

# Ramping up for the Faculty Retention & Exit Survey Administration

HARVARD

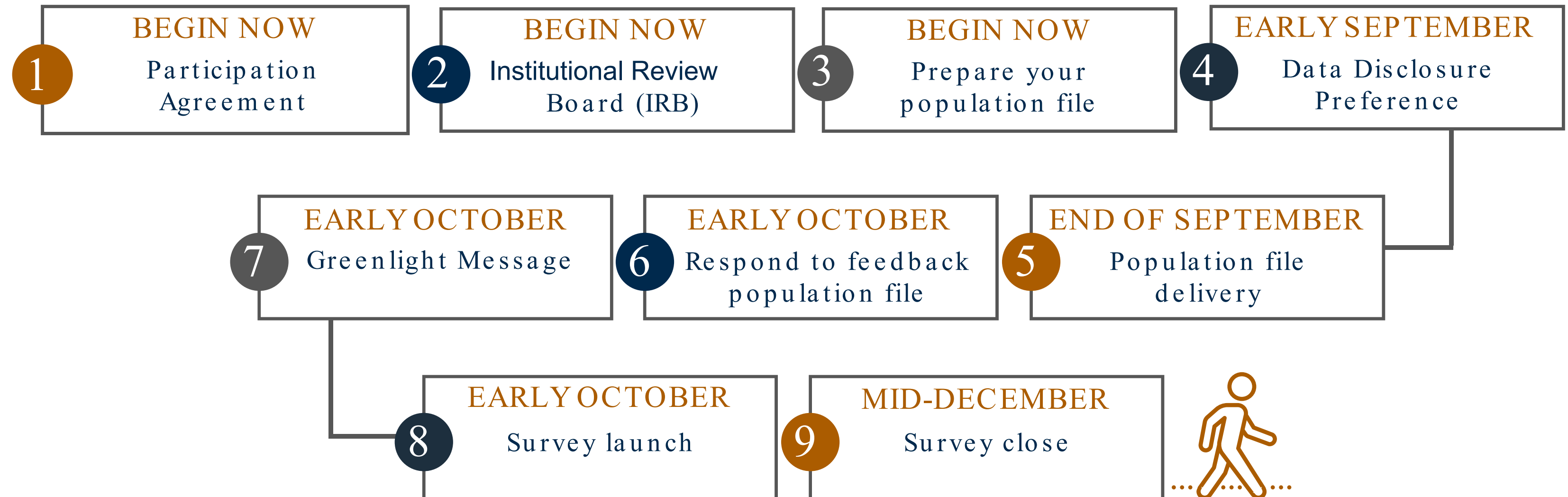


GRADUATE SCHOOL  
OF EDUCATION

collaborative on academic  
careers in higher education

# Faculty Retention & Exit Roadmap

## What does survey administration look like?



\*Refer to Exit Survey Partner Tool Kit for more detail in formation



# Preparing Your Population File

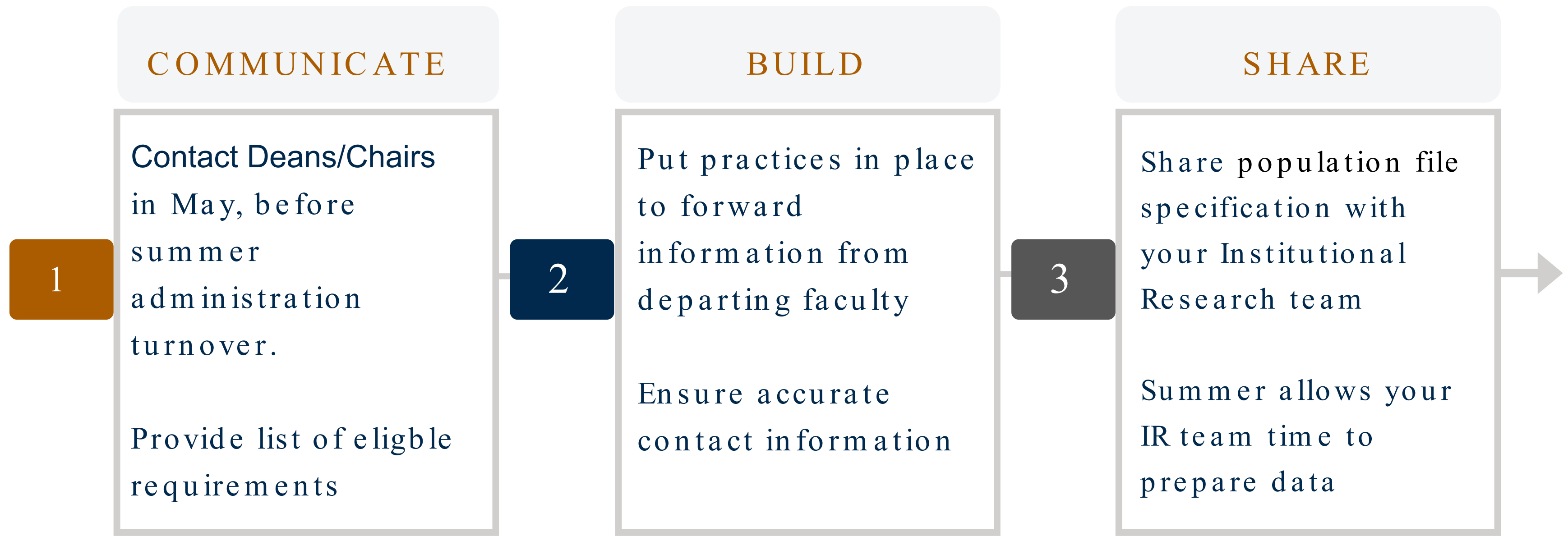




# Population File Preparation

## Where to begin?

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\*Refer to Exit Survey Partner Tool Kit for more detail in formation

# Survey Eligibility Requirements

## What information to gather?

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- **Appointment types**
  - Tenure-track full -time assistant, associate and full professors
- **Employment status**
  - Departures
  - Retentions
  - Pre-emptive retentions
- **Separation types**
  - Voluntary resignations
  - Retirements who go on to continued full -time employment in the academy (if known)
- **Optional**
  - Non-tenure track full -time faculty

# Do Not Include!

## What should not be a part of the file?

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- Faculty in terminal year after being denied tenure
- Senior administrators
  - Dean, Assistant Dean, Associate Provosts
  - (Chairs may be included)
- “Natural” retirements – not engaged in comparable employment elsewhere
- Involuntary separations
- If faculty departed or retained prior to July 1 of the most recent academic year (even if official separation date falls within eligible window)

# Population File Variables

## What variables should I pay attention to?

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- (R)equired variables are critical for building COACHE reports.
- (I)mportant variables are helpful.
- (O)ptional variables are useful for potential outside research.

\*Refer to Exit Survey Partner Tool Kit for more detail in formation



# Key Required Variables

## What variables must be included in my file?

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- **Localid** – unique identifiers (NOT social security numbers)
- **E-mail**
- **Demographic data** (race, gender, citizen, rank, tenure)
- **Acarea** or COACHE “Academic Area” code
- **New institution**

\*Refer to Exit Survey Partner Tool Kit for more detail in formation



# Population File Timeline

## Milestones and Target Completion Dates

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### MAY

Reach out to Deans/Chairs with list of eligibility requirements



### JUNE

Share aggregated list and population file parameters with Institutional Research team.



### JUNE

Have IR team build test population file and conduct audit.



### JULY

Return preliminary list of faculty departures and population file variables to Deans/Chairs for review and edit.



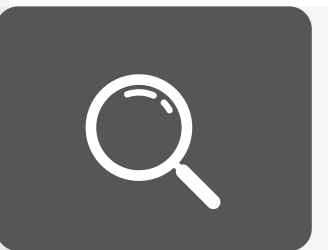
### AUGUST

Find and remove ineligible faculty on the list. File should be reviewed by representative from Provost's Office.



### SEPTEMBER

Ask IR to run final audit and submit file to COACHE by end of the month



# Pass Through Variables

## Why would I use pass through variables?

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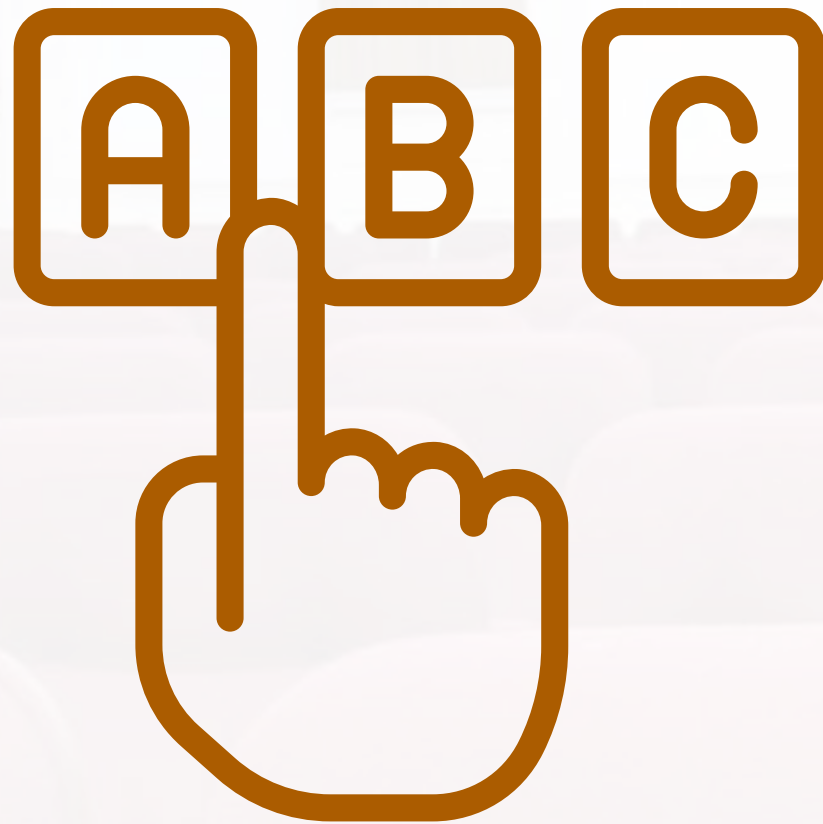


- \$100 per variable
- Data is appended to the population file and is passed through into the unit record data file
- You must receive unit record data
- No identifying information

# Data Disclosure

## What data disclosure options do I have?

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### Option #1: Not receiving unit record data

#### Advantages:

- Confidentiality
- Reduced workload for IR staff

#### Disadvantages:

- Outsourcing of custom analysis
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### Option #2: Receiving unit record data

#### Advantages:

- flexibility with analysis
- Data Sharing Consortia (AAUDE, COFHE, HEDS)

#### Disadvantages:

- Data management and security
- Risk of lower response rate

# Statement of Data Confidentiality

## Who should sign the data confidentiality form?

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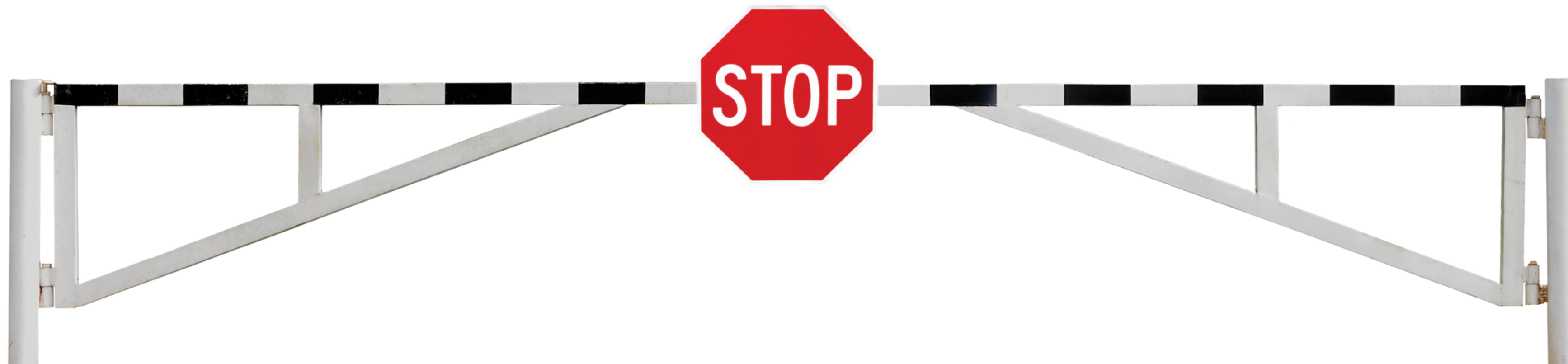
- **Statement of data confidentiality must be signed by a data administrator!**
- **Data administrator must NOT:**
  - ✓ Be in a position to make or influence faculty personnel decisions at the institution
  - ✓ In cases of promotion and/or tenure, be involved in deliberations and votes of the committee regarding such cases for a period of two (2) years following receipt of the COACHData File and Reports
  - ✓ Distribute any survey results in which identification of individuals may be possible.



# IRB Approval

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Speak with a representative of your Institutional Review Board (IRB) to determine if review is necessary. Although COACHE has obtained approval from Harvard's Committee on the Use of Human Subjects, your local IRB may require you to complete additional forms.



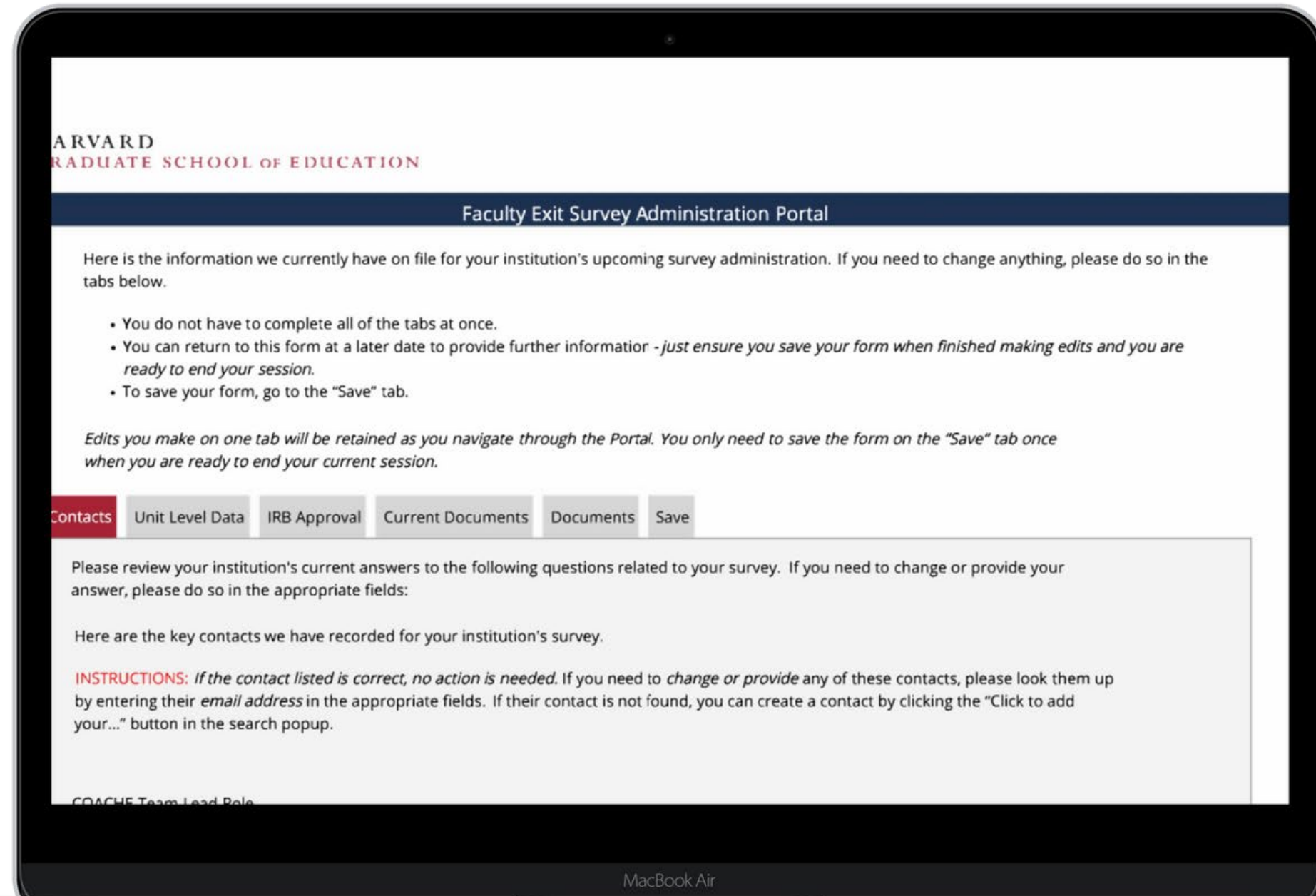
\*Harvard's Committee on the Use of Human Subjects [approval letter](#) copy

# Your COACHE Partner Portal





# COACHE Faculty Retention & Exit Portal



Upload your team contacts



Store your documents and population file(s)



Securely share documents with COACHE team

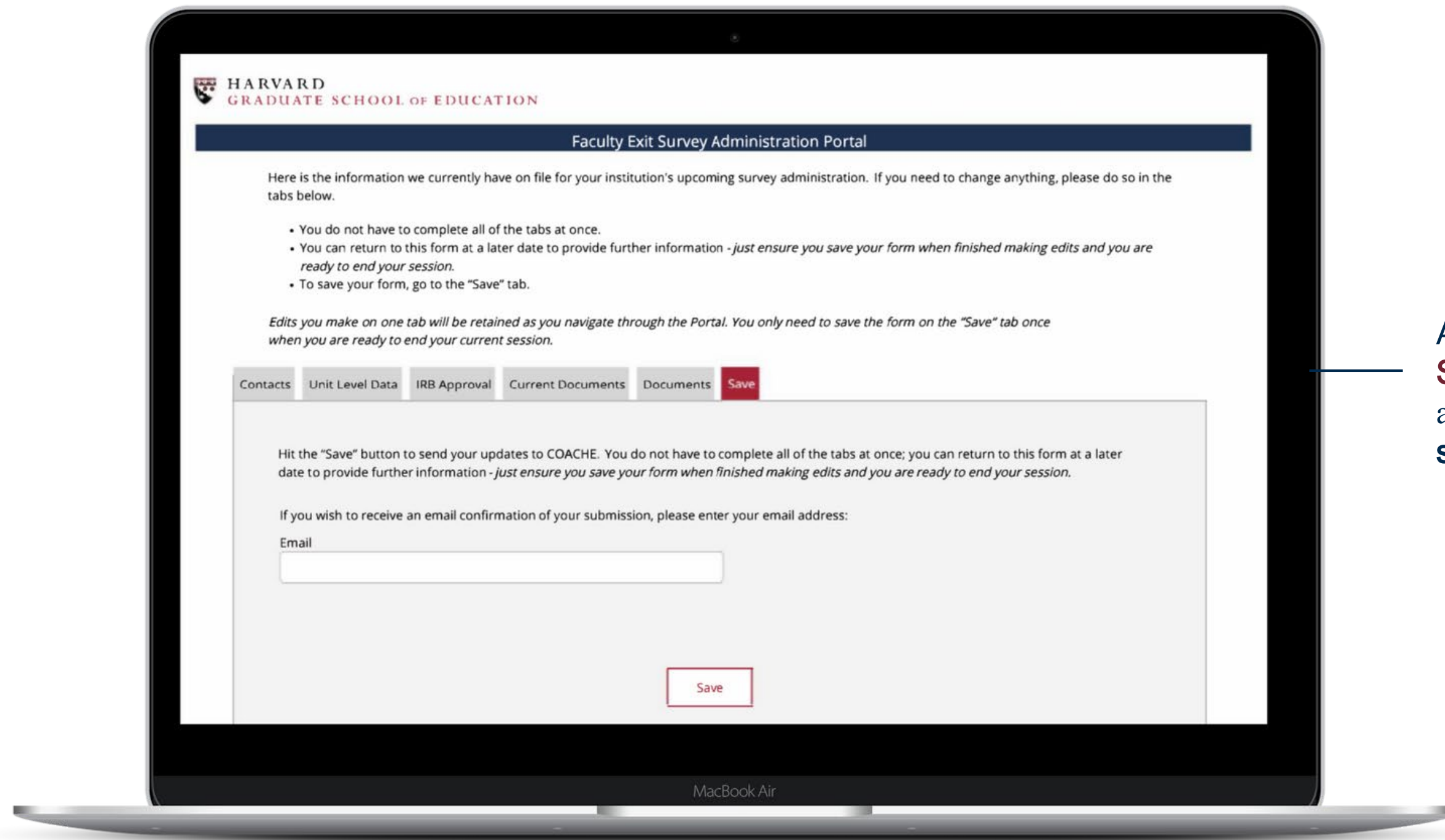


Make institution-specific survey decisions within the partner portal





# COACHE Faculty Retention & Exit Portal



Always click the **SAVE** button after **each session**



# LEARN MORE

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For additional information on preparing for your COACHE Faculty Retention & Exit survey, contact:



Jeannie Kim

Research Manager

[Jeannie\\_Kim@gse.harvard.edu](mailto:Jeannie_Kim@gse.harvard.edu)

617-495-6010

Visit us online:

[@COACHE.GSE.HARVARD.EDU](https://coache.gse.harvard.edu)

