

# Research Advisor Emails

## Invitation Email

Greetings [Name],

As a research advisor, you and your research advisee(s) are being asked to provide feedback on your working relationship. The research advisor-graduate student relationship is incredibly important, but like all relationships, it can have ups and downs. This survey is intended to open up a dialogue between you and [Research Advisee Name] and give you an opportunity to discuss how you can both get the most out of your working relationship.

**[Research Advisee Name]** has already completed this survey so now it is your turn. Once you complete the survey, you and [Research Advisee Name] will receive results of both surveys along with actionable recommendations for improving your relationship.

This survey should take approximately 15 minutes to complete but could be longer if you take more time to reflect. Feel free to review the Research Advisor Survey [link to survey] questions before completing the online survey. Please complete your responses by **[Date]**.

**Follow this link to the survey:**

[Anonymous survey link]

**NOTE:** If you have more than one advisee, you will get a similar email. Please complete this survey for [Research Advisee Name]. Once you hit submit, you may complete this survey again by following the link in the email associated with your other advisee.

If you have any questions, concerns, or would like any additional information, please email [Point-of-contact].

Sincerely,

[Point-of-contact facilitating mentoring assessment process]

## Reminder Email

Greetings [Name],

This is a reminder to provide feedback on your working relationship with your research advisee.

As a research advisor, you and your research advisee(s) are being asked to provide feedback on your working relationship. The research advisor-graduate student relationship is incredibly important, but like all relationships, it can have ups and downs. This survey is intended to open up a dialogue between you and [Research Advisee Name] and give you an opportunity to discuss how you can both get the most out of your working relationship.

**[Research Advisee Name]** has already completed this survey so now it is your turn. Once you complete the survey, you and [Research Advisee Name] will receive results of both surveys along with actionable recommendations for improving your relationship.

This survey should take approximately 15 minutes to complete but could be longer if you take more time to reflect. Feel free to review the Research Advisor Survey [link to survey] questions before completing the online survey. Please complete your responses by **[Date]**.

**Follow this link to the survey:**

[Anonymous survey link]

**NOTE:** If you have more than one advisee, you will get a similar email. Please complete this survey for [Research Advisee Name]. Once you hit submit, you may complete this survey again by following the link in the email associated with your other advisee.

If you have any questions, concerns, or would like any additional information, please email [Point-of-contact].

Sincerely,

[Point-of-contact facilitating mentoring assessment process]