

Supporting Faculty Success: Email Templates and Talking Points for Campus Leaders

Faculty well-being, productivity, and long-term retention are central to the health of an institution. NCFDD offers two high-impact programs, the Faculty Success Program (FSP) and the Department Chair Success Program (CSP), that provide structured, research-based support for faculty and academic leaders.

This brief guide includes:

- A ready-to-use email template you can forward to faculty or chairs
- Short, clear talking points you can share in meetings, newsletters, or conversations
- A description of how these programs support well-being, productivity, and departmental stability

If you are reviewing development options for your campus, this resource can help you introduce faculty and chairs to opportunities that strengthen their success and your institution as a whole.

Faculty Invitation Email Template

You may copy, paste, and customize this email to share with faculty or department chairs.

Subject: Professional Development Opportunity: NCFDD Programs for Faculty and Chairs

Dear Colleagues,

I want to share two professional development programs offered by the National Center for Faculty Development & Diversity (NCFDD). Many faculty and department chairs across the country have found these programs helpful for increasing productivity, strengthening leadership skills, and improving work-life balance.

Both programs are optional, but if you are looking for additional structure or support, I encourage you to explore whether one of them aligns with your goals. Program dates and schedules are listed on the NCFDD program pages.

Faculty Success Program (FSP)

The Faculty Success Program is a 10-week virtual experience designed to help faculty build sustainable writing habits, improve time management, reduce stress, and strengthen overall well-being. Participants engage in weekly small-group coaching sessions, online training modules, and structured accountability support.

Tuition and Registration Windows:

- **Priority Registration:** \$4,495 (Save \$755)
- **Early Bird Registration:** \$4,895 (Save \$355)
- **Standard Registration:** \$5,250

For program dates and details, please visit the FSP program page.

[Learn more](#)

Department Chair Success Program (CSP)

The Department Chair Success Program is a 10-week virtual leadership development experience for new, current, or aspiring department chairs. The program focuses on practical strategies for leading departments effectively, navigating complex conversations, managing workload, and supporting faculty success.

Tuition and Registration Windows:

- **Priority Registration:** \$5,950 (Save \$2,550)
- **Early Bird Registration:** \$6,950 (Save \$1,550)
- **Standard Registration:** \$8,500

For program dates and details, please visit the CSP program page.

[Learn more](#)

If you have questions, NCFDD offers informational calls and additional resources. You may also contact their program teams directly: programs@ncfdd.org

Warm regards,

[Name]

[Title]

[Institution]

Talking Points for Campus Leaders

Use these short statements in meetings, newsletters, or one-on-one conversations with faculty and chairs.

General Talking Points

- These programs support faculty well-being, productivity, and long-term retention.
- FSP and CSP offer structured, research-backed support that many campuses do not have the capacity to provide internally.
- Participation helps faculty and chairs feel less isolated and more equipped to manage competing responsibilities.

Faculty Success Program (FSP)

- Helps faculty build sustainable writing habits and increase research productivity.
- Provides structure through coaching, accountability, and community.
- Supports well-being by reducing burnout and clarifying priorities.
- Offers tiered registration windows that provide meaningful tuition discounts.

Department Chair Success Program (CSP)

- Strengthens leadership confidence and clarity for department chairs.
- Offers practical tools for navigating conflict, supporting faculty, and managing departmental responsibilities.
- Improves departmental culture, which contributes to stronger faculty retention.
- Offers tiered registration windows that allow institutions to plan strategically.

Strategic Alignment and Member Benefits

- Sponsoring a small group of faculty or chairs can advance retention, productivity, and leadership development goals.
- Bundled participation options are available for institutions interested in supporting multiple participants.
- As a member institution, you can integrate FSP and CSP into your broader faculty development and leadership initiatives.
- Administrators can encourage participation even when they are not sponsoring the program