

Appendix 19: Third mailing cover sheet

Dear Colleague:

I am writing to you about our Millennium Project (Phase II) study. As of today, we have not received your completed questionnaire.

The large number of questionnaires returned is very encouraging. But, whether we will be able to describe accurately the opinions of the appointed personnel and classified staff depends on you and others who have not yet responded. Past experiences suggest that those of you who have not sent in your questionnaires may hold quite different opinions about your experiences from those who have.

The results of this study are important to our understanding of the quality of work life at the university. In the event that your questionnaire has been misplaced, a replacement is enclosed. I urge you to complete and return it as quickly as possible.

Your contribution to the success of this study is greatly appreciated.

Sincerely,

Diane Perriera
Project Co-Chair

Kathleen Miller
Project Co-Chair