral Program,

I, _____ (chief administrator), support _____ (applicant's name) in their pursuit of a Doctorate of Education in Urban Leadership at Kean University.

(The individual writing the letter should provide a sentence or two about the applicant including their position and their ability to pursue a doctoral degree.)

I understand that an integral part of the program is a full-year internship and that the candidates will work under the supervision of a university professor and an on-site supervisor for a minimum of two hours a day for one year. Hours can be before, during or after school.

I also understand that under my supervision candidates will complete a comprehensive portfolio that represents their progress toward meeting the ELCC standards for School District Leadership and that portfolio will be measured against a rubric requiring a rating of proficient or better.

Along with my support of _____ (applicant's name) application to the Ed.D program at Kean University, I agree to provide a one-year internship, as described above, under my supervision, or that of my designee, in the central or main office of our district/charter school/agency.

Sincerely,

Name
Title
District