

**ACUE Partner Email Templates**

Effective Teaching Practices – Full Course

**To communicate important messages to current and future cohorts, campus leads at ACUE partner institutions can use the following email templates.**

Each email template includes GREY TEXT FIELDS to insert details (*e.g., names, dates, course details)*. To insert information into these fields, click on them and then begin typing.

To quickly navigate to a specific email template, you can use the links below in the “Email Name” column.

|  |
| --- |
| **Template Descriptions** |
| **Email Name** | **Description** | **Timeline to Send** |
| [Recruitment Email](#_Full_Course:_Recruitment) | Send to recruit faculty for ACUE’s full course. | Send as soon as faculty can begin signing up for the course.  |
| [Acceptance Email](#_Full_Course:_Acceptance) | Send to faculty accepted into the ACUE course to share key information about start dates, contacts, etc.  | Communicate soon after accepting participants into an ACUE cohort.  |
| [Waitlist Email](#_Full_Course:_Waitlist) | Share with faculty that have been placed on a waitlist due to increased demand to participate in the ACUE course.  | Send as soon as possible once the waitlist has been created.  |
| [Course Start Details Email](#_Full_Course:_Start/Confirmation) | Share important details as a reminder to accepted faculty that their ACUE course is beginning soon.  | Communicate 1–2 weeks prior to the start of that cohort’s ACUE course.  |

# **Full Course: Recruitment Email Template**

*Email for institutions to send to faculty to recruit for ACUE’s full course.*

*To change the grey fields below, click once to select – then begin typing.*

**Subject: Faculty Learning Opportunity With ACUE**

INSERT GREETING,

INSERT INSTITUTION NAME is excited to offer faculty the opportunity to pursue a Certificate in Effective College Instruction from the Association of College and University Educators (ACUE), higher education’s only teaching credential endorsed by the American Council on Education.

This 25-module course comprises four microcredentials focused on the learning and implementation of researched-based teaching practices shown to improve student success:

* Creating an Inclusive and Supportive Learning Environment
* Designing Learner-Centered and Equitable Courses
* Inspiring Inquiry and Preparing Lifelong Learners
* Promoting Active Learning

Instruction is professionally facilitated and delivered online with a cohort of faculty with whom you will share insights and ideas.

**Benefits**

Participants join thousands of faculty nationwide who have earned ACUE’S nationally recognized credential. In fact, according to research among ACUE-certified faculty, nine out of 10 said it has refined their teaching practice and they would recommend it to a colleague.

Becoming ACUE-certified is an achievement that can be added to your curriculum vitae, used in online teaching portfolios, and displayed online (e.g., on LinkedIn or web pages).

PLACEHOLDER FOR ANY ADDITIONAL TEXT

**Selection Process**

Participants will be selected based on (a) interest level and (b) alignment of professional objectives to the institution’s goals for improving student success.

**Important Dates and Information**

Please make a note of the upcoming deadlines and information:

* The course begins on INSERT START DATE.
* Cohorts typically complete one module per week, requiring two to three hours of activity.
* Interested faculty are encouraged to apply by INSERT APPLICATION DEADLINE.
* Notification of selection will be sent on INSERT APPLICANT SELECTION DATE.
* To apply, visit INSERT LINK TO FACULTY APPLICATION.
* To learn more about each microcredential, visit the [ACUE’s Effective Practice Framework](https://acue.org/?acue_courses=acues-effective-practice-framework)©.

If you have any questions or would like more information, contact INSERT CAMPUS CONTACT NAME, INSERT CAMPUS CONTACT'S TITLE, at INSERT CAMPUS CONTACT EMAIL.

Kind regards,

INSERT SIGNATURE

#

# **Full Course: Acceptance Email Template**

*Email for ACUE Campus Leads to send to those accepted into an ACUE course.*

*To change the grey fields below, click once to select – then begin typing.*

**Subject: You’ve been accepted into ACUE’s** **INSERT COURSE NAME course.**

INSERT NAME,

Thank you for your commitment to student success by applying to ACUE’s INSERT COURSE NAME. We are pleased to inform you that you have been selected to participate in the course.

Participating in this course will help you to build and be part of a connected community. It will also develop your confidence in effectively supporting all students and reinvigorate your joy of teaching.

Your Course Facilitator, INSERT COURSE FACILITATOR NAME, is excited to guide you in ACUE’s research-based teaching practices that have been shown to lead to higher student retention and achievement rates, deepen learning, and close equity gaps. Below you will find key information about your upcoming course.

* **Start Date:** INSERT START DAY AND DATE
* **Facilitator:** INSERT COURSE FACILITATOR NAME
* **Course Login:** INSERT COURSE LOGIN INFORMATION
* **Drop Date:** INSERT COURSE DROP DATE *(Your first assignment must be completed before this date, or you may be dropped from the course.)*
* **End Date:** INSERT COURSE END DATE
* PLACEHOLDER FOR ANY OTHER INFORMATION TO SHARE

Your primary point of contact is your Course Facilitator, INSERT COURSE FACILITATOR NAME; however, you may reach out to me, your ACUE Campus Lead, at any time. We also recommend that you periodically check your spam/junk folder in the event that a message has been sent there by mistake.

Kind regards,

INSERT SIGNATURE

# **Full Course: Waitlist Email Template**

*Email for institutions to share with faculty placed on a waitlist for an ACUE course.
To change the grey fields below, click once to select – then begin typing.*

**Subject: Waitlist for ACUE’s INSERT COURSE NAME**

Hello INSERT NAME,

Thank you for your interest in ACUE’s INSERT COURSE NAME. Due to a high level of interest in this offering, you have been placed on a waiting list.

If a seat becomes available, we will contact you no later than INSERT DATE.

Please do not hesitate to contact us with any questions you may have in the meantime.

Kind regards,

INSERT SIGNATURE

# **Full Course: Course Start Details Email Template**

*Reminder email for ACUE Campus Leads to send to those starting their course soon.*

*To change the grey fields below, click once to select – then begin typing.*

**Subject: Reminder: Your ACUE course starts on INSERT START DATE.**

INSERT GREETING,

Your ACUE course, INSERT COURSE NAME, starts on INSERT START DATE. To help you prepare, please review the following information.

* **Start Date**: INSERT START DAY AND DATE
* **Facilitator**: INSERT COURSE FACILITATOR NAME
* **Course Login**: INSERT COURSE LOGIN INFORMATION
* **Drop Date**: INSERT COURSE DROP DATE *(Your first assignment must be completed before this date, or you may be dropped from the course.)*
* **End Date**: INSERT COURSE END DATE
* PLACEHOLDER FOR ANY OTHER INFORMATION TO SHARE

Throughout your time taking this course, your Course Facilitator, INSERT COURSE FACILITATOR'S NAME, will be your primary contact; however, you are welcome to reach out to me, your ACUE Campus Lead, at any time. We also recommend that you periodically check your spam/junk folder in the event that a message has been sent there by mistake.

Kind regards,

INSERT SIGNATURE