



APPENDIX C: EMAIL COMMUNICATIONS FROM COACHE TO SURVEY PARTICIPANTS

Email invitation from COACHE

FROM: [\[coachefaculty@abtsurvey.com\]](mailto:coachefaculty@abtsurvey.com)
FROM_NAME: COACHE (Collaborative on Academic Careers)
SUBJECT_LINE: Help [INSTITUTION NICKNAME] assess the academic workplace

Dear Professor [LASTNAME],

With the endorsement of [NAME OF CHIEF ACADEMIC OFFICER], the Collaborative on Academic Careers in Higher Education (COACHE) at Harvard University invites your participation in a survey of full-time faculty at [INSTITUTION].

For more than 10 years, COACHE and our partners have been acting upon data from this survey to make individual institutions--and, by extension, the academy--more equitable and appealing places for scholars and teachers to do their best work. This year, we intend to continue that work on behalf of you and your peers.

Your help is important to the success of this study, but your contribution is entirely voluntary. Should you choose to participate, you will have the right to discontinue the survey at any time and to refuse to answer specific questions. Most faculty complete the questionnaire in under 25 minutes.

Before the end of the summer, [NAME OF CHIEF ACADEMIC OFFICER] will receive results from COACHE in summary form only. Your responses are strictly confidential -- nothing you say will be attributed directly to you for reporting purposes. Additional information about our commitments to your privacy (including IRB credentials, is available on the COACHE website.

Use the link below to access the survey. **THIS LINK IS UNIQUELY YOURS. TO PROTECT YOUR CONFIDENTIALITY, IT SHOULD NOT BE SHARED.**

[UNIQUE LINK IS LOADED HERE]

If for any reason you wish to pause in responding, you may use this link to resume later.

By completing your survey, you will be entered (where permitted by state law and campus policy) into a drawing to become one of five survey respondents selected to receive an Apple Watch SE.

To learn more about COACHE, visit coache.gse.harvard.edu, where you can find answers to our most common questions about the survey and the impact that COACHE has had on institutions like yours. For technical issues, please contact COACHE by email at coachefaculty@abtglob.com.

We and your institution's leaders hope you will take a few moments now to participate. Thank you for considering this invitation!



collaborative on academic
careers in higher education

Sincerely,

Dr. R. Todd Benson
Executive Director and Principal Investigator
The Collaborative on Academic Careers in Higher Education (COACHE)
Harvard Graduate School of Education
Cambridge, Massachusetts

COACHE resources for faculty:

Success on the Tenure Track: Five Keys to Faculty Job Satisfaction
[<https://coache.gse.harvard.edu/publications/success-tenure-track-five-keys-faculty-job-satisfaction>]

Success after Tenure: Supporting Midcareer Faculty [<https://coache.gse.harvard.edu/blog/success-after-tenure-lessons-engaging-mid-career-faculty>]

Growing Our Own: Cultivating Faculty Leadership [<https://coache.gse.harvard.edu/blog/growing-our-own-cultivating-faculty-leadership>]

When Perceptions of Diversity Don't Match Progress [<https://coache.gse.harvard.edu/blog/when-perceptions-diversity-don%E2%80%99t-match-progress-new-analysis-faculty-job>]



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careers in higher education

Reminder email, version 2

FROM: [\[coachefaculty@abtsurvey.com\]](mailto:coachefaculty@abtsurvey.com)
FROM_NAME: COACHE (Collaborative on
Academic Careers)
SUBJECT_LINE: Reminder: Help COACHE and [INSTITUTION NICKNAME] understand your
experiences as a faculty member

Dear Professor [LASTNAME],

Recently, we sent you an invitation to participate in COACHE's Faculty Job Satisfaction Survey, approved by [NAME OF CHIEF ACADEMIC OFFICER]. The data collected by COACHE give voice to faculty like you about the successes and struggles of working in academia. By participating in this study, you have the opportunity to share your perspective about the academic workplace in a secure and confidential manner. More importantly, when faculty participate in the COACHE Survey, it is the beginning of a three-year partnership to identify and improve on the policies and practices that impact your work as a faculty member at [INSTITUTIONAL NICKNAME].

Since our records indicate that your survey is incomplete, we are sending this reminder to complete your COACHE survey by accessing the following link:

[UNIQUE LINK IS LOADED HERE]

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Please take a moment to complete the survey at your earliest convenience. 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 SE.

Many thanks in advance for your contribution. If you believe you have received this message in error, or if you wish to receive no further reminders, please contact coachefaculty@abtglob.com.

Dr. R. Todd Benson
Executive Director and Principal Investigator
The Collaborative on Academic Careers in Higher Education (COACHE)
Harvard Graduate School of Education
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Growing Our Own: Cultivating Faculty Leadership [<https://coache.gse.harvard.edu/blog/growing-our-own->



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Reminder email, version 2

cultivating-faculty-leadership]

When Perceptions of Diversity Don't Match Progress [<https://coache.gse.harvard.edu/blog/when-perceptions-diversity-don%E2%80%99t-match-progress-new-analysis-faculty-job>]



Reminder email, version 2

FROM: [\[coachefaculty@abtsurvey.com\]](mailto:coachefaculty@abtsurvey.com)
FROM_NAME: COACHE (Collaborative on
Academic Careers)
SUBJECT_LINE: Reminder: Share your perspectives on the academic workplace with COACHE and
[INSTITUTION NICKNAME]

Dear Professor [LASTNAME],

Recently, we sent you an invitation to participate in COACHE's Faculty Job Satisfaction Survey, approved by [NAME OF CHIEF ACADEMIC OFFICER]. The purpose of COACHE is to improve the academic workplace for faculty like you and others in your department, division, and the institution as a whole. You can contribute your perspectives about things like tenure and promotion policies, shared governance, and the support faculty receive to be effective teachers and scholars. Your contribution to this study is the beginning of a three-year relationship designed to identify areas of strength and concern about the academic workplace at [INSTITUTION NICKNAME], disseminate and interpret the results, identify priorities, and implement policies and practices to improve the workplace for you and your colleagues.

Since our records indicate that your survey is incomplete, we are sending this reminder to complete your COACHE survey by accessing the following link:

[UNIQUE LINK IS LOADED HERE]

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Reminder email, version 2

Growing Our Own: Cultivating Faculty Leadership [<https://coache.gse.harvard.edu/blog/growing-our-own-cultivating-faculty-leadership>]

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Reminder email, version 3

FROM: [\[coachefaculty@abtsurvey.com\]](mailto:coachefaculty@abtsurvey.com)
FROM_NAME: COACHE (Collaborative on
Academic Careers)
SUBJECT_LINE: Reminder: COACHE's Faculty Job Satisfaction Survey at [INSTITUTION
NICKNAME]

Dear Professor [LASTNAME],

Recently, we sent you an invitation to participate in COACHE's Faculty Job Satisfaction Survey, approved by [NAME OF CHIEF ACADEMIC OFFICER]. By participating in the Survey, you are helping to give [INSTITUTIONAL NICKNAME] the data it needs to become a better place for faculty to work and a more attractive environment for recruiting the next generation of faculty.

Since our records indicate that your survey is incomplete, we are sending this reminder to complete your COACHE survey by accessing the following link:

[UNIQUE LINK IS LOADED HERE]

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When Perceptions of Diversity Don't Match Progress [<https://coache.gse.harvard.edu/blog/when-perceptions->



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diversity-don%E2%80%99t-match-progress-new-analysis-faculty-job]



collaborative on academic
careers in higher education

Reminder email, version 4:

FROM: [\[coachefaculty@abtsurvey.com\]](mailto:coachefaculty@abtsurvey.com)
FROM_NAME: COACHE (Collaborative on
Academic Careers)
SUBJECT_LINE: Reminder: COACHE's Faculty Job Satisfaction Survey at [INSTITUTION
NICKNAME]

Dear Professor [LASTNAME],

For the past several weeks, we have sent you several invitations to participate in COACHE's Faculty Job Satisfaction Survey, approved by [NAME OF CHIEF ACADEMIC OFFICER]. The survey will officially close at the end of this week. This is your final opportunity to help us by sharing your perspectives on the academic workplace.

We are sending this **final** reminder to complete your survey by accessing the following link:

[UNIQUE LINK IS LOADED HERE]

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