

To: Video History Candidate

Subject: ASU Retirees Association Video History Project - (Candidate Name)

The ASU Retirees Association's (ASURA) Video History Project is continuing to compile a video history of ASU by interviewing retired faculty, administrators and staff about their careers. [Name], Chair, and [Name], Director of the Video History Project, have asked me to let you know that you have been selected for inclusion in our next series of interviews for 2017 or beyond. By way of background, in the spring of 2002, Mathew Betz, who was then President of ASURA, formed a committee charged to interview retired ASU faculty and staff so that their remembrances and recollections of the University and their career could be videotaped for archival history.

If you'd like to see a list of individuals whose interviews have been videotaped, a list is on the ASURA web site [ASURA Video History Project](#). There are also 1-2 minute video clips of some of them that you can view. For names that have "(full video)" behind their name you can view the video online. To do so:

- go to : <https://repository.asu.edu/collections/199>
- Sign In at the upper right hand corner of that page using your ASURITE account and password. If you don't use your ASURITE account and password, all of the available interviews will not be visible/viewable.
- Click on the person's name whose interview you want to view
- A new page will open showing that person's name in red.
- Click on the person's *name*, not the *play* button. You will get a higher quality viewing by doing this.

On average the interviews take about 1-1.5 hours. You may identify a friend or colleague to be your interviewer or our committee will provide one. We have discovered that having someone you know conduct the interview makes for a more casual and relaxed session. Interviews are typically conducted in our own studio in the ASU Community Services Building on Curry Road near the Tempe campus. A map showing the location is at <https://asura.asu.edu/OfficeLocation>.

I realize you live in XXX, but hope you will be willing to participate in this important project and share your observations and favorite ASU stories sometime when you plan to be in the area this year or beyond. This is not a "life story" project but one that will center on the university, your participation in its operations and history and/or stories about colleagues and students. You may set the tone of your interview. Some have been quite formal while others have been chatty and informal.

I look forward to hearing from you and hope that you are willing to include your oral history. If you have further questions, please contact me, or [Name of Chair] or [Name of Director] who are copied on this email.

Regards,

[Name]

VH Candidate Invitation Out of Town
2017/18

Appendix B

Video History Project Scheduler
[Phone number]