

## Appendix A

(principal letter)

July 2, 1997

Dear Colleague:

As a doctoral student at Virginia Polytechnic Institute and State University, I am conducting a study of interview questions asked by middle school principals in \_\_\_\_\_, Virginia. I am interested in determining what kinds of questions are asked by principals during building-level teacher interviews. Kinds of questions is defined using two constructs: content of questions (refers to the area of meaning embedded in the interview questions) and levels of questions (refers to the conceptual complexity of interview questions).

As researcher, I will need your assistance in collecting interview data by asking that you audio tape each interview included in the study, utilizing the cassette tapes provided by me. In addition, I ask that you participate in a post-interview discussion of all interviews with the researcher following the last interview.

Because of my role as personnel administrator for \_\_\_\_\_ Public Schools, I want to assure you that any information gathered will be used for purposes of this study only; therefore, I plan to include the following safeguards:

No information will be collected from you, nor will your interviews be taped unless you sign the enclosed release form.

No information will be used by the researcher for any reason other than for this study or research reports based on this study.

All information will be reported using researcher assigned identification letters for interviewers and letters and numbers for interviewees; your name will never be used.

All taped recordings and post-interview responses will be destroyed at the conclusion of this study.

Your participation in this study is vital to me. If you have any questions regarding this study, please call me at (757) 547-0001 (office) or call my co-advisor, Dr. Claire Cole Vaught, at (540) 231-9718.

Sincerely,

Muriel Y. Perkins  
Personnel Administrator/Researcher

Claire Cole Vaught, Ed. D.  
Professor, Counselor Education

## Appendix A

(interviewee's letter)

July 2, 1997

Dear Interviewee:

As a doctoral student at Virginia Polytechnic Institute and State University, I am conducting a study of interview questions asked by middle school principals in \_\_\_\_\_, Virginia. I am interested in determining what kinds of questions are asked by principals during building-level teacher interviews. Kinds of questions is defined using two constructs: content of questions (refers to the area of meaning embedded in the interview questions) and levels of questions (refers to the conceptual complexity of interview questions).

In order to complete this study, I need your permission to audio tape your building-level interview as conducted by the principal. Because of my role as personnel administrator for \_\_\_\_\_ Public Schools, I want to assure you that any information gathered will be used for purposes of this study only; therefore, I plan to include the following safeguards:

No information will be collected on you, nor will your interview be taped unless you sign the enclosed release form.

No information will be used by the researcher for any reason other than for this study or research reports based on this study.

All information will be reported using researcher assigned identification letters for interviewers and letters and numbers for interviewees; your name will never be used.

All taped recordings will be destroyed at the conclusion of this study.

Participation in this study is completely voluntary and will have no effect on the outcome of your interview.

Your participation in this study is important to me, since without you there will be no way to investigate this topic. If you have any questions regarding this study, please call me at (757) 547-0001 (office) or call my co-advisor, Dr. Claire Cole Vaught, at (540) 231-9718.

Sincerely,

Muriel Y. Perkins  
Personnel Administrator/Researcher

Claire Cole Vaught, Ed. D.  
Professor, Counselor Education