

«University»  
«Contact\_Name», «Title»  
«Address»  
«City», «State»

The Administrative and Professional Staff Advisory Committee (APSAC) at Purdue University is in the process of gathering information on the practices of other institutions with respect to two functions of significant impact to administrative and professional (non-faculty) staff: advancement and review. These two functions have been highlighted as high visibility concerns at our institution, and we expect this may hold true at other institutions as well.

For the purpose of this survey, our definition of *advancement* is: ***“a method or process that allows administrative/ professional staff to advance within their current position, either by rank or compensation.”***

In order to gain some understanding of the practices utilized at other institutions, and guide discussions of modifications to our internal practices, we are requesting that you complete the attached short questionnaire in the included self-addressed, postage-paid envelope. In return for your taking the time to complete and return this information to us, we will agree to share the results of the responses we obtain if you are interested.

If you have any questions about the content or purpose of any of the attached questions, please feel free to contact Dan Schuster at [dschuster@purdue.edu](mailto:dschuster@purdue.edu). Please respond by March 15, 2006. Thank you in advance for your cooperation.