



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK

Deputy Commissioner
Office of Higher Education
Room 975, Education Building Annex
Albany, New York 12234

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Dear Superintendent:

The New York State Education Department maintains a file of emerging classroom leaders that consists of a cadre of distinguished teachers and principals. These educators may be considered for membership on advisory boards and task forces, as well as candidates for recognition programs. Your recommendations will identify educators who will be of great value to your community and state because of their expertise.

We are very fortunate to have a rich base of veteran educators represented in our current talent pool. They have been and continue to be a valuable resource in our state efforts. What is particularly lacking though is representation from educators relatively new to the profession who demonstrate unusual instructional and leadership ability. Such persons exhibit strong potential for professional leadership and inspiring presence that impacts students, colleagues, and community.

Do you know a relatively new educator (teacher or administrator) in **elementary through high school (K-12)** who is illustrative not only of our state's, but also the nation's best? Whose lessons provide models for others? Who has distinguished themselves above and beyond established top-quality professionals in our schools? A minimum of five years in education is a must. Members of the talent pool are building-level personnel. They are typically classroom teachers and are recognized by peers and supervisors as unique in their leadership and results with students. Occasionally a principal or specialist is considered. Of special interest are educators who are outstanding and have not received other recognition.

Please provide **CONFIDENTIAL**, succinct, and specific information for a candidate **on the enclosed fillable form** along with a resume of the candidate. All questions must be answered. If someone other than the principal submits the form for a teacher, it is **required** to submit a recommendation letter from the current principal.

Optionally, please include a one-page narrative along with this form that addresses how the candidate meets the criteria mentioned in this letter. We ask that you keep this recommendation confidential and do not share it with the individual or collaborate with a colleague to complete. I urge you to take the time to recommend a candidate.

Please email completed **fillable** recommendation forms to TalentpoolHE@nysed.gov by **April 27, 2026 with the subject line "Talent Pool."** Your cooperation and assistance are greatly appreciated.

Sincerely,

William P. Murphy, Ph.D.
Deputy Commissioner