

4 Email Templates for Follow-Up Scenarios

1. Initial Reminder – Friendly Nudge

Subject: Friendly Reminder: Assessment Task Status Update

Dear [Faculty Name],

I hope your semester is going well! This is a quick reminder to check in on your progress with the assigned iROCA assessment task. If you've already completed it—great! If not, please let us know your current status or if you require any additional support.

Feel free to reply to this email or update your progress directly in AMEE Flow.

Thank you for your continued engagement,

[Your Name]

College Assessment Lead (CAL)

2. Second Reminder – No Response After First Follow-Up

Subject: Follow-Up: No Response to Assessment Task Completion

Dear [Faculty Name],

I wanted to follow up on the assessment task assigned to you earlier this term. According to our records, it appears you have not provided a response. We understand that schedules get busy, so please let us know your current status or if there's anything preventing completion.

If you're unsure how to proceed, I'd be happy to support you one-on-one or during our next Assessment Lab.

Best regards,

[Your Name]

College Assessment Lead (CAL)

3. Support Offer – Faculty May Be Struggling

Subject: Can I Help with Your Assessment Task?

Dear [Faculty Name],

I noticed your assigned assessment task is still in progress. I wanted to check in and see if you're experiencing any challenges assessing the learning outcomes, using the Canvas rubrics, or interpreting the ISLOs.

If so, I'd be happy to meet briefly or connect you with resources that can help. Let me know what works best for you—I'm here to support your success.

Warmly,
[Your Name]
College Assessment Lead (CAL)

4. Escalation Notice – Prior to Reporting Deadline

Subject: URGENT: Assessment Task Needs Completion by [Insert Date]

Dear [Faculty Name],

This is a final reminder that your assigned assessment task is still incomplete. We are approaching the reporting deadline, and your participation is vital to ensure accurate and representative results for our college.

If you've completed the task but haven't marked it as such, please update your status. Otherwise, please let me know how I can assist you in completing this task.

Thank you for your attention to this,
[Your Name]
College Assessment Lead (CAL)



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Balancing Energy, Workload, and Efficiency