

## 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' web portal. The page has a breadcrumb trail: 'TUportal / Home / Letter of Recommendation'. The main content area is titled 'Letter of Recommendation' and contains two identical recommendation forms. Each form has a header: 'Recommendation: Jane Smith (988888888) For DIAMOND PEER TEACHERS' and 'Recommendation: John Smith (999999999) For DIAMOND PEER TEACHERS'. Below each header is a rich text editor with a toolbar containing 'Normal', 'B', 'I', 'U', and other icons. A 'Submit' button is located below each text box. Two blue callout boxes with red arrows point to specific elements: one points to the student name and TUid in the header, and the other points to the program name 'DIAMOND PEER TEACHERS'.

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](mailto:DPT@temple.edu)