

DUKE
UNIVERSITY

CONTINUING STUDIES & SUMMER SESSION

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It is indeed a pleasure to submit a letter of recommendation in support of Duff Douglas. Duff was the On-Site Director (OSD) for Duke University's Talent Identification Program (Duke TIP) this past summer at Eckerd College. He oversaw a staff of 28, including five administrators, six instructors, eight teaching assistants and nine residential counselors and a student body of 93, comprised of students in grades 9 – 12 from around the world. The Eckerd College site was brand new to the Duke TIP program and therefore had all the 'start-up' issues one can expect from a new site. Duff handled the challenges he faced with poise and did an outstanding job creating a great work environment for his staff, and an enriching atmosphere for the students.

Duff was the chief administrator for the program at Eckerd College; Duff was in charge of staff training, logistical coordination of student arrivals and departures, student disciplinary matters, program finances, and logistical coordination with Eckerd College. Duff routinely put in eighteen hour days and always kept a smile on his face and projected calm and confidence. His staff reported high grades for his dedication to the program and gave him praise for creating high expectations both academically and behaviorally with the students.

Duff knows how to get the most from his staff and is a great motivator. He realizes there needs to be a human element to all relationships and works hard to connect to his staff. Before arrival Duff created questionnaires and used that data to create fun ice breakers for his staff. He continued to build a positive and warm atmosphere by creating daily bulletins that combined pertinent program information laced with appropriate humor that resulted in a very cohesive staff. I believe any school that Duff leads will have an increase in staff morale and cohesiveness because of his ability to create opportunities for staff to bond.

Duff is an excellent resource for other teachers and is definitely an instructional leader. Having been a highly effective teacher himself, Duff often was seen working with instructors helping them create dynamic and engaging lessons. Duff is a hands-on administrator and likes to be in the classroom interacting with students and teachers. He helps teachers improve their practice by giving them timely feedback that notes the strengths of their lesson and suggests ways to improve for next time.

Technology is one of Duff's many strengths; He is one of the most capable people I know with technology, but what impresses me the most is the manner in which he teaches his staff how, and when, to use certain technology tools. He worked with one instructor quite closely, integrating iPad use into his classroom, which resulted in lively lessons and captured the full attention of the students. As schools integrate technology more and more, Duff is someone I would want leading my school in this endeavor.

It is without hesitation I would recommend Duff. Duff is someone who brings a fresh perspective to education and is highly motivated to be successful. Duff is someone who truly wants to make a difference in education. He is a 'people-person', someone who interacts well with staff, motivates them to do their best, and has a sound vision for education. I appreciate the high standards he sets for his staff, his students, and himself. If you have any questions please do not hesitate to contact me via email at nicki.charles@duke.edu.

Sincerely,



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