

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 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.

To date, over 139 interviews have been videotaped and transcribed. You can see a full description of the project and a list of those who have been interviewed at <https://asura.asu.edu/video-history-interviews>. Some of the interviews have short video clips which indicated by "(video clip)" behind their name. You can click on "video clip" and view a 1-2 minute clip from the complete interview. For names that have "(full video)" behind their name you can view the video online by clicking on the "Full interview" link.

If you are willing to do an interview, please advise the dates you are available between XXX and XXX, and if a morning or afternoon time is best on those dates. On average, an interview takes about 1-1.5 hours. Morning interviews are usually scheduled between 10 a.m. and noon; afternoon interviews between 1 and 3 p.m. Interviews are typically conducted in our own studio (room 203) in the ASU Community Services Building on Curry Road near the Tempe campus. A map showing the location is at <https://asura.asu.edu/contact-asura>. If for some reason you need the interview to be done at your home/office or some other campus location, let me know; the committee can be mobile when necessary.

Your interviewer may be a friend or colleague of yours. We have discovered that having someone you know conduct the interview makes for a more casual and relaxed session. Or, if you prefer, our committee will provide an interviewer.

Once the date is set, I will send you and your interviewer the guideline questions. The questions are just guidelines; some questions may not be used and often answers to questions springboard to other questions not on the list. Also, you will need to send [Director or Chair's name] and your interviewer a very brief bio sheet to be used to frame the questions.

We hope you will be willing to participate in this important project and share your observations and favorite ASU stories. 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 [Chair] or [Director] who are copied on this email.

Regards,

[Name]

Video History Project Scheduler

[Phone number]