

2019–2020 HEDS Sexual Assault Campus Climate Surveys

Updated: January 20, 2020

HEDS offers three different campus climate surveys on sexual assault and sexual violence—one for undergraduate students, one for advanced degree students, and one for faculty, staff, and administrators. These surveys are designed for and have been used by public and private institutions, from community colleges to research universities.

All three surveys ask respondents about their perceptions of their campus’s climate, their perceptions of how their institution responds to sexual assaults, and whether they have experienced unwanted sexual contact or sexual assault. The survey for faculty, staff, and administrators also asks respondents how well they know their institution’s procedures for reporting incidents of sexual violence, whether they’ve talked with victims of sexual violence, and whether they’ve reported these incidents. Administering all three surveys will provide a full picture of your campus climate and the extent to which student, faculty, staff, and administrator perceptions align on key issues related to sexual violence.

The surveys usually take less than 15 minutes to complete. Due to the surveys’ sensitive subject matter, responses for all three surveys are anonymous, and the surveys can only be administered to those 18 years of age and older. All three surveys are designed for people who spend a significant amount of time on campus, not for online students or for employees who work remotely.

Survey Administration

You can administer these surveys for any 3–6 week period between December 1, 2019, and April 30, 2020. To receive comparative reports for the undergraduate survey, institutions must administer the survey to undergraduates from all class years.

Given the sensitive nature of the data from these surveys, we suggest that you work with your campus’s institutional review board (IRB) to review the procedures you’ll follow to ensure that everyone on campus treats these survey data with appropriate care. Your procedures should protect the anonymity of the people who respond and their responses. IRB approval will help to assure your campus constituencies that your institution is treating the survey data and findings appropriately.

Administration Methods

- **Email method** – A member of the HEDS staff sends each participant an email invitation with a unique link to the survey. We will send up to three email reminders to participants who do not complete the survey. You may customize both the invitation and the reminders, and each message appears to come from your institution.
- **Authentication method** – You provide participants with a common link, and they use a unique password, such as their email address and/or ID number, to log into the survey.

For an additional fee, you can select both administration methods. If you want to use both administration methods for the same population (e.g., you share a general link to the survey with all invited participants, and they also each receive an email with a unique link to the survey), please let us know so we can review the costs and benefits of this approach. To ensure consistency in the administration process, the integrity of the comparative

data, and the respondents’ anonymity, we do not allow institutions to administer any HEDS survey through their own survey engines.

Reports and Data Files

	HEDS institutions	Institutions not in HEDS
Standard administration reports and data files		
SPSS and Microsoft Excel files with your institution’s survey data	✓	✓
Reports that compare your institution’s results to those of all other participating institutions on all survey questions and indicators.	✓	✓
Compilation of open-ended survey responses	✓	✓
For the undergraduate student version only–Interactive report that compares your students’ mean scores on indicators to those of students from other participating HEDS institutions. You can create customized comparison groups with this report.	✓	
<i>New this year:</i> Post-survey phone consultation with a member of the HEDS staff about your institution’s survey data	✓	

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 maintain the anonymity of respondents. We will review open-ended text responses and remove the names of anyone accused of sexual harassment and/or sexual violence, and send the open-ended text responses in a separate file. Details on how we ensure anonymity can be found [here](#).

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 assault, our reports will include less specific detail and analyses.

Fees

	HEDS institutions	Institutions not in HEDS
Base cost – survey of one population (either undergraduate, advanced degree, or faculty/staff) includes: <ul style="list-style-type: none"> • One 3–6 week survey administration • One 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	\$1,900

	HEDS institutions	Institutions not in HEDS
Base cost of additional populations – includes same specifications as above for each	\$375 for each additional population (25% discount on original base cost for each additional survey)	\$1,425 for each additional population (25% discount on original base cost for each additional survey)

Additional Fees (the following fees apply for *each* population)

	HEDS institutions	Institutions not in HEDS
Using both the authentication and email administration methods	+ \$250	+ \$250
Up to 10 additional close-ended supplemental questions (<i>for a total of 11–20 close-ended supplemental questions</i>)	+ \$250	+ \$250
Up to two additional open-ended supplemental questions (<i>for a maximum of three open-ended questions total; 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 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 you want to administer a survey to people at multiple campuses and identify which respondents came from each campus, you have three options (listed in table below). These fees apply for each population surveyed.

	Reports	Data Files	HEDS institutions	Institutions not in HEDS
Option A: we add a question at the start of the survey that asks participants what campus they are from	One set of reports that combines data from all campuses	One data file with a campus ID variable for each respondent	\$100	\$100
Option B: we add a question at the start of the survey that asks participants 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	One set of reports per campus.	One data file per campus.	\$500 per additional campus	\$1,900 per additional campus

reminder messages for each campus				
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For an additional fee, we can provide other reports or data files for Options B and C. Please contact Lisa Kidd (lisa.kidd@hedsconsortium.org or 765-361-6170) for more information.

Other Survey Information

- **Survey liaison** – You 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 Sexual Assault Campus Climate Surveys, we have submitted these surveys to the Wabash College Institutional Review Board (IRB) for review. The surveys qualified for exempt status in the past. The current Wabash IRB letter is available [here](#). We will post the new letter when we receive it. 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 each HEDS survey, which informs participants that the survey is voluntary, cannot be altered.
- **Submitting the survey** – Participants may choose not to answer any question in the survey. They may also stop taking the survey at any time and choose not to submit their data. This means that we will only keep survey responses if respondents click the “submit” button at the end of the survey. We have done this to ensure that people have complete control over whether their responses are included in our data files and reports.
- **Supplemental questions** – You can add supplemental questions related to the surveys’ 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. Please submit your finalized questions when you register. Your data file(s) 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](#).
- **Additional questions for institutions in New York** – If your institution is in the state of New York, we can add questions to the end of your survey, at no cost, so that the survey satisfies the requirements of the State of New York Senate Bill S5965.
- **Other state requirements or initiatives** – If your institution is in a state that requires or has an initiative to survey students or faculty/staff about sexual violence, we will work with you to meet those obligations. Please contact us to describe your needs.
- **Response rates** – We send survey liaisons weekly updates on response rates during the survey administration period so they can monitor survey participation.
- **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 assault to campus authorities.
- **Embedding institution names** – We will configure the survey so that your institution’s name appears prominently on each page.



- **ADA Accessibility** – Please let us know if anyone at your institution needs a version of the survey that is compatible with screen readers or has other ADA-related requirements so that we can discuss options with you.
- **Support for RAINN** – The HEDS Consortium supports the efforts of colleges and universities to prevent sexual assault, to help victims of sexual assault, and to ensure safe campus environments for all students, faculty, and staff. We will make a donation to the Rape, Abuse & Incest National Network (RAINN), the nation’s largest anti-sexual violence organization, for every institution that participates in our sexual assault campus climate surveys.
- **Survey Agreements** – We detail our expectations, practices, fees, and terms of this survey in this document and our [Supplemental Administration Information document](#). If your institution requires us to use an agreement developed by your institution and we determine that we need our attorney to review that agreement, we will add the cost of that review to your survey fee. Currently, the standard rate for a contract review by our counsel is \$500.

Registering for the HEDS Sexual Assault Campus Climate Surveys

You can register for the 2019–2020 HEDS Sexual Assault Campus Climate Surveys 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 Sexual Assault Campus Climate Surveys Administration Contact

Please contact Lisa Kidd (lisa.kidd@hed consortium.org or 765-361-6170) if you have any questions. You can download copies of the surveys from our website at: <https://www.hed consortium.org/heds-sexual-assault-campus-survey/>.