

CALIFORNIA STATE UNIVERSITY, LOS ANGELES

COLLEGE OF ARTS AND LETTERS

Department of English

November 20, 2012

Greetings,

Dean Ramser has requested this letter of recommendation in support of his application for an English Instructor position. Though I have never instructed him as a student nor observed him instruct others, as the chair of the Department of English at California State University, Los Angeles (CSULA), I have gained complete confidence in his abilities and in his teaching, and, therefore, I have asked him to teach again for us this fall and winter.

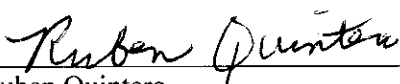
He has taught remedial composition, ENGL 095 (Basic Writing I), and college-level composition, ENGL102 (Composition II) at CSULA. He was originally recommended for a teaching position by one of our highly respected faculty members, who wrote of him: "I consider Dean Ramser ideally suited to teach composition courses in the English Department. I endorse him with wholehearted enthusiasm as a devoted and skilled teacher who would be a valuable asset." His teaching performance in the classroom has been very good, as observed and reported on by our Composition Coordinator and described by his students in quarterly CSULA Student Opinion Surveys.

Indeed, he has proven himself an excellent instructor, for having managed class enrollments of as high as 28 students and has taught four sections of composition within a single quarter. In a relatively short time, he has effectively met the teaching demands of our institution, which has one of the most diverse student populations around. I have spoken informally with some of his students, and they have openly praised his instruction. Because he has shown that he can teach effectively, I have asked him to teach a second year.

His syllabi and writing assignments are clearly written and well organized, demonstrating his practiced hand and expert knowledge in preparing materials for his students. With his amiable personality and teaching knowledge, one can readily discern that students would find him accessible and friendly.

His diligence and focused energy, his professional demeanor, and his apparent strength of character suggest that he would be as excellent a colleague at your institution as he has been at ours.

Respectfully,


Ruben Quintero
Chair and Professor

Division of Liberal Arts
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To whom it may concern:

I am happy to write a letter of recommendation on behalf of Dean Ramser. I have not had the opportunity to evaluate Mr. Ramser, but I was on his hiring committee and supervise him in my role as the dean overseeing the English department.

Mr. Ramser has been teaching at Cerritos for one semester. His evaluators gave him a good evaluation, and in my contact with him he has been courteous and eager to show that he is a motivated and effective English instructor.

He interacts well with my office staff, faculty, and students. He is punctual and conscientious in maintaining classroom and college district obligations, such as submitting grades and other paperwork on time.

My assessment is that he is a cooperative and effective English instructor. I feel confident in entrusting him with the instruction of Cerritos College students in our basic writing and composition sequence of classes.

Sincerely,

David Fabish
Instructional Dean of Liberal Arts

