

Survey of Recent Graduates

Instructions for Departmental Evaluation Panel Chairs

As part of the evaluation process for tenure and promotion of instructional faculty, departments are required to solicit information from recent graduates. The guidelines for administering these recent graduate surveys are outlined in the *Faculty/Administration Manual*, Sections VI.A, VI.B, and VI.D, and in the Joint Memo issued annually by the Provost and Advisory Committee on Tenure, Promotion, and Third-Year Review.

In April 2007, the Faculty Senate voted to administer standard demographic questions with these surveys and to include specific student information on the response forms. This part of the form is distributed by the Office of Academic Affairs each year. In addition, the Senate voted to increase the minimum sample size from 25 to 40 and to make solicitation of recent graduate surveys optional for faculty undergoing third-year review. Effective with the 2015-2016 academic year, the *Faculty/Administration Manual* also says that “The chair should endeavor to collect at least **twenty** responses from recent graduates, keeping in mind that it is appropriate to send reminders or solicit feedback from more than forty students if response rates are low.”

The Office of Institutional Research (hereafter “IR”) will provide data for recent graduate surveys. The Departmental Evaluation Panel chair or departmental administrative assistant should submit requests to IRPIM, using the form available at <http://institutional-research.cofc.edu/submit-a-request/index.php> - select Faculty Tenure and Promotion Report Requests. Chairs are asked to make their requests by early August and are reminded that they may take up to a week to fill, given that IR is collecting these to run in batches.

IRPIM’s list of recent graduates will include all graduates in the designated major(s) and minor(s) who have taken a course with the professor being evaluated. The *Faculty/Administration Manual* requires that recent graduates from the faculty member’s primary department or program be surveyed. Departments may require and chairs may request that students earning other specific majors or minors be included. In particular, if a faculty member undergoing review has taught fewer than forty recent graduates from programs in his/her department, it may be appropriate to add non-majors or students from other majors or minors. The data provided by IR will cover the most recent eight years, which would capture a full four years of courses for most of the students who have graduated during the past five years.

The IR lists include contact information, the graduates’ degrees and the term that they were awarded, and a list of courses that the graduate has taken with the professor being evaluated, including the term in which each course was taken. These lists are provided in CSV files that can be used to merge information into letters, email messages, or Qualtrics surveys.

Departmental evaluation panel chairs are responsible for sending the actual requests to the recent graduates or supervising the departmental administrative assistant in doing so. The campus-wide demographic form, departmental questionnaire, and cover email or memo should be provided to graduates who are surveyed. Solicitation can be electronic or via paper. The Office of Academic Affairs provides a Qualtrics survey that contains the standardized student data and demographic questions. Chairs using this tool will need to add their departmental questions to the survey. Chairs or departmental administrative assistants who are conducting the survey via Qualtrics for the first time may direct questions to Anastasia Gilpatrick in the Office of the Provost. For those not using Qualtrics, a copy of demographic form is provided as the last page of this document, or you may log into Qualtrics to view a sample.

Recent graduates should be asked to return their completed forms and any additional feedback to the departments before September 30 in order to be considered in the candidate’s evaluation.

Chairs are also encouraged to use this communication with recent graduates to ensure that their addresses are being updated with Alumni Services.

How to send Recent Graduate Surveys for T&P using Qualtrics®

Log into Qualtrics

1. Log into **Qualtrics** at <https://cofc.qualtrics.com>.

First time users or for help logging in, go to <http://oiep.cofc.edu/qualtrics/index.php> and submit a request to IE. Directions below are specific to T&P surveys; complete Qualtrics support documentation is available <https://www.qualtrics.com/support/survey-platform/getting-started/survey-platform-overview/>.

Import the Contact List provided to you by Institutional Research

Follow these steps to import your **Contact List**, which includes the student and course data that will auto-populate into your survey questions, as well as their email addresses for the distribution. Use the file provided* or optionally, you can build your own contact list. You may choose to complete the contact list importation before you create a survey project, or you can import your list after you develop your survey project and are ready for distribution.

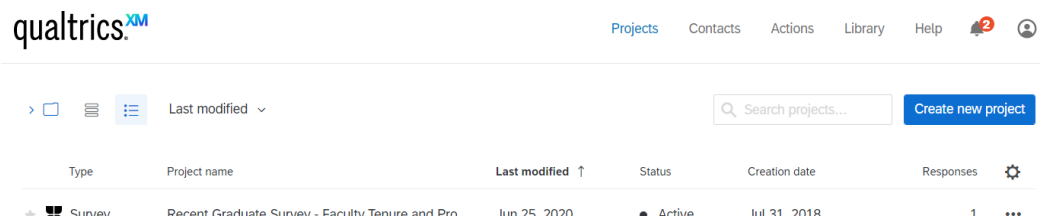
***Note:** If you have not already done so, submit a “**Request List of Alumni to be Surveyed**” online at <http://institutional-research.cofc.edu/submit-a-request/index.php>. Institutional Research will provide a CSV file of the data (recent graduates’ names, emails, degrees, graduation term, data on courses taken with the professor being evaluated, etc) in the correct format for Qualtrics. If there are too many alumni per faculty member, alumni may be selected randomly or systematically for each survey. If there are too few alumni, please contact IR to ask for an expanded list.

Tip: If you want to run a live “test” of your survey, enter a fake person with your email address and a complete fake data set in a contact list. Before you send your first real survey, email a test survey using the person on this contact list, then follow the link emailed to you to view the full survey and confirm your questions and

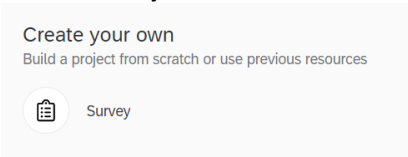
2. In Qualtrics, Go to **Contacts**
3. Select “+ Create Contact List”
4. Drag and drop or browse for the CSV file provided by Institutional Research. Save in your folder.

Create a survey project and distribute your surveys

5. Go to **Projects**. Select **Create New**

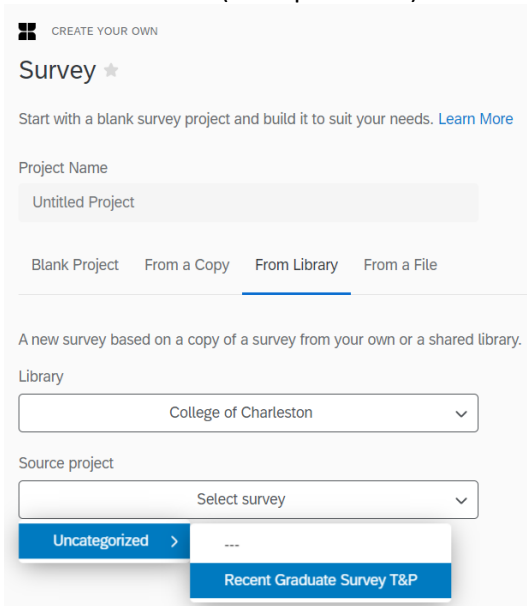


6. Select **Survey**



7. Enter a Project Name (ex: *My 2020 Alumni Surveys*)
8. Select “From Library”
9. Under Library, select the College of Charleston
10. Under Source Project, select the survey title (ex: “*Recent Graduate Survey T&P*”)

11. Click Get Started. (example below)



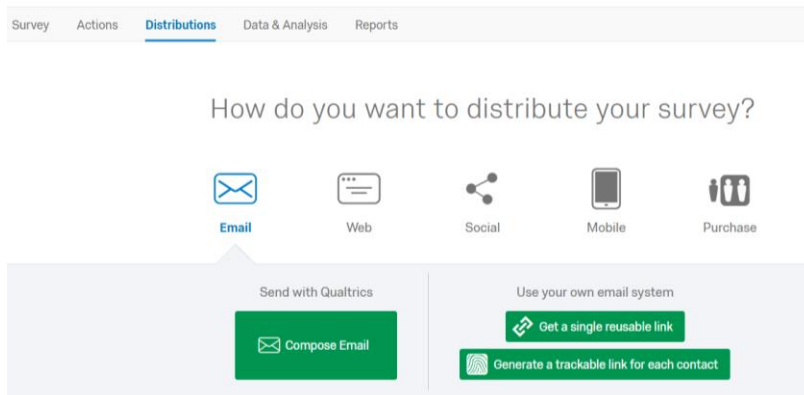
12. Your survey project will open. *This is your version to update and save for current or future use. You can create and save a project and then use copies of your project for current and future surveys.* The College of Charleston library reference survey is only a template that contains the standardized student data and demographic questions. A sample copy is provided at the end of this document. Chairs using Qualtrics will need to add their departmental questions to the survey and save. Student and course data can be auto-populated in the survey project later before distribution, if the CSV file provided by IRPIM is used (see “Import Contact List...” steps).

13. Select an existing question to edit it or click “+ Create a New Question.” Use the support documentation at <https://oiep.cofc.edu/qualtrics/index.php> for more information about customizing your survey. Contact IE for support.

14. When you are ready to send your survey, select **Distributions**

15. Select “Email” distribution

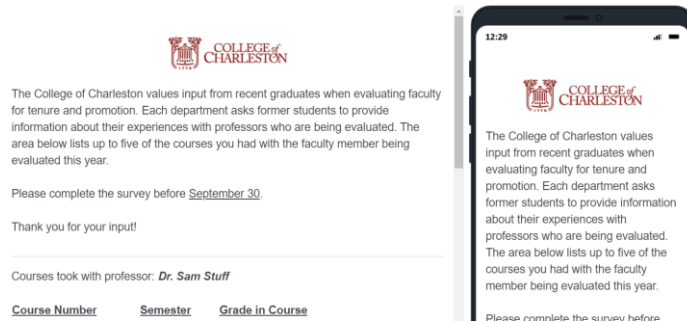
16. Select “Compose Email”



17. In the Compose Email box, under the “To:” field, make a selection from your newly imported Contact List which contains all of the students in the file provided by Institutional Research (or use your own contact list).

18. Compose your message.

19. Optionally, you may preview your survey or send a test before you distribute. Example preview below.



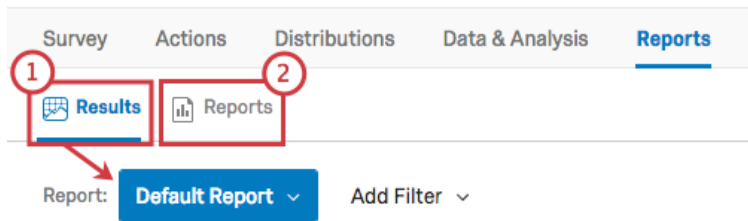
20. Send and monitor your responses.

Summarize your survey results in a report (optional, but recommended)

After your surveys are collected, we highly recommend using Qualtric's **Report** feature to produce a summary report. A summary report is the preferred presentation of the survey results, rather than providing a PDF compilation of all of the individual surveys.

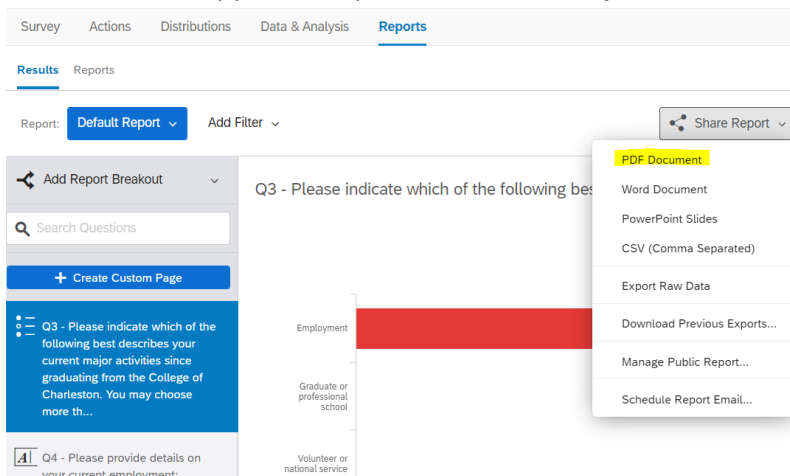
21. To create a report, use the **Reports** tab.

- Quickly view and analyze your results in a **Default Report** (option #1 shown below) consisting of question-based pages and customizable visualizations for each survey question reported.
- Or if you prefer to build a report from scratch, select **Reports** (option #2) and **Create New**.



22. Customize your report as needed based on your survey questions.

23. To download a copy of the report, select **Share Report**. Select PDF or your preferred file type.



24. Save the report and submit for your T&P submission.

25. Alternatively, you can download all individual reports and summarize and compile the responses outside of Qualtrics (not recommended).

A sample copy of the demographic form is on the following page.

RECENT GRADUATE SURVEY

The College of Charleston values input from recent graduates when evaluating faculty for tenure and promotion. Each department asks former students to provide information about their experiences with professors who are being evaluated. The form below lists the courses you had with the faculty member being evaluated this year.

Please complete both the College and the Department parts of the survey, sign and date the form(s), and return the completed forms before September 30 to the appropriate Department Chair.

Thank you for your input!

Name of Professor Being Evaluated ***(Type Name of Professor Here)***

Name of Student «Name»

Date of Graduation «Deg_Date» Major(s) «Major1» «Major2»

Courses Student took with Professor

<u>Course Number</u>	<u>Semester</u>	<u>Grade in Course</u>
«Course1»	«Term1»	_____ <i>(Please complete)</i>
«Course2»	«Term2»	_____
«Course3»	«Term3»	_____

Please tell us what you have been doing since graduating from the College of Charleston.

Graduate, Medical, Law, or Other Professional School

Name of University _____

Program _____

Degree _____

Date of Completion _____

Current Employment

Company/Institution _____

Title/Position _____

Other

Correct Mailing Address _____

Signature _____

Date _____