CTAHR Survey Protocols

The Senate will track the effectiveness of administration, departments and individuals in meeting the college vision and mission. Administration, for the purpose of this survey, encompasses the Dean, Associate Deans, their offices, Administrative Services, Communication Services, and Planning and Management. Department encompasses the unit chair, the support staff, and faculty in a unit. The individual represents only the respondent.

Parameters

1. Senate will invite faculty (tenure-track and nontenure-track), staff (civil service, APT, and RCUH), and administrators to participate in the survey via an email announcement to FACULTY@ctahr.hawaii.edu, CTAHR@ctahr.hawaii.edu, CTAHRLeadership@ctahr.hawaii.edu and AdminOfficeStaff@ctahr.hawaii.edu.

2. Respondents be asked to provide demographic information on unit affiliation and employee designation (faculty, staff, administration).

3. A web-based system will be used to collect responses that will remain anonymous to ensure confidentiality of respondents.

Analysis

4. Question responses will be coded from 1-5, with 1 being very unsatisfactory and 5 being very satisfactory.

5. The data will be analyzed on several levels.
   (1) College-wide average responses will be calculated for administration, department, and individual.
   (2) College-wide averages will be calculated for employee designation if respondents in a group are at least 30.
   (3) Department specific average responses will be calculated when a department sample size is at least (30) (25)% of possible respondents.

Reporting

6. College-wide averages grouped across respondents will be posted on the College Senate web site and reported at a Senate meeting (Analysis 1 & 2).

7. The Dean will be provided averages in hard copy for administration and departments (Analysis 1 & 2).

8. Department chairs will be provided averages in hard copy specific to their units to share with faculty and staff (Analysis 3).

Timeline
9. The survey will be conducted in the first part of the semester and reported by the end of the semester.
CTAHR Survey Questions

Instructions:
The CTAHR Faculty Senate and the Dean have collaborated to conduct a rapid assessment of our performance at the college-level administration, unit-level administration, and at the individual faculty or staff level. A similar survey will be conducted in 2 years in order to track our progress.

Each statement addresses a general category of performance. Within each category, the statement asks you to agree or disagree based on the overall performance of the college, your unit, and yourself. Examples of the types of performance within a category are provided, but you may use your own criteria for judging performance.

Professionalism

- Makes decisions based on the best available data
- Utilizes transparent processes for making decisions on resource allocation, personnel actions, etc.
- Consults with administration, faculty, staff, and/or the Senate on appropriate matters and utilizes their input in making decisions
- Demonstrates and promotes respect and fairness
- Upholds and promotes high ethical standards

1. CTAHR administration upholds high professional standards within the college and with stakeholders.
2. My unit upholds high professional standards within the college and with stakeholders.
3. I uphold high professional standards within the college and with stakeholders.

Leadership

- Can explain the mission, goals, and objectives of the college
- Develops plans for the future through consultation with faculty, staff, administration and stakeholders
- Is able to make decisions for the good of the program, unit, or college
- Fosters excellence among colleagues, employees, and the administration
- Practices and promotes teamwork and networking on projects and decision-making that affects the program, unit, or college as a whole
- Participates in service to the college, the university, and the larger community
- Promotes professional growth for colleagues, employees, and administrators

1. CTAHR administration demonstrates and promotes leadership in the college and with stakeholders.
2. My unit demonstrates and promotes leadership in the college and with stakeholders.
3. I demonstrate and promote leadership in the college and with stakeholders.

Accomplishments

- Develops/supports programs to diversify and strengthen the state's economy.
- Provides/supports an excellent and relevant student-centered learning environment.
- Develops/supports programs to strengthen families and communities.
• Promotes professional growth and streamlines administrative processes.
• Increases and makes better use of CTAHR's resources.
• Develops/supports programs to protect and enhance the environment and Hawaii’s resources

1. The CTAHR administration is successful in achieving its stated overall mission.
2. My academic department contributes significantly to the achievement of CTAHR's mission.
3. I have contributed to the overall department's mission and strategic plan.

Communication
• Availability and accessibility as necessary conditions to communication - administrators to faculty, faculty to students, faculty to stakeholders.
• When communication happens, is it effective? Good listening, open to suggestions and questions, constructive feedback/criticism.
• Conscientious and timely in responding to requests from peers/students/administrators/the stakeholders.
• Makes timely, relevant, and appropriate information publicly available.
• Works well with stakeholders.

1. There is effective and open communication between administration and department regarding mission, strategic plans, and expectations.
2. Communication between department and faculty/students is professional, cordial, respectful, and focused on achieving the department's strategic plan and mission, and not on personal goals.
3. Communication among faculty is professional, cordial, respectful, and supportive of each other to achieve the department's goals, and not on personal goals.
4. The stakeholders understand the role of CTAHR, make use and benefit from its services.
5. I communicate often with administration, faculty/students, and stakeholders.