

Why is the department doing this survey?

- The department is committed to being a welcoming environment that values respect, civility, and collegiality. In order to understand our existing culture, and to determine what steps should be taken next, we are implementing this survey with the help of CU Institutional Research and the CU Office of Institutional Equity and Compliance.

Why did someone else get a different survey than I did?

- Department members receive the survey that has been adapted for their academic role. Many questions are similar across versions of the survey, but each version has specific questions to address the issues that are most relevant to their position within the department.

Who is on the department Climate Committee?

- Anthropology department climate committee: Robin Bernstein ([robin.bernstein@colorado.edu](mailto:robin.bernstein@colorado.edu)), Scott Ortman, Kaifa Roland, Erik Jurado, Danielle Merriman, Jennifer Washabaugh.
- Institutional Research: Robert Stubbs ([robert.stubbs@colorado.edu](mailto:robert.stubbs@colorado.edu))
- Office of Institutional Equity and Compliance Julie Volckens ([julie.volckens@colorado.edu](mailto:julie.volckens@colorado.edu)).

Who is administering the survey?

- CU Institutional Research (IR) works with units across campus to deliver actionable data. They are responsible for safeguarding employee and student records across campus and follow best practice survey and data security standards. The Office of Institutional Equity and Compliance (OIEC) is concerned with preventing and eliminating issues of discrimination and harassment at CU. All Anthropology faculty, staff, researchers, and graduate students are CU employees and are entitled to support from these offices. The survey is entirely administered and analyzed within these offices. Only aggregated, anonymous data will be provided to individuals outside of IR and OIEC.

How will the survey be administered?

- A survey link will be sent to your CU email address. The link will take you to the online survey in Qualtrics, a state-of-the-art survey platform used by Institutional Research (IR). After the survey is closed, the link to you is broken and the non-linked data is provided to the Office of Institutional Equity and Compliance (OIEC). Two professionals at OIEC are responsible for analyzing and aggregating data. OIEC does not have access to identifiable information related to individual responses. OIEC is responsible for providing an aggregated and non-identifiable report to the department Climate Committee. Please contact Robert Stubbs (IR) at [robert.stubbs@colorado.edu](mailto:robert.stubbs@colorado.edu) or Julie Volckens (OIEC) at [julie.volckens@colorado.edu](mailto:julie.volckens@colorado.edu) for more on their respective roles and steps taken to ensure anonymity and confidentiality.

What steps are being taken to protect my anonymity?

- We know that individuals must be confident that their responses are anonymous, confidential, and secure if we are to receive candid feedback. CU IR and OIEC use

many strategies to ensure anonymity. As described above, your email address is used only to send the survey link and to send reminder emails. Upon completion, the link to your email address is automatically broken.

- OIEC can not access the data while it is being collected. After the survey closes, OIEC receives data from IR with no link to individuals in our department. OIEC will aggregate the data to groups of 12 or more responses in order to maintain non-identifiability. Data is not cross-referenced such that a combination of responses could compromise identifiability. If any demographic group has fewer than 12 individuals, that data will not be reported. There are no open-ended questions in order to avoid getting identifiable details inadvertently. No one outside of the two CU IR employees responsible for deploying the survey and the two OIEC professionals responsible for data analysis will ever see anything other than aggregated and non-identifiable reports. Everyone involved is committed to being sure that individuals can provide candid feedback with confidence. Anything else is counter-productive to the effort.

How secure is my data?

- The CU Institutional Research unit currently safeguards sensitive employment and academic data across campus and uses state-of-the-art data security protocols. The survey platform, Qualtrics, meets VSAQ data standards. Data is encrypted in transit and at rest.

How will the survey results be used?

- Survey results will be used to identify where the department is doing well in terms of workplace culture and where improvements should be made. This will inform an action plan to be implemented by the department.

When will the survey be launched?

- The survey will launch on January 30 and will be open for two weeks.

How long will it take to take the survey?

- The survey will take about 8 minutes based on our tester's actual time. Those who have more to share may take a little longer.

What kind of questions are on the survey?

- The survey asks questions which have been asked in campus social climate surveys and in culture surveys on our own campus and at other higher education and scientific institutes. The questions ask about workplace environment and practices, and experiences of incivility, harassment, discrimination, and demographics. Demographic questions are asked because we know that members of different groups are having different experiences in workplaces through the university. Demographic questions have been developed in collaboration with experts on campus to be both sensitive and useful. Results for demographic groups will not be shared if there are 12 or fewer members in the group. We will not present disaggregated data that may inadvertently identify individuals.

What kind of response rate are you hoping for?

- Other departments and units on campus have achieved response rates in the 60-70+% range for their recent culture surveys. We hope to do as well or better! A robust response is needed in order to make the most of the survey findings.

What will happen after the survey?

- After the survey closes, OIEC will analyze and report on the aggregated data. The department climate committee will share results with the Chair and with the department at large. An action plan grounded in the results of the survey will be developed and communicated to inform new programming and actions.

May I take the survey on my smartphone?

- Qualtrics, the survey software, does provide a mobile platform. However, it is more difficult to review and complete the survey on a smartphone.

Whom should I contact if I have questions?

- The department contact is Robin Bernstein for any questions regarding this survey ([robin.bernstein@colorado.edu](mailto:robin.bernstein@colorado.edu)). You may also contact Julie Volckens from the Office of Institutional Equity and Compliance at [julie.volckens@colorado.edu](mailto:julie.volckens@colorado.edu).