

2018–2019 HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence

(Updated 11/09/18)

The HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence asks faculty, staff, and administrators:

- About their perceptions of their campus’s climate and how their institution addresses and responds to incidents of sexual violence
- Their understanding of their institution’s procedures for reporting incidents of sexual violence
- Whether they have talked to people at their institution who have experienced sexual violence
- If they have reported incidents of sexual violence to the Title IX coordinator or other campus officials
- Whether they have experienced sexual violence during the course of their work on campus

This survey follows the Centers for Disease Control and Prevention’s definition of [sexual violence](#) as “sexual acts committed against someone without that person’s freely given consent.” Sexual violence includes:

- Completed or attempted forced penetration of a victim (whether alcohol/drug-facilitated or not)
- Completed or attempted forced acts in which a victim is made to penetrate a perpetrator or someone else (whether alcohol/drug-facilitated or not)
- Non-physically forced penetration which occurs after a person is pressured verbally or through intimidation or misuse of authority to consent or acquiesce
- Unwanted sexual contact
- Unwanted sexual experiences that do not include physical contact (including verbal sexual harassment)

Experiences commonly referred to as rape, sexual assault, and sexual harassment are types of sexual violence.

The survey is designed to be administered to all faculty, staff, and administrators who spend a significant amount of time on campus, not people who work remotely. The survey usually takes less than 10 minutes to complete, and people’s responses are anonymous. The questions in this survey parallel the questions in our student survey, the [HEDS Sexual Assault Campus Climate Survey](#). Your campus can administer both surveys to gain a full picture of your campus climate and the extent to which perceptions of students, faculty, staff, and administrators align on key issues related to sexual violence.

Survey Administration

You can administer the HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence for any 3–6 week period between December 1, 2018, and April 30, 2019. You must register at least three weeks prior to the date on which you plan to begin administering the survey.

Given the sensitive nature of the data from this survey, we suggest that you work with your campus’s institutional review board (IRB) to review the process you will follow to ensure that all survey findings are treated appropriately and that the confidentiality of people who respond to the survey is protected. IRB approval will help to assure campus constituencies about the care with which your institution is treating the survey data and findings.

Administration Methods

We use an email administration method for this survey in order to guarantee the anonymity of people who take the survey. A member of the HEDS staff will send your faculty and staff an individualized email invitation with a

unique link to the survey. If they do not complete the survey, we will send reminders via email. You may customize both the invitation and the reminders, and each message appears to come from your institution.

To ensure consistency in the administration process and the integrity of the comparative data, as well as the anonymity of the responses, we do not allow institutions to administer any HEDS survey through their own survey engines.

To help institutions survey faculty, staff, and administrators on campus who might not have a campus email address or easy access to a computer, you can also administer a paper version of the survey. If you administer a paper version of the survey, we ask that you develop an administration method for the paper survey that ensures the anonymity of the people who take the survey and that you enter the responses from each paper survey into an electronic version of the survey in Qualtrics. Please contact us if you will need a paper administration.

Reports and Data Files

All participating institutions will receive:

- SPSS and Microsoft Excel files with your participants' responses (responses removed or combined with others when needed to keep participants' responses anonymous; open-ended text responses in a separate file). We will review open-ended text responses and remove the names of anyone accused of sexual harassment and/or sexual violence.
- Snapshot report – compares your results to those of all other participating institutions on key indicators.
- Comparative report – compares results from your employees to those of employees from all other participating institutions on all survey questions as well as the key indicators.
- Compilation of your participants' responses to the open-ended questions.

The data file will not show names, email addresses, IP addresses, location information, etc. We will also deprecate the data file as needed by removing variables and/or combining response options into broader categories in order to keep participants' responses anonymous.

Please note that if you have a small number of completed surveys and/or a small number of respondents who report that they have experienced sexual violence, it may impact the summary data we can provide you.

Given the sensitive nature of the information in this survey, participating HEDS institutions agree to follow an additional set of rules for disseminating and sharing data beyond the terms outlined in the [HEDS Statement of Understandings](#). Specifically:

- In any public presentations or dissemination of data from the survey on or off campus, HEDS institutions will not identify other HEDS institutions that participated in the survey or display the data from any single HEDS institution, even if that institution is not identified. In these settings, HEDS institutions will only present pooled data from other HEDS institutions or other comparison groups that contain at least five institutions.
- In deciding how to share HEDS peer data from this survey on campus, the HEDS primary contact will be responsible for working with the senior leaders at their institution to identify the people on campus who need to see HEDS peer institutional data in order to respond effectively to the survey findings. In addition, the primary contact and senior leaders will ensure that everyone who has access to HEDS peer data recognizes and accepts their obligation to prevent any public disclosure of participating institutions' identities and data.

Fees

	HEDS institutions	Institutions not in HEDS
Base cost includes: <ul style="list-style-type: none"> • One 3–6 week survey administration • Email administration method • Up to 1,000 responses • One survey invitation and up to three reminders for email method • Up to 10 close-ended supplemental questions (<i>e.g., multiple-choice, matrix, check-all-that-apply</i>) • One open-ended supplemental question (<i>i.e., a question that is answered with a text response</i>) • Reports and data files as specified above 	\$500	\$1,800
Up to 10 additional close-ended supplemental questions	+ \$250	+ \$250
Additional open-ended supplemental questions (<i>maximum of two; we charge more for these types of questions given the additional staff time needed to review text responses for identifying information</i>)	+ \$125 per question	+ \$125 per question
Additional responses (<i>after first 1,000 responses; count includes all administration methods, incomplete responses, and duplicate responses; invoiced after the survey closes</i>)	+ \$1.00 per extra response	+ \$1.00 per extra response
Late registration fee (<i>see explanation in registration section below</i>)	+ \$250	+ \$250

If your institution has multiple campuses and you want to administer the survey to more than one campus and identify which respondents came from which campus, you have three options:

	Reports	Data Files	HEDS institutions	Institutions not in HEDS
Option A: we add a question at the start of the survey that asks respondents what campus they are from	One set of reports that combines data from all campuses	One data file with a campus ID variable	\$100	\$100
Option B: we add a question at the start of the survey that asks respondents what campus they are from	One set of reports per campus.	One data file per campus.	\$250 per additional campus	\$250 per additional campus
Option C: we create a separate survey for each campus so you can create different invitation and reminder messages for each campus	One set of reports per campus.	One data file per campus.	\$500 per additional campus	\$1,800 per additional campus

For Options B and C, we charge an additional \$500 fee for an optional report that can either group all of your participants' responses from all campuses or provide a side-by-side comparison of each campus's results. We also charge an additional \$100 fee for an optional data file with all campuses included.

Other Survey Information

- **Survey liaison** – You will need to identify one individual from your institution to serve as the survey liaison to handle survey logistics, communicate with the HEDS staff, etc.
- **IRB approval** – As the provider of the HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence, we submitted the survey to the Wabash College Institutional Review Board (IRB) for review, and it qualified for exempt status. The Wabash IRB letter is available [here](#). As noted above, we ask that you work with your own IRB for approval, including approval of supplemental questions if applicable, before administering this survey.
- **Mandatory participation** – You should not make the survey mandatory or use survey incentives that may affect voluntary participation without consulting your IRB. In addition, the introduction to the HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence, which informs participants that the survey is voluntary, cannot be altered.
- **Submitting survey** – Participants may choose not to answer any question in the survey. Furthermore, they may stop taking the survey at any time and choose not to submit their data. This means that we will only keep survey responses once participants click the “submit” button at the end of the survey, and we will not keep partial responses. We have done this to ensure that participants have complete control over whether and when they submit data.
- **Supplemental questions** – You can add supplemental questions related to the HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence's subject matter at the end of the survey. The questions must not ask for information that would lead to the identification of people taking the survey. Each sub-question on a multipart or matrix question counts as one close-ended supplemental question. A question that is answered with a text response counts as an open-ended supplemental question. We ask that you submit finalized questions during registration. Your data file will include participants' responses to these questions, but the HEDS reports will not. For more information on how to count and format supplemental questions before submitting them to HEDS, please review our [Supplemental Question Guide](#).
- **Tracking response rates** – We will send survey liaisons weekly updates on response rates during the survey administration period so they can monitor survey participation.
- **Providing campus and local resources for sexual violence** – Survey liaisons will provide contact information for campus and local resources for sexual violence and may also provide information about how to report incidents of sexual violence to campus authorities.
- **Survey Changes** – We made minor revisions to the 2018–2019 HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence. A document listing these changes is available upon request.
- **Embedding institution names in the survey** – We will configure the survey so that your institution's name appears prominently on each page.

Registering for the HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence

You can register for the 2018–2019 HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence using our [online registration form](#). At the time of registration, you may choose to pay with a credit card or receive an invoice and pay with a check.



You must register at least three weeks prior to the date on which you plan to begin administering the survey. We will make decisions about accepting late registrations on a case-by-case basis. If we can accommodate a late registration, we will charge an additional \$250 late fee.

HEDS Faculty/Staff Survey of Campus Climate for Sexual Violence Survey Administration Contact

Please contact Kirsten Skillrud (kskillrud@hedsconsortium.org or 765-361-6170) if you have any questions. You can download a copy of the survey from our website at: <https://www.hedsconsortium.org/facultystaff-survey-campus-climate-sexual-violence/>.