

**THE COLLABORATIVE ON ACADEMIC CAREERS IN HIGHER EDUCATION**  
**(COACHE)**

**FACULTY JOB SATISFACTION SURVEY**

Draft changes to outbound invitation messaging

Provisional until approved by the Harvard University Committee on the Use of Human Subjects

**Reminder Email #3 [Week of 3/23]**

**FROM:** coachefaculty@abtsurvey.com

**FROM\_NAME:** Collaborative on Academic Careers

**SUBJECT:** Reminder #3: The COACHE Faculty Job Satisfaction Survey at [NICKNAME]

Dear Prof. [LastName],

Over the past several weeks, we have been inviting you to participate in the COACHE Survey of Faculty Job Satisfaction, which is led at your institution by [CAOfirstname] [CAOlastname].

--- BEGIN NEW TEXT ---

Given the extraordinary developments of the past several days – and the overwhelming information and demands on faculty time – we want you to know that you may remove yourself from further communication about this survey by clicking here.

If you still wish to lend your voice to this collaborative effort to improve the academic workplace, we will be grateful for your contribution.

--- END NEW TEXT ---

You can contribute your perspectives about tenure and promotion policies, shared governance, and the support faculty receive to be effective teachers and scholars. This survey is the beginning of your institution's three-year relationship with COACHE to identify areas of strength and concern about the faculty experience at [NICKNAME], to disseminate and interpret the results, to identify priorities, and to implement policies and practices to improve the workplace for you and your colleagues.

Because our records indicate that your survey is incomplete, you may still complete your COACHE survey by accessing the following link:

[UNIQUE LINK IS LOADED HERE]

THIS LINK IS UNIQUELY YOURS. TO PROTECT YOUR CONFIDENTIALITY, IT SHOULD NOT BE SHARED.

As a small incentive, respondents will be entered (if permitted by state law and campus policy) into a drawing to become one of five faculty selected to receive an Apple Watch.

If you believe you have received this message in error, or if you wish to receive no further reminders, please click here or contact coachefaculty@abtassoc.com.

Gratefully,

Kiernan R. Mathews, Ed.D.  
Executive Director and Principal Investigator  
The Collaborative on Academic Careers in Higher Education (COACHE)  
Harvard Graduate School of Education  
Cambridge, Massachusetts  
http://coache.gse.harvard.edu

**Final Email [Week of 4/6]**

**FROM:** coachefaculty@abtsurvey.com

**FROM\_NAME:** Collaborative on Academic Careers

**SUBJECT:** Final Reminder: The COACHE / [NICKNAME] Faculty Survey

Dear Prof. [LastName],

This week marks the last for the COACHE Survey of Faculty Job Satisfaction, led at your institution by [CAOfirstname] [CAOlastname].

--- BEGIN NEW TEXT ---

My research team and I appreciate that the extraordinary circumstances of the past several weeks might have kept you from participating. We just want you to know that we do value your perspective and, should you have the opportunity, you can contribute your voice to the survey before Friday, April 10. You may also choose not to participate; you will receive no further reminders from COACHE.

--- END NEW TEXT ---

This is your unique survey link:

[UNIQUE LINK IS LOADED HERE]

**THIS LINK IS UNIQUELY YOURS. TO PROTECT YOUR CONFIDENTIALITY, IT SHOULD NOT BE SHARED.**

Most faculty complete the questionnaire in under 25 minutes. Doing so will also enter you (if permitted by state law and campus policy) into a drawing to become one of five survey respondents selected to receive an Apple Watch.

I understand that there are many demands on your time—especially now. Please know that my team and I are committed not just to analyze, but actually to use these data to understand and improve the faculty experience.

With gratitude,

Kiernan

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