

Department of English Ph.D. Candidate Placement File Policy

Name

Address

Phone Number(s)

E-mail Address

I understand the following:

- I will be eligible for the English Department's Placement Service for 5 years from the date of my graduation, or until my first academic employment, whichever comes first.
- I may request that my entire Placement File be sent to me once I have gotten my first academic employment.
- I must give three weeks notice for all Placement File requests. Requests made less than three weeks in advance will be mailed in as timely a manner as possible.
- I must pay a \$30 Placement File fee. This fee entitles me to 30 mailings.

I am responsible for providing and updating the following materials for my Placement File:

- Official copies of all my academic transcripts
- Curriculum Vitae
- Writing sample
- Student evaluations of my teaching
- Statement of teaching philosophy
- Letters of recommendation from:

Check one:

_____ I waive the right to see my letters of recommendation

_____ I do not waive the right to see my letters of recommendation

Signature

Date