



GRADUATE SCHOOL
OF EDUCATION

collaborative on academic
careers in higher education

Ramping up for the Faculty Job Satisfaction Survey Administration

Website
coache.gse.harvard.edu

FORMING A TEAM



collaborative on academic
careers in higher education

Guiding Principles:

- Don't try to do it alone
- Include faculty from the beginning
- Build around skills you need
- Team should mirror your campus
- Invite challenging voices



QUESTIONS TO ASK



collaborative on academic
careers in higher education

- What **characteristics** of my faculty are **represented** in the team?
- Do my team members bring the skills we will need to **engage/communicate** with faculty, **analyze** large complex data sets, and **make recommendations** regarding policies/programs?
- Are there subsets of faculty who might not feel represented? If so, how might I assuage their concerns about representation?
- What are the **political/strategic implications** for my choices?
- How can I frame the work so that it **encourages collaboration** even if there are naysayers?
- What role (if any) does my Chief Academic Officer play on the team?

COMMUNICATING WITH FACULTY



collaborative on academic careers in higher education

1

Pre-Launch

- Convocations
- Senate
- Collective bargaining groups

2

Launch Week

- Endorsement letter
- Follow-up e-mail

3

Post-Launch

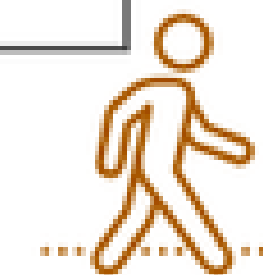
- Formal, direct communication ends



FACULTY JOB SATISFACTION ROADMAP



collaborative on academic
careers in higher education



Preparing Your Population File

Website
coache.gse.harvard.edu



collaborative on academic
careers in higher education

POPULATION FILE PREPARATION



collaborative on academic
careers in higher education

1

Tenured

- Full-time;
- Associate professors;
- Full professors

2

Tenure-Track

- Full-time;
- Tenure-stream;
- Assistant professors

3

Non-Tenure

- Full-time;
- Non-tenure track;
- Senate (i.e. Voting) faculty



DO NOT INCLUDE!



collaborative on academic
careers in higher education

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



collaborative on academic
careers in higher education

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.



KEY REQUIRED VARIABLES



collaborative on academic
careers in higher education

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



DATA DISCLOSURE OPTIONS



collaborative on academic
careers in higher education

OPTION #1

NOT Receiving Record Level (De-identified) Data

- Confidentiality
- Reduced workload for IR staff
- The need to outsource custom analysis

OPTION #2

Receiving Record Level (De-identified) Data

- Flexibility with analysis
- Data Sharing Consortia (AAUDE, COFHE, HEDS)
- Data management and security concerns
- Risk of lower response rate

STATEMENT OF DATA CONFIDENTIALITY



collaborative on academic
careers in higher education

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.

PASS THROUGH VARIABLES



collaborative on academic
careers in higher education

Why would I use pass through variables?

Pass-through variables are designed to help institutions link COACHE data to other data sources.

- \$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 record-level (de-identified) data
- No identifying information



CUSTOM QUESTIONS



collaborative on academic
careers in higher education

Why would I use custom questions?

Custom questions allow you to pinpoint institution specific issues without developing another faculty survey.

- \$300 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



IRB APPROVAL



collaborative on academic
careers in higher education

Once you've decided on a data option, you should immediately reach out to your campus IRB Committee.

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.



Your Survey Administration Portal

Website
coache.gse.harvard.edu

HARVARD



GRADUATE SCHOOL
OF EDUCATION

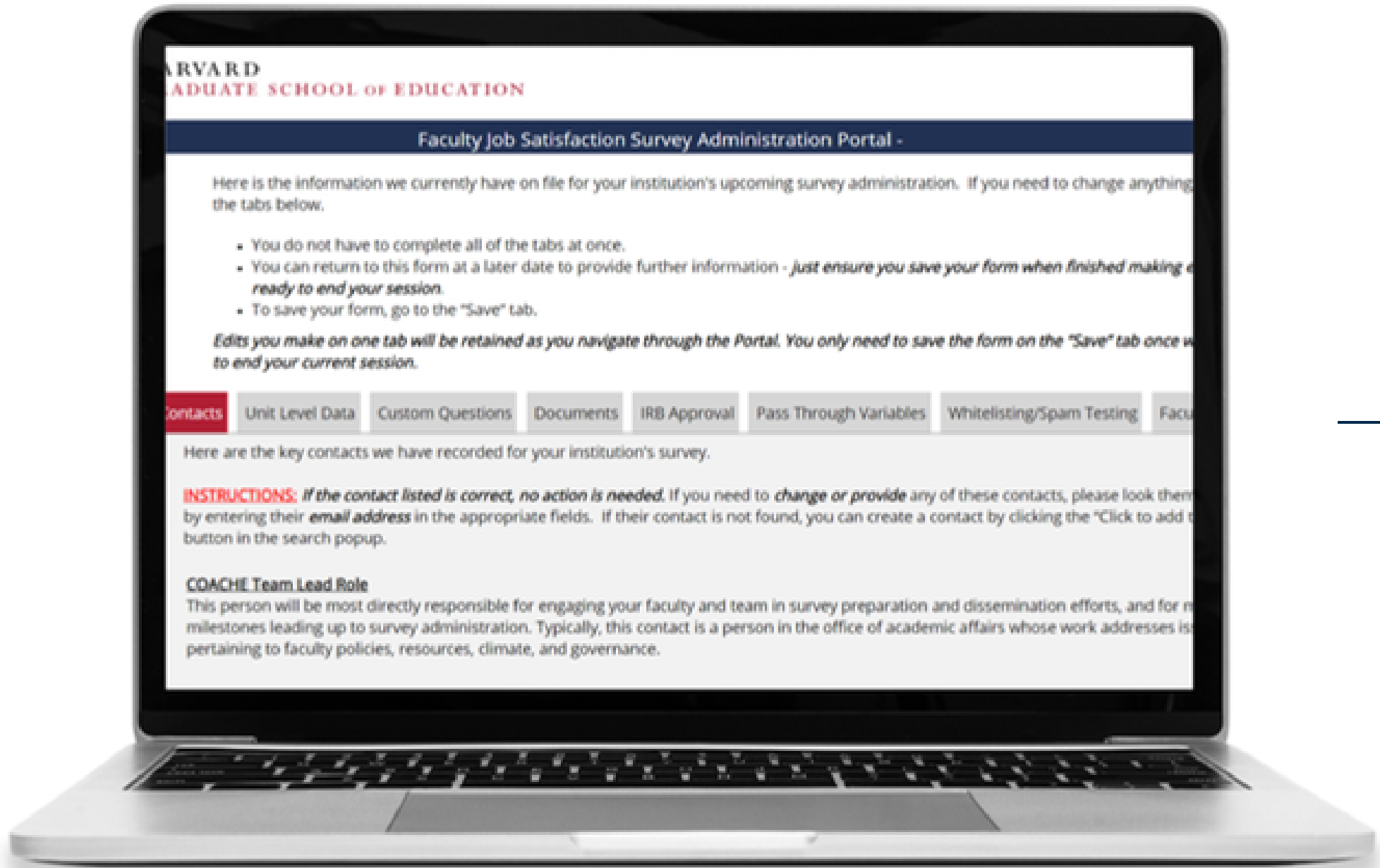
collaborative on academic
careers in higher education



FACULTY JOB SATISFACTION SURVEY ADMIN. PORTAL



collaborative on academic
careers in higher education



Upload your
team contacts



Store your
documents and
population file(s)



Securely share
documents with
COACHE team



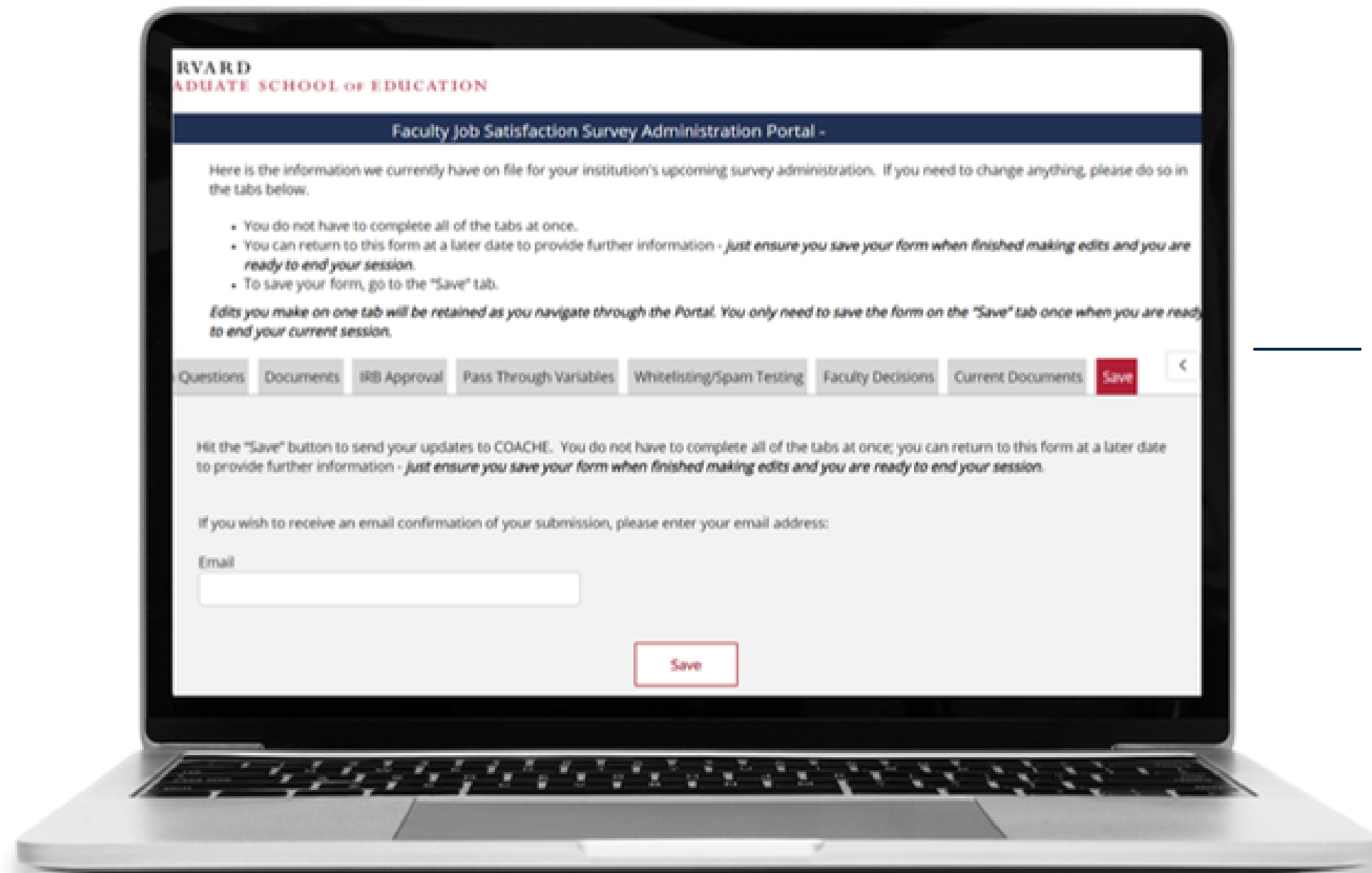
Make institution-
specific survey
decisions within
the partner portal



FACULTY JOB SATISFACTION SURVEY ADMIN. PORTAL



collaborative on academic
careers in higher education



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



LEARN MORE



GRADUATE SCHOOL
OF EDUCATION

collaborative on academic
careers in higher education

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



Jeannie Kim

Interim Director and Principal
Investigator
jeannie_kim@gse.harvard.edu
617-495-6010



Shabreena Danz Lopez

Research and Survey
Administration Manager
[shabreena_danzlopez@gse.
harvard.edu](mailto:shabreena_danzlopez@gse.harvard.edu)
617-495-6010

Visit us online:



Website
coache.gse.harvard.edu