

Campus Constituent Surveys Process



① **Pre-Administration Begins & Engage Survey Sponsors**
Review contract terms and determine survey population with Survey Administrator, engage Survey Sponsors to decide on custom survey questions, and determine survey communication strategy.
Fall of Academic Year (AY) 1

② **Launch Survey**
AIRE creates the population file and sends to Survey Administrator. Survey Administrator distributes survey to constituent group. *Spring of AY 1*

③ **Review Survey Results, Conduct Analysis, & Review Benchmarks**
Form Advisory Committee, review administrator provided reports and AIRE conducts secondary data analysis including trend analysis from previous administration. Review results alongside implemented recommendations from previous administrations.
Summer of AY 1 or Fall of AY 2

④ **Share Results with Survey Population**
AIRE shares data with campus community. Survey Sponsors and Advisory Committee plan community engagement process.
Fall of AY 2

⑤ **Campus Engagement**
Advisory Committee to hold engagement sessions to collect recommendations that will inform policy and program/unit improvements in support of the applicable constituent group (overlap of constituent groups may occur).
Spring of AY 2

⑥ **Advisory Committee Finalizes Recommendations**
Advisory Committee develops Advisory Team Recommendations Report.
Spring of AY 2

⑦ **Celebrate Campus Participation**
Provost and Survey Sponsors hold a public forum to share recommendations, updates on recommendations that were implemented in previous survey life cycle, and discuss next steps for implementation.
Spring of AY 2

⑧ **Continuous Improvement & Transparency**
The Employee and Student Constituent Survey Implementation Teams, comprised by a group of leaders designated as responsible or related parties, will meet on a triannual basis to prioritize, implement and track the recommendations. With the support of AIRE, this group will also record updates on the status of recommendations to ensure accountability.
Fall of AY 2 and on-going