

Dear Loyola Community,

This September, Loyola University Chicago will conduct its first University-wide faculty and staff survey. This survey is designed to gauge the opinions and needs of faculty and staff, and will allow us to concentrate on areas that need attention. The survey will take no longer than 20 minutes to complete and will cover areas such as development, leadership, mission, benefits, and teamwork. To ensure objectivity we have commissioned Towers Perrin-International Survey Research (TP-ISR), a premiere research firm specializing in employee opinion surveys, to administer the survey. This firm, which helped construct the survey with a Loyola team, will collect and analyze the data.

On Monday, September 10, all faculty and staff will receive instructions from TP-ISR on how to access the survey. Most of you will receive the survey via e-mail; however, a hard copy will be provided to those who don't have computer access. Please note that because the survey is being distributed and analyzed by TP-ISR, the entire process is totally *confidential*. All surveys will be returned directly to TP-ISR for tabulation. No one at Loyola will see any individually completed surveys. Only statistical summaries of the results for various employee groups will be reported, ensuring that no individuals will be identified by their responses. We hope this gives you the freedom to be candid in sharing your thoughts and perceptions with those of us who are hoping to be better managers.

I, along with the University's senior management team, take this assessment seriously. We are committed to identifying priority areas of action and developing follow-up plans to address them. Results of the survey are expected by the end of October, at which time we will share key findings. Action plans will be developed and shared at a later date to provide time for assessing and planning.

Thank you in advance for making this survey a priority. A high participation rate will produce the most accurate findings, and thus make our action plans more targeted and meaningful. I look forward to your thoughtful and honest feedback.

Sincerely,

Michael J. Garanzini, S.J.
President, Loyola University Chicago