**ADMINISTRATOR FORM LETTER TO FACULTY**

 **BEST USE: When Implementing Assessment Planning Only**

From: Provost, President, VP, Chief Academic Officers, or Dean

To: Faculty Members

Re: Using Watermark’s Assessment Planning Solution

Dear Faculty Members:

As we prepare for a new term at [INSTITUTION NAME], we’re excited to further improve our program quality and institutional outcomes. In the upcoming term, we <will be using/continuing to use> <ProductName> for our assessment planning and accreditation efforts.

Watermark will help us move beyond compliance to advance learning with a central home for managing our institutional improvement processes. From one location, we can more easily track outcomes, evaluate program quality, and document institutional effectiveness. We’ll be able to more effectively:

* Document and report on goals, measures, findings, and actions
* Link assessment efforts with related plans and resources
* Track outcomes at the course, program, and institutional levels to see where we are addressing them
* Share evidence for accreditation in online document rooms
* Customize collaborative faculty workspaces in order to support faculty in contributions to this planning process
* Support faculty throughout the assessment cycle with resources and real-time feedback

Plus, we have visibility into outcomes alignment, as well as the ability to track progress toward institutional goals and develop plans to drive meaningful change. This is an opportunity for us as an institution to elevate our evidence-based decisions to more positively impact student success and institutional outcomes.

Watermark enables us to centralize and streamline our improvement efforts across the institution, and I ask for your support in using this resource and contributing to these efforts so that we can continue to put into practice our institution’s mission and reinforce our commitment to improving learning.

Sincerely,

FirstName LastName
Title