



The  
University  
Of  
Sheffield.

Office  
Of  
The  
Vice-Chancellor.

**Vice-Chancellor**  
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KB/RS

Dear Vice-Chancellor/ Principle,

**HEaTED survey 1<sup>st</sup> May 2009**

I am writing to invite your HEI to participate in this year's HEaTED survey and to encourage all Technical Specialists in your institution to take part. Included is a promotional leaflet explaining everything about the HEaTED project and survey, with a reply slip to be completed by the most appropriate person in your organisation and returned as per instructions.

We are seeking to build upon the excellent progress that we have made since the survey of 2006 when we managed to poll the biggest HEI audience of any HE community. That resulted in a report with a series of recommendations that are now being implemented with the support of LGM funding from HEFCE.

Even if you are not yet members, (and I do urge you to join as soon as you can) the survey and subsequent report will be free, for this time only. In two years time when we run the next survey for benchmarking purposes as part of our membership services only members will be exempt from fees should you wish to participate.

The importance of this exercise cannot be underestimated. We will produce a report on the sector which will provide us with invaluable data for our members, the whole sector and our stakeholders as we strive to develop out Technical Specialists to meet the ever increasing demands of the technical future.

We need as many participating HEIs and individual responses as we can muster. Please help us make a difference by encouraging your staff to engage.

Yours sincerely,

Professor Keith Burnett  
Vice-Chancellor