Appendix B – Letter of Information and Implied Consent

**Initial Invitation Email** - Request for Participation

Dear Sessional, Part-Time and Limited-Term Faculty:

We are writing to ask for your anonymous participation in a province-wide study of sessional faculty. The number of contractual appointments has increased at most universities over the last decade, but remarkably little is known about contract faculty and their lived experience. This study is designed to survey a large sample of contract instructors on a wide range of issues, including career preference, academic background, work experience, job satisfaction, and perceptions of the learning environment in our universities.

Please note that we recognize that protecting your information is of key importance to this study and therefore all responses to our survey will remain anonymous. Data will be collected, stored and analyzed within Canada, on Canadian servers. Please note that your participation is voluntary: you may skip any question(s) and you are under no obligation to complete the survey. Raw data is available only to our select research team. No data that could reasonably lead to identification of any individual will be published, reported or presented.

Should you accept our invitation to participate in this groundbreaking study, please click on the following link: <http://fluidsurveys.com/surveys/0220/our-faculty/>

Protecting your anonymity is of great importance to this research. Please note that you may volunteer for an interview opportunity at the close of the survey regarding a topic of your choice including working conditions and preferences, work-life balance, and/or the learning environment; you are under no obligation to participate in the interview; the interview is voluntary and you may skip any question(s). All interview data will be anonymized and any contact information provided will be destroyed. No information will be published or presented that could reasonably lead to the identification of any individual. Please note that we may indicate a generic Faculty (i.e. Sciences, Arts, Humanities, Trades, etc.). At no time will any of your information, data or opinions be disclosed to any institutions in which you work.

Should you have any questions regarding your rights as a participant or have any concerns about how you have been treated as a participant please contact the Office of Research Ethics, University of Toronto, McMurrich Building, 12 Queen's Park Crescent W, 3rd Floor, **or by email at** **ethics.review@utoronto.ca****, or telephone at 416-946-3273.** Please note that this independent study has received funding from the Ontario Ministry of Training, Colleges and Universities OHCRIF.

If you would like to set up an interview or have any questions regarding this study, the methods, or your rights as a participant, please contact Project Coordinator Cynthia Field, Ph.D. (ABD) (cynthia.field@mail.utoronto.ca). We will do our utmost to ensure that interviews are scheduled at your convenience.

Thank you in advance for your consideration of this request; we truly appreciate your participation in this study,

Sincerely,

Cynthia Field

Project Coordinator:

Cynthia C. Field, Ph.D. ABD

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