Instructor Referral Form

Referral Guidelines

1. To refer a potential instructor, please complete this form and return it to the Osher Lifelong Learning Institute at FAU, Jupiter either in person, by mail or by fax.
   Osher Lifelong Learning Institute
   5353 Parkside Drive PA 134
   Jupiter FL, 33458

2. Please allow up to six weeks for a reply, as potential speakers need to be researched.

3. Please note that all referrals must be approved by the Osher Lifelong Learning Institute Curriculum Committee after a staff member has researched the potential instructor.

Referral Submitted by: ___________________________ Date: ___________________________

Email: ___________________________ Telephone: ___________________________

Referral Information

Candidate Name: ___________________________

Email: ___________________________

Telephone: ___________________________

Subject: ___________________________

Why this candidate is qualified to teach for LLI Jupiter:

Front Desk and Administration Only

Date Received: ___________________________ Date Contacted Instructor: ___________________________

Staff Assigned/ Date: ___________________________ Date Contacted Reference: ___________________________

Disposition: ___________________________