

Sample Division Email

For [School/Division Name]

This message should come from the Head of the School/Division

Dear Faculty:

The COACHE Faculty Job Satisfaction Survey has launched, and two reminders have been sent. If you have already taken the time to complete this survey, thank you. I encourage you to complete the survey so that the perspectives of the faculty of [School/Division Name] are well represented. The survey is available for eligible full-time faculty, completely voluntary, and takes about 25 minutes to complete. The results of the survey will be used to improve the academic workplace.

Please see the link below for examples of how COACHE data is used to improve the workplace for faculty.

[How Partners Use COACHE](#)

Sample Considerations: As a survey administered nationally to all of colleges and universities, some terms used in the COACHE instrument may vary from their use at [Institution Name].

Examples below: (May not apply to your institution)

- Where COACHE uses the term “department”, faculty in the [School/ Division Name] should read that term as “division”.
- Where COACHE refers to Tenure Status, Professional Track should select Non-Tenured, Not on Tenure Track.