**UWG Engage West! Survey Town Hall Questions:**

- Will Development officers be included in the College portion of the survey?
  
  We recognize that this is an issue with a number of departments. Unfortunately, this is an issue that we will not be able to correct this year. That is, the only person who can take action to improve the employee’s engagement and satisfaction is the supervisor to whom the development officer directly reports.

- Can there be a N/A response, in addition to the 1-5 scale?
  
  We discussed the fact that ‘no answer’ may not be applicable on an opinion survey. However, we will remind everyone that they may leave any question blank.

- Can we use the median in the results instead of the mean?
  
  We will compute both the mean and the median in the analysis.

- Can temporary faculty be excluded?
  
  The additional demographic variables will allow us to analyze temporary faculty separately from full time faculty.

- If the survey is being done in house, how can you confirm it will be anonymous?
  
  While the survey is being created in house we will utilize an outside company to administer the survey.

- Will there be an open ended question and will it be themed like this year?
  
  We will maintain an open-ended question but are, at this point, not sure how we will present the results to the open-ended question.

- Can we separate managerial from leadership on some questions?
  
  Separating managerial activities from the activities of a leader is a great idea and something to consider in the future. At this point we believe this would be “too messy” for us to attempt to do at this stage of survey development.

- Will leadership be defined?
  
  Indeed. Our definition of leadership will be found on the questionnaire.

- Will you clarify the definition of department?
  
  Yes. The name of the person that you are evaluating will appear in the questionnaire itself.
• Can you look at the departments that have multi-level leadership like the Library?

We will not be able to do this simply because it will take a minimum of five (5) direct reports to receive a report.

• Can you further define faculty and not include faculty that aren’t active in the department (like part-time faculty)?

Yes. We have added a multiple of demographics so that we can separate responses for various groups, e.g. full-time faculty/staff from part-time faculty/staff.

• How does the new survey link to the results of the original survey?

We have kept as many ‘actionable’ items as we could from the original survey – particularly those items that resulted in action plans for a majority of our leaders – so that comparisons can be made between last year and this year.

• Can we get reports by level of leadership (some units are unique in that one person may have 2 supervisors)?

We will not be able to do this simply because the respondent would have to complete two different surveys, one for each supervisor.

• How can you confirm anonymity?

We can because there will not be any way that any single person will be able to be identified.

• Will there be open comments? Will they be anonymous and will you theme them like this year?

There will be an open-ended question. The responses will be anonymous. And we will attempt to have them themed.

• Has the process been through IRB?

The survey should be excluded since it’s for internal use only. Furthermore, no one will publish from these data.

• When do you expect the survey? And the results?

Survey will be released in February and the results will depend on the company we use to administer the survey. Our goal is to have results as soon as possible, and earlier than last year.
• The demographics of UWG have changed in the recent years, has this been accounted for in the survey?
  
  We have expanded the demographic information.

• Will information be given to supervisors during the survey, like completion rate?
  
  No information will be shared with any supervisors until the analysis is completed.

• Will there be prizes?
  
  There will be an opportunity to add your name to a drawing for gift certificates.