

Appendix 14: Questionnaire for Appointed Personnel

University Of Arizona Millennium Project Phase II: Enhancing the Climate for Excellence at the University Confidential Survey of Academic Professionals (Appointed Personnel)

This survey instrument is being distributed to all academic professionals (appointed personnel) to examine their work lives in regard to climate, working conditions, satisfaction, and morale. This information will be used to improve the work lives of academic professionals. The survey should take approximately 30 minutes to complete. All responses will be confidential, and no names will be associated with any particular response; thus, there is no risk of being identified. Each return envelope is coded with a number which will be used only to allow for contact of non-respondents (via a follow-up postcard) to encourage their participation (envelopes will then be discarded). Participation is strictly voluntary: no compensation will be provided. You may choose to answer some or all of the questions. You may also decide not to answer certain questions. By completing this survey, you are granting your consent for the confidential use of this information. For any questions regarding the Millennium Project, this survey, or to receive any accommodations in completing the survey, please call Jeni Hart, project assistant, at 626-8383. If you have questions regarding your rights as a research subject, you may contact the Humans Subjects Committee Office at 626-0026. **Please return the completed survey within one week of receiving it.**

You are being asked to respond to each of the following work life factors twice: first, indicate the level of your **satisfaction** with the quality of your experience on each factor, either negative or positive. For example, circling a response of -2 indicates that you are not satisfied with the experience, and circling a response of +2 indicates that you are very satisfied. Circling N/A means the item is not applicable to you.

Second, indicate the extent of the **importance** of the factor to you by circling your response on a range of "1" to "5." For example, circling a response of 1 indicates that this factor is not important to you, and circling a response of 5 indicates that it is very important to you.

How **satisfied** are you with each of the following factors in your position at the University of Arizona?

A. Career Development

	Not satisfied		Neutral		Very Satisfied		Not Important					Very Important
1. Financial support for professional activities	-2	-1	0	1	2	1.	1	2	3	4	5	
2. Opportunities for career/skill development	-2	-1	0	1	2	2.	1	2	3	4	5	
3. Release time for professional development	-2	-1	0	1	2	3.	1	2	3	4	5	
4. Encouragement for professional development	-2	-1	0	1	2	4.	1	2	3	4	5	
5. Opportunities for promotion	-2	-1	0	1	2	5.	1	2	3	4	5	
6. Opportunities for lateral transfers	-2	-1	0	1	2	6.	1	2	3	4	5	
7. Vacancies fairly publicized	-2	-1	0	1	2	7.	1	2	3	4	5	
8. Fair hiring practices within the U of A	-2	-1	0	1	2	8.	1	2	3	4	5	
9. Availability of mentoring	-2	-1	0	1	2	9.	1	2	3	4	5	

How **important** are each of these factors to you in your position at the University of Arizona?

How **satisfied** are you with each of the following factors in your position at the University of Arizona?

How **important** are each of these factors to you in your position at the University of Arizona?

	Not Satisfied		Neutral		Very Satisfied		Not Important				Very Important	
B. Leadership and Supervision												
10. Strength of leadership in my unit	-2	-1	0	1	2	10.	1	2	3	4	5	
11. Confidence in leadership in my unit	-2	-1	0	1	2	11.	1	2	3	4	5	
12. Training of supervisors	-2	-1	0	1	2	12.	1	2	3	4	5	
13. Opportunities to evaluate supervisors	-2	-1	0	1	2	13.	1	2	3	4	5	
14. Communication with supervisors	-2	-1	0	1	2	14.	1	2	3	4	5	
15. Openness to input from staff	-2	-1	0	1	2	15.	1	2	3	4	5	
16. Protection for "whistle-blowing"	-2	-1	0	1	2	16.	1	2	3	4	5	
17. Climate of trust and mutual respect	-2	-1	0	1	2	17.	1	2	3	4	5	
18. Climate of ethical conduct	-2	-1	0	1	2	18.	1	2	3	4	5	
C. Evaluation and Recognition												
19. Accuracy of my job description	-2	-1	0	1	2	19.	1	2	3	4	5	
20. Clear performance criteria outlined for my job	-2	-1	0	1	2	20.	1	2	3	4	5	
21. Evaluation conducted fairly	-2	-1	0	1	2	21.	1	2	3	4	5	
22. Clear evaluation procedures	-2	-1	0	1	2	22.	1	2	3	4	5	
23. Sufficient guidance from supervisor	-2	-1	0	1	2	23.	1	2	3	4	5	
24. Feedback received on my performance	-2	-1	0	1	2	24.	1	2	3	4	5	
25. Opportunity to respond to evaluation	-2	-1	0	1	2	25.	1	2	3	4	5	
26. Sanctions for poor performance	-2	-1	0	1	2	26.	1	2	3	4	5	
27. Equity in merit pay increases	-2	-1	0	1	2	27.	1	2	3	4	5	
28. Recognition given for my contributions to my unit	-2	-1	0	1	2	28.	1	2	3	4	5	
29. Recognition given for my expertise	-2	-1	0	1	2	29.	1	2	3	4	5	
D. Intra-Department Relations												
30. Sense of teamwork with my colleagues	-2	-1	0	1	2	30.	1	2	3	4	5	
31. Communication within my unit	-2	-1	0	1	2	31.	1	2	3	4	5	
32. Turnover of personnel	-2	-1	0	1	2	32.	1	2	3	4	5	
33. Ethnic diversity of staff	-2	-1	0	1	2	33.	1	2	3	4	5	
34. Gender diversity of staff	-2	-1	0	1	2	34.	1	2	3	4	5	
35. Fair treatment within my unit	-2	-1	0	1	2	35.	1	2	3	4	5	
36. Treatment as a result of my sex/gender	-2	-1	0	1	2	36.	1	2	3	4	5	
37. Treatment as a result of my race/ethnicity	-2	-1	0	1	2	37.	1	2	3	4	5	

How **satisfied** are you with each of the following factors in your position at the University of Arizona?

How **important** are each of these factors to you in your position at the University of Arizona?

	Not Satisfied		Neutral		Very Satisfied		Not Important		Very Important				
38. Treatment as a result of my age	-2	-1	0	1	2		38.	1	2	3	4	5	
39. Treatment as a result of my sexual orientation	-2	-1	0	1	2		39.	1	2	3	4	5	
40. Treatment as a result of my disability	-2	-1	0	1	2	N/A	40.	1	2	3	4	5	N/A
E. Working Conditions													
41. Adequate orientation	-2	-1	0	1	2		41.	1	2	3	4	5	
42. Fair workload distribution in my unit	-2	-1	0	1	2		42.	1	2	3	4	5	
43. Overall workload of unit	-2	-1	0	1	2		43.	1	2	3	4	5	
44. Adequate resources received by unit	-2	-1	0	1	2		44.	1	2	3	4	5	
45. The salary/wages I receive	-2	-1	0	1	2		45.	1	2	3	4	5	
46. Condition of physical work environment	-2	-1	0	1	2		46.	1	2	3	4	5	
47. Safe work environment	-2	-1	0	1	2		47.	1	2	3	4	5	
48. Access to parking	-2	-1	0	1	2		48.	1	2	3	4	5	
49. Affordability of parking	-2	-1	0	1	2		49.	1	2	3	4	5	
50. Health plans	-2	-1	0	1	2		50.	1	2	3	4	5	
51. Retirement plans	-2	-1	0	1	2		51.	1	2	3	4	5	
52. Education benefits	-2	-1	0	1	2		52.	1	2	3	4	5	
53. Child care	-2	-1	0	1	2	N/A	53.	1	2	3	4	5	N/A
54. Job security	-2	-1	0	1	2		54.	1	2	3	4	5	
55. The reputation of the University of Arizona	-2	-1	0	1	2		55.	1	2	3	4	5	
F. External Relations/Review and Intervention													
56. Professional relations with faculty	-2	-1	0	1	2		56.	1	2	3	4	5	
57. Professional relations with senior administrators	-2	-1	0	1	2		57.	1	2	3	4	5	
58. Professional relations with students	-2	-1	0	1	2		58.	1	2	3	4	5	
59. Professional relations with the public	-2	-1	0	1	2		59.	1	2	3	4	5	
60. Professional relations with other units	-2	-1	0	1	2		60.	1	2	3	4	5	
61. Reviews of my program area	-2	-1	0	1	2	N/A	61.	1	2	3	4	5	N/A
62. Oversight of budget expenditures	-2	-1	0	1	2	N/A	62.	1	2	3	4	5	N/A
63. U of A rules/procedures	-2	-1	0	1	2	N/A	63.	1	2	3	4	5	N/A
64. Federal regulations/mandates	-2	-1	0	1	2	N/A	64.	1	2	3	4	5	N/A
65. State government intervention	-2	-1	0	1	2	N/A	65.	1	2	3	4	5	N/A
66. U of A support of grant seeking	-2	-1	0	1	2	N/A	66.	1	2	3	4	5	N/A
67. U of A support of fundraising	-2	-1	0	1	2	N/A	67.	1	2	3	4	5	N/A

G. Discrimination/Harassment

Please indicate the extent to which you have experienced discrimination/harassment on the U of A campus:

(Please feel free to attach a sheet to describe any negative experience you have had.)

	Never	Occasionally	Often	Frequently	Very Frequently	
I have experienced <i>harassment</i> based upon:						
68. Sex	1	2	3	4	5	
69. Race/ethnicity	1	2	3	4	5	
70. Sexual orientation	1	2	3	4	5	
71. Age	1	2	3	4	5	
72. Disability	1	2	3	4	5	N/A
73. National origin	1	2	3	4	5	
74. Veteran status	1	2	3	4	5	N/A
I have experienced <i>discrimination</i> based upon:						
75. Sex	1	2	3	4	5	
76. Race/ethnicity	1	2	3	4	5	
77. Sexual orientation	1	2	3	4	5	
78. Age	1	2	3	4	5	
79. Disability	1	2	3	4	5	N/A
80. National origin	1	2	3	4	5	
81. Veteran status	1	2	3	4	5	N/A

H. Satisfaction

Please indicate the extent to which you agree or disagree with the following statements about your job:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
82. There is sufficient variety in my job.	-2	-1	0	1	2
83. I enjoy working in my position.	-2	-1	0	1	2
84. I have input in deciding matters that affect my work.	-2	-1	0	1	2
85. I have a great deal of independence in my job.	-2	-1	0	1	2
86. I have the trust and confidence of my colleagues.	-2	-1	0	1	2
87. I like the work and responsibilities I have.	-2	-1	0	1	2
88. Compared to peers with similar experience and skills, my salary is fair.	-2	-1	0	1	2
89. I have positive working relationships with colleagues.	-2	-1	0	1	2
90. Please indicate your level of satisfaction with respect to your job on campus:					
	Low Satisfaction				High Satisfaction
	1	2	3	4	5

I. Morale

Please indicate the extent to which you agree or disagree with the following statements about the University of Arizona:

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
91. I am loyal to the University of Arizona.	-2	-1	0	1	2
92. The U of A is a good place to work.	-2	-1	0	1	2
93. U of A values its employees.	-2	-1	0	1	2
94. There is a sense of common purpose at U of A.	-2	-1	0	1	2
95. The U of A is a caring organization.	-2	-1	0	1	2
96. U of A is a fair institution.	-2	-1	0	1	2
97. I am proud to work for U of A.	-2	-1	0	1	2
98. I am committed to U of A.	-2	-1	0	1	2

99. Please indicate your level of morale with respect to your experience on campus:

Low Morale				High Morale
1	2	3	4	5

J. Future Plans

By 2003 (one year from today), how likely are you to:

	Not at all Likely				Very Likely
100. Leave your current position?	1	2	3	4	5
101. Seek a promotion within the U of A?	1	2	3	4	5
102. Make a lateral move within the U of A?	1	2	3	4	5
103. Leave the U of A?	1	2	3	4	5
104. Leave your career/profession?	1	2	3	4	5
105. Leave to retire?	1	2	3	4	5

