February 8, 2016

Dear Colleagues:

I encourage you to participate in a survey we are conducting to better understand your experience as a faculty member at Pitt. 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 make the University of Pittsburgh a great place to work. So, I ask that you please take 25 minutes to provide your input through this web-based survey.

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. Within a week, full-time tenured, tenure-stream, and non-tenure stream faculty (excluding clinical faculty and recently hired faculty) will receive an e-mail from COACHE (coachefaculty@opinioncast.com), with directions to the online survey.

The appendix provides details about the survey, including information on confidentiality and how the results will be used. If you have any questions about this survey, please contact Victoria Lancaster at vclanc@pitt.edu or 412-648-9748, or contact COACHE at coachefaculty@srbi.com.

Thank you in advance for participating in this study.

Sincerely,

Patricia E. Beeson
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 the University of Pittsburgh a great place to work.

In a process approved by Harvard’s and the University of Pittsburgh’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 the University will be received and kept on a secure server that is hosted by Computing Services and Systems Development (CSSD) on behalf of the Office of the Provost. Amanda Brodish, Data Analyst in the Office of the Provost, will be the only individual to have access to the unit-record data. Amanda is not in the position to make or influence any personnel decisions at the University of Pittsburgh and is an “honest broker” for all Provost-level data. No administrator, staff or faculty member outside the Office of the Provost at the University of Pittsburgh will have access to the unit-record data. The Office of the Provost 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, the Office of the Provost 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.

The survey is easy to complete. If you have any questions about this survey, please contact Victoria Lancaster at vclanc@pitt.edu or 412-648-9748 or COACHE at coachefaculty@srbi.com.
Date: February 15, 2016
To: Full-time Faculty
From: Laurie J. Kirsch, Vice Provost for Faculty Affairs, Development, and Diversity
Re: Improve the University of Pittsburgh by lending your voice to the COACHE Survey of Faculty Job Satisfaction

Dear Colleagues,

I am writing to you today as a colleague and partner in an exciting endeavor for the University of Pittsburgh. A few days ago, full-time tenured, tenure-stream, and non-tenure stream faculty (excluding clinical faculty and faculty recently hired) were sent an invitation to participate in the COACHE Survey of Faculty Job Satisfaction. As you may already be aware, this survey is designed to enhance our understanding about your experience as a faculty member at Pitt.

I want you to understand that we are fully committed to using this data to improve the workplace for faculty. The survey is only the first step in a three-year process designed to transform data into actionable policies and practices.

Other institutions have used COACHE data to identify areas of strength and concern related to policies and practices. COACHE works with participating institutions to disseminate the results to faculty. Then, we will identify best practices for improving on our weaknesses and leveraging our strengths.

When the results are in hand, we plan to share the aggregated findings and work with faculty to build a concrete action plan. In other words, these results will not just sit on a shelf.

If you have already completed the survey, please accept my sincere thanks. If you have not completed the survey, I hope you will do so as soon as possible. The instrument is designed to be completed by most faculty within 25 minutes. I hope you will complete the survey as soon as possible.

Thank you,

[Signature]

Laurie J. Kirsch
Vice Provost for Faculty Affairs, Development, and Diversity