UNIVERSITY LETTERHEAD

SAMPLE DVC or VC Letter re: ICAT

Dear Faculty, Staff and Administrators,

I invite you to complete the Institutional Capacity Assessment our university administers from [put the dates for when it will open and close].

We will use the Siyaphumelela Institutional Capacity Assessment Tool (ICAT) to measure our strengths in seven key areas. Experience has shown that universities need to have and/or develop these capacities to implement the changes required to improve student outcomes equitably and sustainably. **(add a picture of ICAT here or at the top)**

Later on [this date], we will hold a university-wide Capacity Café to discuss our assessment findings. During the Café, we will discuss our strengths, including whether we have different perceptions of them and how best to leverage our strengths to accomplish our student success goals. We will also identify where we need to build additional institutional capacity and any impact that has on the timing and/or focus of our work.

Siyaphumelela recommends that a large number of executive, academic and professional support staff and administrators complete the assessment so we have representative findings to consider and discuss.

The tool will be available online from **[put the dates for when it will open and close]**. You will receive an email from **[name of your DVC /VC or assessment administrator]** with instructions for accessing and completing the assessment. I understand that it takes about an hour to complete. All responses are anonymous.

If you have any questions, please contact **[name and contact information of the administrator]**.

The ICAT will give us valuable information to guide our student success work going forward. I hope you will participate! Thank you for your support.

Signature