

Online Resource 2 – Email Sent to Department Head and Senior Administrators

Dear [Name here],

Greetings and hope you are doing well. As you may know, a working group of HHMI professors has created a brief survey to assess how research, teaching, and service are evaluated in the promotion and tenure process. We are hoping that you will help us out by distributing this survey to as many of the following groups as you think feasible (and from whom you think you can get large response rates so as not to have a biased sample):

- Your own department (distributed via department chair)
- Other science/engineering departments in your College/University
- Departments of close colleagues at other American universities who you think would be willing to distribute this and get good turnout.

The link and waiver information is at this URL:

https://uarizona.co1.qualtrics.com/jfe/form/SV_8lhxUlnelw0y3Pf

This is a different link from the one we distributed to you as HHMI Professors, since we want to keep data from our cohort separate from any broader faculty survey. At the end of this email (and also attached as a word doc), we have included a template for a possible email that could be sent by your department chair or Dean with the survey: since some of you asked us, we think that it's best if your department chair or Dean sends the survey, rather than yourself, as it might bias the survey results if it seen as coming from you as an HHMI Professor and it might also have larger response rate if, e.g., you can get your Department chair to make the request at the first department meeting of the year.

Note: If you have already had this sent out (e.g. last year), we encourage you to have it sent out again with a reminder to fill it out, as our current response rate indicates most department members have not yet filled it out.

Best regards,

Chris Impey
HHMI Professor

Mark Goldman,
HHMI Professor

University of Arizona, Tucson

University of California, Davis

EMAIL TEMPLATE FOR DEPARTMENT CHAIRS/DEANS/SURVEY SENDER:

Dear Faculty,

I would like to strongly encourage you to fill out the attached survey of tenure and promotion practices. It is provided by a group of HHMI professors who are assessing the types of information (in the categories of research, teaching, and service) that different research universities use, in practice, when evaluating the promotion and tenure process. *In order for such a survey to provide reliable information and not exhibit sampling bias, it is critical that a majority of faculty reply.* Thus, I urge your help with this worthwhile endeavor. The survey should only take about 10 minutes of your time and is provided below:

https://uarizona.co1.qualtrics.com/jfe/form/SV_8lhxUlnelw0y3Pf

Please note that no personally identifying information is requested (there is a waiver up front), and the survey has been approved by the Institutional Review Board (IRB) process at the University of Arizona. The survey is the work of a group of HHMI Professors, and is not officially sanctioned by the Howard Hughes Medical Institute.

Best regards,

[Department Chair/Dean Name]