



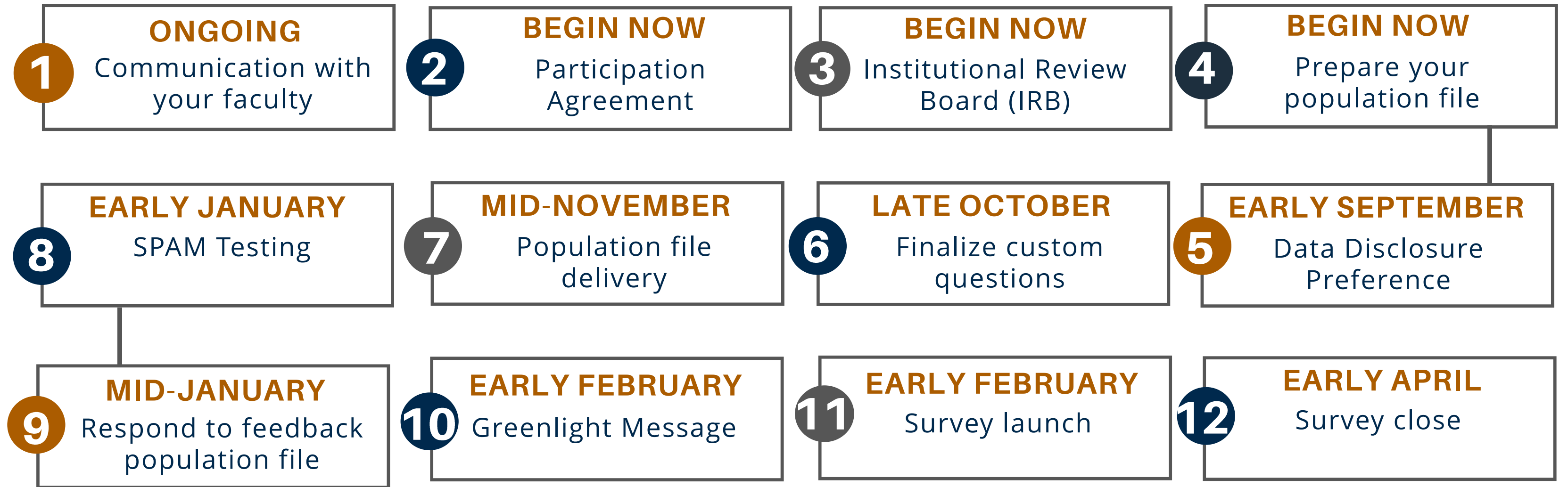
Ramping up for the Faculty Job Satisfaction Survey Administration



collaborative on academic
careers in higher education

Faculty Job Satisfaction Roadmap

What does survey administration look like?



*Refer to [Job Satisfaction Survey Administration Page](#) for more detailed information



Preparing Your Population File





Population File Preparation

Who to include?



*Refer to [Population File Module](#) for more detailed information

Do Not Include!

What should not be a part of the file?



- Faculty in terminal year after being denied tenure
- Senior administrators
 - Dean, Assistant Dean, Associate Provosts
 - (Chairs may be included)
- Faculty that have not yet been employed for a full calendar year at time of survey
- Part-time faculty



Population File Variables

What variables should I pay attention to?



- (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 [Population File Module](#) for more detailed information

Key Required Variables

What variables must be included in my file?



- **Institutional Data** – Name and title of Chief Academic Officer (CAO), institution nickname, etc.
- **Localid** – unique identifiers (NOT social security numbers)
- **E-mail**
- **Demographic data**(race, gender, citizen, rank, tenure)
- **Acarea** or COACHE “Academic Area” code

*Refer to [Population File Module](#) for more detailed information

*See sample [population file](#)

Pass Through Variables

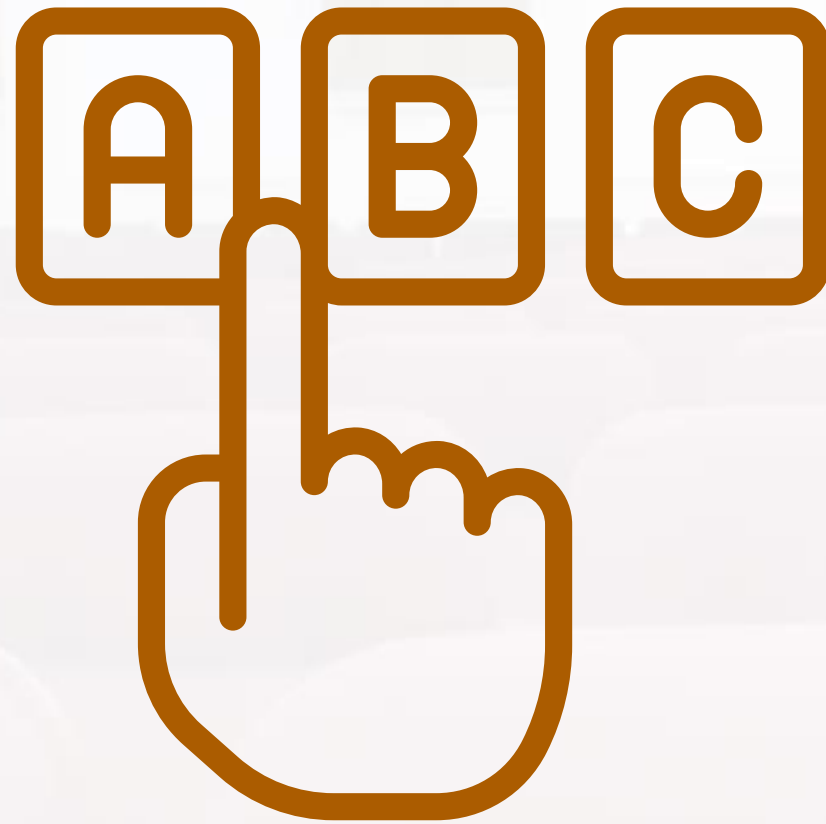
Why would I use pass through variables?



- \$100 per variable
- Maximum of 5
- 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?



Option #1: Not receiving unit record data

Advantages:

- Confidentiality
- Reduced workload for IR staff

Disadvantages:

- Outsourcing of custom analysis
-

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?



- **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 COACHE Data File and Reports
 - ✓ Distribute any survey results in which identification of individuals may be possible.

*See [Statement of Data Confidentiality](#)

Custom Questions

Why would I use custom questions?

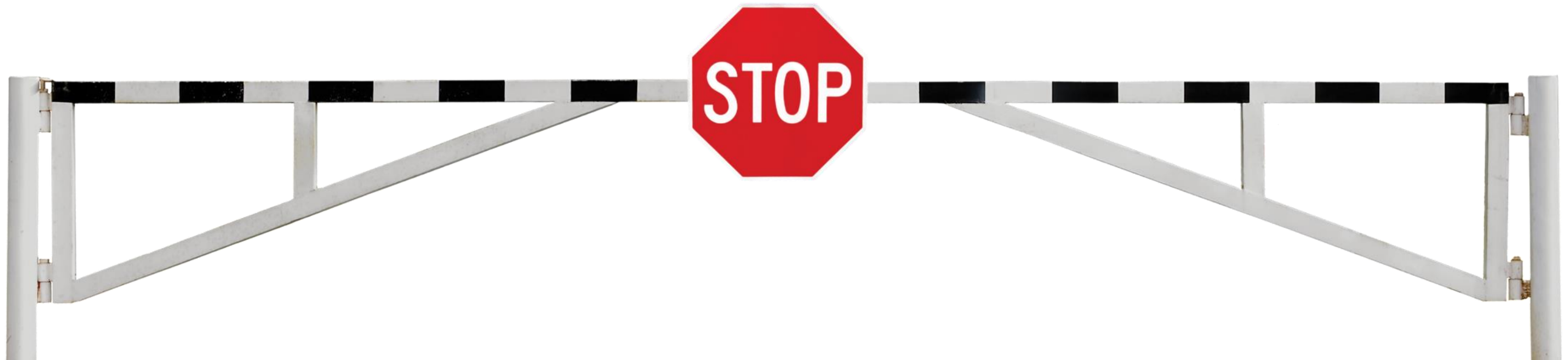


- \$250 per question
- 15 questions maximum
- Questions appended to the end of the survey
- Reporting consists of frequency data with limited demographic variables
- Open-ended responses are not redacted/cleaned

*Refer to [Custom Question Module](#) for more detailed information

IRB Approval

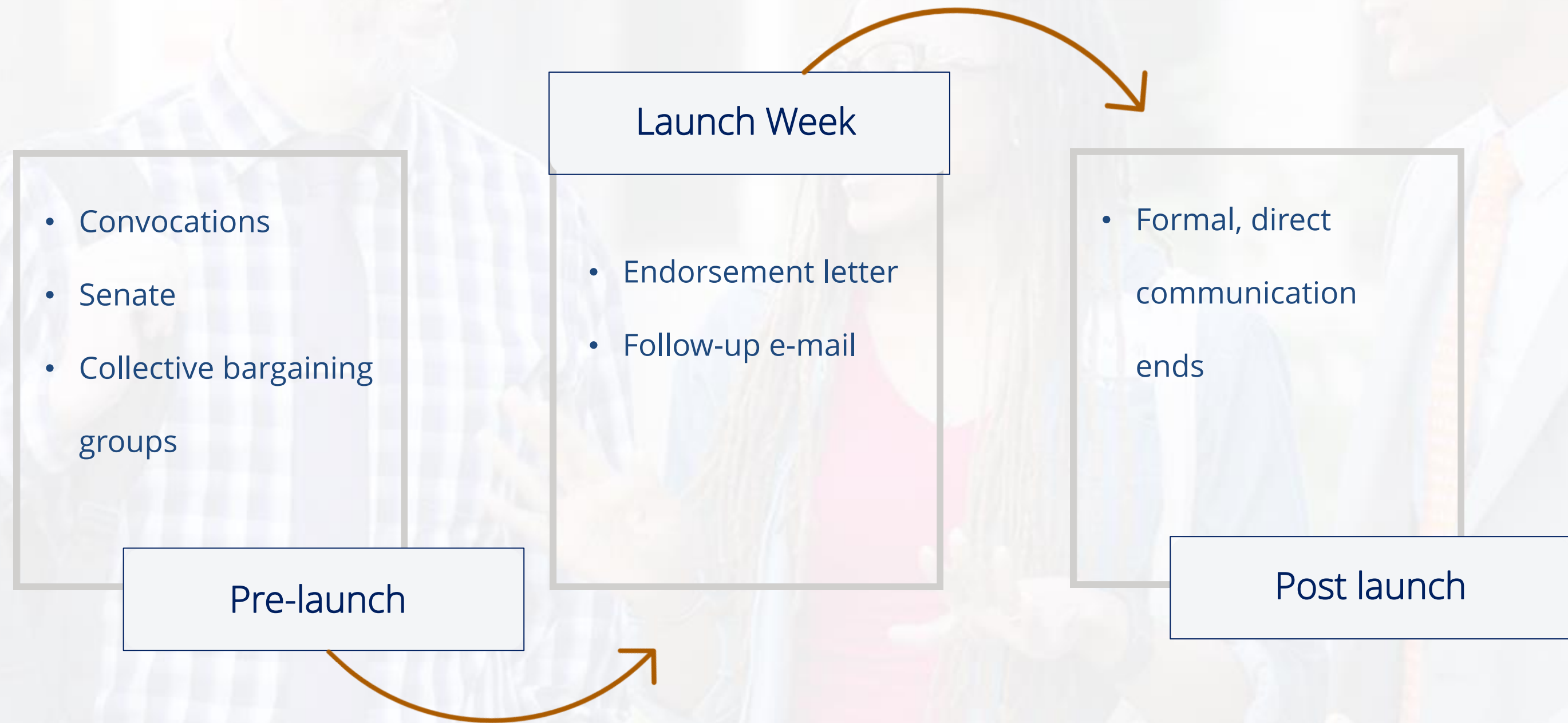
Speak with a representative of your Institutional Review Board (IRB) to determine if review is necessary. Although COACHE has obtained approval from Harvard's Committee on the Use of Human Subjects, your local IRB may require you to complete additional forms.



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



Communicating with Faculty



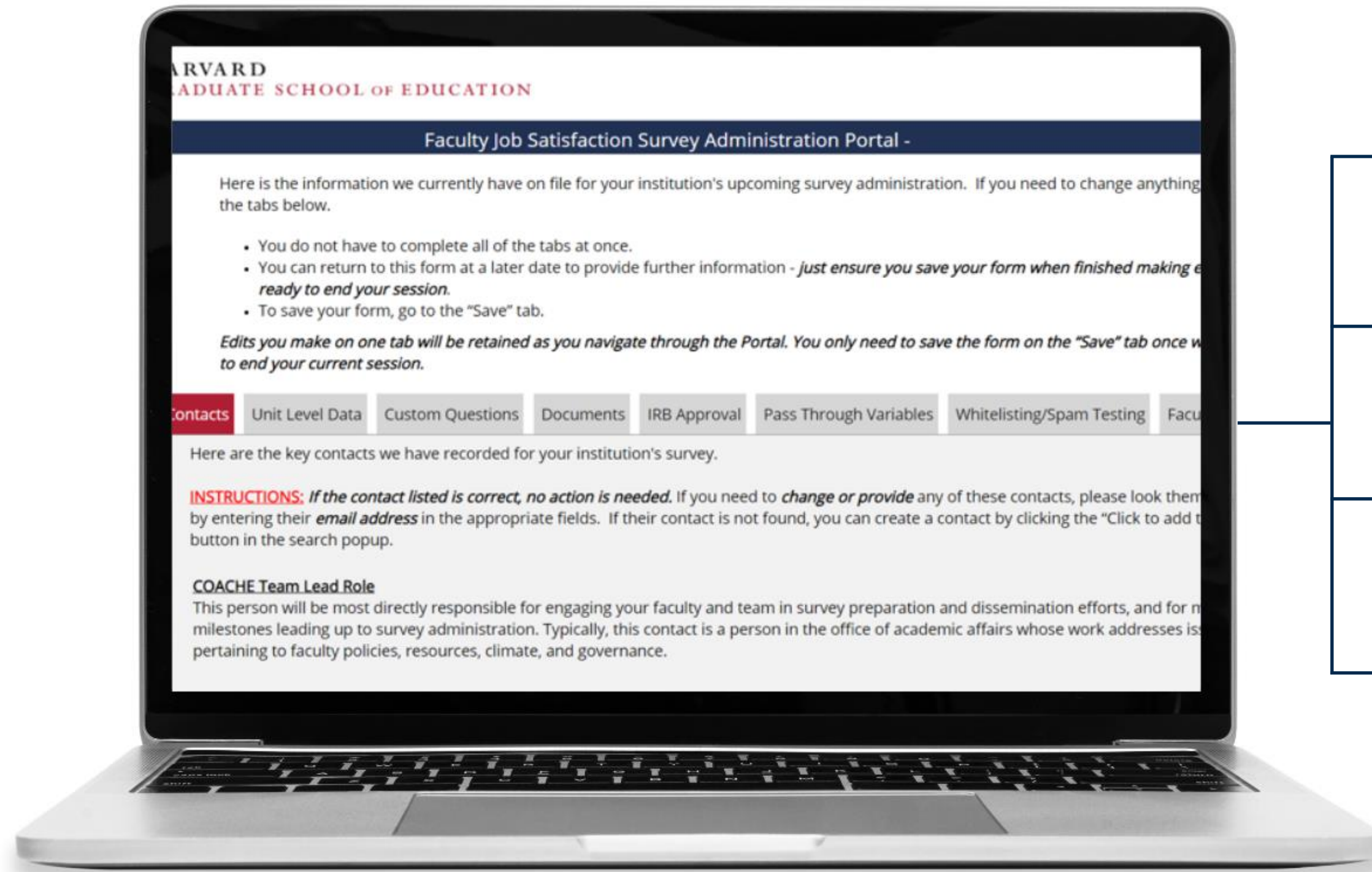


Your COACHE Partner Portal





COACHE Faculty Job Satisfaction Portal



Upload your team contacts



Store your documents and population file(s)



Securely share documents with COACHE team

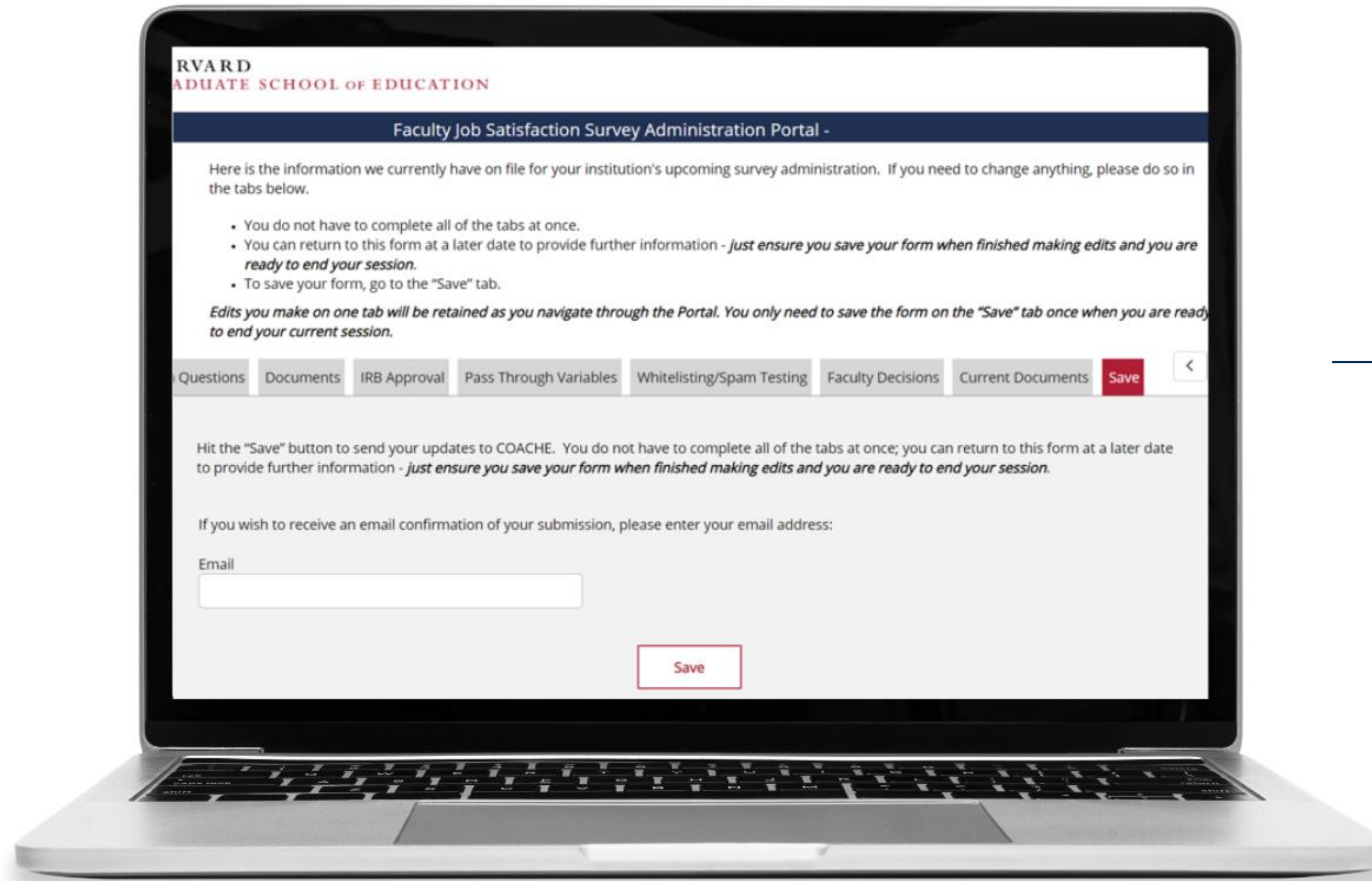


Make institution-specific survey decisions within the partner portal





COACHE Faculty Job Satisfaction Portal



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





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For additional information on preparing for your COACHE Faculty Job Satisfaction survey, contact:



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