

Campus Constituent Surveys Process



9 Continuous Improvement & Transparency
Advisory chairs present recommendations to the campus constituent survey implementation team. This team meets on a triannual basis to prioritize, implement and track the recommendations. With the support of AIRE, this team records updates on the status of recommendations to ensure accountability and shares with campus community.
Fall of AY 3 and on-going

8 Celebrate Campus Participation
Survey sponsor and advisory committee chair hold a public forum to share recommendations, updates on recommendations that were implemented since the previous survey administration and discuss next steps.
Spring of AY 2

7 Advisory Committee Finalizes Recommendations
Advisory committee develops advisory team report compiled of actionable recommendations.
Spring of AY 2

6 Campus Engagement
Advisory committee holds engagement sessions to share results and collect additional feedback to inform recommendations.
Spring of AY 2

1 Pre-Administration Begins & Engage Survey Sponsors
AIRE engages survey sponsors to review contract terms, determine survey population and survey questions with the survey administrator (ie. COACHE).
Fall of Academic Year (AY) 1

2 Identify Advisory Committee Chair(s)
Survey sponsors determines advisory committee chairs and partner in creation of communication strategy.
Fall of AY 1

3 Launch Survey
AIRE creates population file and sends to survey administrator. Survey administrator distributes survey to constituent group.
Spring of AY 1

4 Review Survey Results, Conduct Analysis, & Review Benchmarks
Advisory committee chairs and survey sponsor form advisory committee. Advisory committee reviews survey administrator reports. AIRE conducts additional analysis.
Summer of AY 1 or Fall of AY 2

5 Share Results & Review Recommendations Implemented from Prior Administration
Advisory committee chairs and survey sponsor shares survey administrator report with campus community. Advisory committee plans community engagement process and reviews the implemented recommendations from previous administrations.
Fall of AY 2

