

Appendix 9: Invitation from Co-Chairs to participate in Discussion Groups

November 28, 2001

Dear (Appointed Personnel),

Classified staff and appointed personnel play a major supporting role in helping the University of Arizona achieve its goal of academic excellence. The Millennium Project, Phase II, is designed to identify and analyze issues of importance to classified staff and appointed personnel. Other studies have looked at student issues at the University and the Millennium I Project looked at faculty issues. In Phase II of the Millennium Project, a survey will be designed to gather information from staff and appointed personnel about their issues in the workplace. In the attached letter, President Likins has expressed support for the Millennium Project as an initiative for positive change at our University.

You have been selected to participate in a small group discussion for appointed personnel on [date], [time], [location] to help identify topics to be included on the survey for the Millennium II Project. Each session will last for approximately 90 minutes. The discussions will focus on four primary areas: climate, working conditions, satisfaction and morale. Participation in one of these sessions is completely voluntary. No names will be associated with any of the issues discussed and the information gathered will be treated as confidential.

Please contact the Millennium Project Office (e-mail: millen@u.arizona.edu or phone: 626-8383) by Friday, November 30, 2001 to confirm your participation. Anyone needing accommodation for a disability or Spanish language translation should also contact the project office.

Feel free to communicate any questions or concerns to the Project Co-chairs, Diane Perreira, (perreird@u.arizona.edu) or Kathleen Miller (ukmiller@ag.arizona.edu) who can also be reached via the Project Office (520-626-8383). If you have any questions about your rights as a participant in a research project, contact the Human Subjects Committee Office (520-626-6721).

Thank you in advance for your support of the project. Your assistance in identifying key issues for staff and appointed personnel will be greatly appreciated.

Diane C. Perreira
Co-Chair

Kathleen Miller
Co-Chair

November 28, 2001

Dear (Classified Staff Member),

Classified staff and appointed personnel play a major supporting role in helping the University of Arizona achieve its goal of academic excellence. The Millennium Project, Phase II, is designed to identify and analyze issues is importance to classified staff and appointed personnel. Other studies have looked at student issues at the University and the Millennium I Project looked at faculty issues. In Phase II of the Millennium Project, a survey will be designed to gather information from staff and appointed personnel about their issues in the workplace. In the attached letter, President Likins has expressed support for the Millennium Project as an initiative for positive change at our University.

You have been selected to participate in a small group discussion for classified staff on [date], [time], [location] to help identify topics to be included on the survey for the Millennium II Project. Each session will last for approximately 90 minutes. The discussions will focus on four primary areas: climate, working conditions, satisfaction and morale. Participation in one of these sessions is completely voluntary. No names will be associated with any of the issues discussed and the information gathered will be treated as confidential.

Please contact the Millennium Project Office (e-mail: millen@u.arizona.edu or phone: 626-8383) by Tuesday, November 13, 2001 to confirm your participation. Anyone needing accommodation for a disability or Spanish language translation should also contact the project office.

Feel free to communicate any questions or concerns to the Project Co-chairs, Diane Perreira, (perreird@u.arizona.edu) or Kathleen Miller (ukmiller@ag.arizona.edu) who can also be reached via the Project Office (520-626-8383). If you have any questions about your rights as a participant in a research project, contact the Human Subjects Committee Office (520-626-6721).

Thank you in advance for your support of the project. Your assistance in identifying key issues for staff and appointed personnel will be greatly appreciated.

Diane C. Perreira
Co-Chair

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