

Appendix 18: Second mailing (postcard)

Dear Colleague:

More than one week ago the Millennium Project (Phase II) sent you a survey asking you to respond to a series of questions about your job at the University of Arizona. If you have completed and returned your questionnaire, please disregard this letter and thank you for your help with this project. If not, please take the time now to provide us with your perceptions.

This study is being conducted because we believe that learning about your experiences will enable the University to enhance the quality of work life of appointed personnel and classified staff. We cannot overemphasize the importance each questionnaire has to the credibility of the results. For the results of this project to be truly representative of the interests and concerns of appointed personnel and classified staff, it is vital that each person return his or her questionnaire. Your response is greatly appreciated.

Diane Perreira and Kathleen Miller, Project Co-Chairs