



February 8, 2019

Dear Colleagues,

I am pleased to inform you of an important opportunity you will be offered in the coming days to participate in a survey of faculty job satisfaction. This survey research is part of a national program called the Collaborative on Academic Careers in Higher Education (COACHE), which has been operating from the Harvard Graduate School of Education since 2003. Participation will entail completing a 25-minute, web-based survey; your unique link to the survey will be emailed to you from COACHE in the coming days. COACHE will not use any name or email address for any purposes except for this research.

While there are many surveys that faculty are asked to complete, this one was designed entirely to determine their current job satisfaction compared to faculty at peer institutions. Your views are especially important to us as we strive to attract and retain the best and brightest scholars and teachers, increase the satisfaction of all faculty, and to make University of Richmond a great place to work.

In a process approved by Harvard's institutional review board, COACHE will provide our campus with their summary analysis, as well as the confidential unit-record database, stripped of names and e-mail addresses. The data provided to University of Richmond will be received and kept on a secure server by Institutional Effectiveness. **Neither I, nor any other administrator, staff or faculty member outside Institutional Effectiveness at University of Richmond will have access to the unit-record data.** Institutional Effectiveness will explore and analyze broad patterns in the data to assist with planning and developing improved academic policies and practices across campus. To protect confidentiality and guarantee that the results of this survey cannot influence personnel decisions about individual faculty members, Institutional Effectiveness staff will disseminate survey results only with data aggregated in cells of five respondents or more, so that individual faculty and individual departments cannot be identified.

We welcome this opportunity to learn from an independent, research-driven, comparative study. We believe that University of Richmond has the potential to be one of the best places for scholars to work, and with your help we can learn how best to support that goal. However, data from the COACHE study will be meaningful only if we have broad participation.

Within a week, you will receive an e-mail from COACHE ([coachefaculty@opinioncast.com](mailto:coachefaculty@opinioncast.com)), directing you to the online survey. The survey is easy to complete. If you have any questions about this survey, please contact Deborah White in Institutional Effectiveness at [dwhite2@richmond.edu](mailto:dwhite2@richmond.edu) or 484-1582, or COACHE at [coachefaculty@srbi.com](mailto:coachefaculty@srbi.com).

Thank you in advance by helping us through participation in this study.

Sincerely,

Jeffrey W. Legro  
Executive Vice President and Provost