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**Pre-notification Email Template for the HERI Faculty Survey**

We encourage you to share information about your school’s participation in the HERI Faculty Survey prior to administration. Informing faculty of the importance and value of the survey findings can improve your response rates. We offer a template for you to distribute to faculty. You can also use our [HERI Faculty Survey Promo Pack](http://www.heri.ucla.edu/PDFs/surveyAdmin/fac/HERI-Faculty-Survey-Promo-Pack-Instructions.pdf) items to communicate information about the survey via social media or by displaying posters/flyers on campus. We suggest that you send your pre-notification emails a few days to one week prior to the start of your HERI Faculty Survey administration.

*Pre-notification letter for faculty:*

*Subject Line:* The HERI Faculty Survey at {INSERT Institution Name}

Dear Professor {*Insert Faculty Member Name*}:

Our faculty are essential to the main educational mission at {*insert name of your institution here*. By capturing extensive information about pedagogical practices, faculty goals and expectations for students, research and service activities, and sources of stress and satisfaction; we are able to provide actionable information for strategic planning, faculty recruitment and retention, faculty development activities, and discussions relating pedagogy to student learning experiences.

{*Insert name of your institution here*} is participating in the HERI Faculty Survey, a national survey conducted by the Higher Education Research Institute (HERI) at UCLA. In addition to providing essential information about faculty at {*insert name of your institution here*}, our results will be combined with those from hundreds of institutions in the United States as part of HERI’s national research agenda.

We are asking you to support this initiative by completing the HERI Faculty Survey. In the next week or so, you will receive an email from {INSERT Name of person conducting survey} in the {INSERT Office conducting survey}. The HERI Faculty Survey will be available to complete from {INSERT administration dates}. The survey will take approximately 25 minutes to complete.

The HERI Faculty Survey is an anonymous survey – you will not be asked any identifying information (name, address, etc.). The Higher Education Research Institute will request your email address for future follow-up, however, you are not obligated to submit this information and your email address is not linked to the survey results in any form. Your confidentiality is assured, and no one at {*insert name of your institution here*} will see identified results.

If you have any questions regarding the HERI Faculty Survey, please contact {INSERT Name and contact info of person/office conducting survey}.

 Thank you in advance for supporting this endeavor.

Sincerely,

{Insert Name & Title of Institution Official such as President or Provost}