

ENDORSEMENT MESSAGES FOR INSTITUTIONAL PARTNERS

DO NOT SEND THIS MESSAGE WITHOUT EXPLICIT APPROVAL FROM COACHE.

FOR DEPARTURES ONLY:

Date: [DATE]
Memo to: [FIRSTNAME] [LASTNAME], [RANK/TITLE]
From: [NAME], Vice Provost AND/OR Faculty Governing Body Leader
Subject: Faculty Exit Survey from [INSTITUTION_NICKNAME] and COACHE

Dear Professor [LASTNAME],

I write to invite your participation in a brief, IRB-approved study of faculty who have recently left [INSTITUTION NICKNAME].

Ours is one of many universities participating in a broader effort to understand and improve the experiences of faculty members. As part of this effort, these campuses are partnering with the Collaborative on Academic Careers in Higher Education (COACHE), which has been conducting independent research in higher education from the Harvard Graduate School of Education since 2005. I am committed to doing all I can to use our findings to make [INSTITUTION NICKNAME] a better place to work for faculty like you. Your feedback would be important in helping us to attract and retain the best and brightest scholars and teachers.

[INSTITUTION NICKNAME] and COACHE are committed to the integrity of this survey and to safeguarding your privacy. The survey is completely confidential and will be handled through the COACHE project team. Your privacy would be maintained in all published and written data; your anonymity would be ensured in the broad, summary analysis that COACHE will share with our campus.

Participation is voluntary, of course, but would be much appreciated. Your personal link to participate will be emailed to you from COACHE in the coming days. COACHE will not use your name or email address for any purpose except for this research.

If you have any questions about this study, please contact [INSTITUTION CONTACT] at [EMAIL] or [PHONE], or COACHE at coache@gse.harvard.edu.

Sincerely,

[SIGNATURE]

For more information about COACHE's research on the faculty experience, visit the [COACHE website](#).

DO NOT SEND THIS MESSAGE WITHOUT EXPLICIT APPROVAL FROM COACHE.

FOR RETENTIONS ONLY:

Date: [DATE]
Memo to: [FIRSTNAME] [LASTNAME], [RANK/TITLE]
From: [NAME], Vice Provost AND/OR Faculty Governing Body Leader
Subject: Faculty Retention Survey from [INSTITUTION_NICKNAME] and COACHE

Dear Professor [LASTNAME],

I write to invite your participation in a brief, IRB-approved study of faculty who have been involved in a retention effort at [INSTITUTION NICKNAME].

Ours is one of many universities participating in a broader effort to understand and improve the experiences of faculty members. As part of this effort, these campuses are partnering with the Collaborative on Academic Careers in Higher Education (COACHE), which has been conducting independent research in higher education from the Harvard Graduate School of Education since 2005. I am committed to doing all I can to use our findings to make [INSTITUTION NICKNAME] a better place to work for faculty like you. Your feedback would be important in helping us to attract and retain the best and brightest scholars and teachers.

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