

Administrative Survey Update

The Administrative Survey is the yearly survey of dept. chairs and deans. It does not include chairs and deans that are involved in a 3 or 5 year review through the provost's office.

The survey is given online with the option of a short one question survey or a longer more involved survey.

Response rates	Faculty	Staff	Total
2022	41.3%	41.1%	42.2%
2023	48.2%	56.01%	52.1%
2024	52.6%	52.1%	52.35%

Three year increase overall. 27.1%

Changes implemented over the last three years

- Two versions of the survey have been released, a shorter survey and a longer survey. This implementation was started four years ago and has proven very successful in raising the response rate.
- Moved to an earlier distribution date to get results to the provost's office in a timelier manner for the reviews.
- Tightened the wording on certain questions for clarity.
- Clarified the anonymity/confidentiality statement.
- Elimination of redundancy in questions.

To raise the response rate, we explored way of alerting the university staff and faculty.

- One of the new changes is having the provost's office alert department chairs soliciting for more participation (Through Chase Bringardner's office).
- Announce at senate meeting in January. As representatives of your department/area you could encourage participation
- Moving the survey earlier as to not get lost in the clutter.



2025 Schedule for distribution

Tues. Jan 21 st	Alert
Mon. Jan. 27 th	Distribution of Survey
Thurs. Feb. 6 th	First Reminder
Wed. Feb 12 th	Second Reminder
Mon. Feb. 17 th	Survey Closed



Our thanks to Tammy Mayo in the provost's office for her expertise and guidance with implementing the mechanics of the survey through Qualtrics.

Thank you all!