

UNIVERSITY OF OREGON

SURVEY OF NON-INSTRUCTIONAL FACULTY

(Officers of Administration and Officers of Research)



In Fall 1999 the Faculty Advisory Council, the Senate Budget Committee, and the UO Administration met to decide how best to increase faculty members' compensation. The first stage of work focused on *instructional faculty*.

The second stage addresses *non-instructional faculty*, specifically Officers of Research (OR's) and Officers of Administration (OA's). Currently, no systematic information is available on non-instructional faculty members' opinions on UO compensation issues. This survey's purpose is to allow you to voice your opinions on compensation policies and priorities, as well as your workload and job satisfaction. Because OA's and OR's are a broad and diverse group in a myriad of positions, some survey questions may not apply to you. Where you need to, please use the "not applicable" answer category.

This survey will be sent to you only once. Because UO needs your considered opinion on many issues, it will take 20-30 minutes to complete, depending on how much time you wish to give to your answers. Feel free to skip any questions you find personal or sensitive. However, this survey is *anonymous*; no one will ever be able to connect your name or your department with your answers. If you wish to comment upon any questions or qualify your answers, please feel free to write in the margins. Your comments will be read, transcribed, and taken into account. The survey results will be posted on OSRL's, the Senate's and the Officer of Administration Association's (OAAC) WWW sites. Your opinion is important to obtain an accurate representation of the issues.

This mail questionnaire is being sent to *all* OR's and OA's employed at .5 FTE or greater. It will be complemented by a short random-sample telephone survey of OA's only, in order to obtain systematic data on a narrow range of issues. Even if you are asked to take part in the telephone survey, you should also fill out this survey, for it covers a much wider array of issues.

Please return the completed survey in campus mail as soon as possible, but no later than Friday, May 20th. You may drop it into campus mail or place it in a campus mail envelope labeled "OSRL." The Oregon Survey Research Laboratory (OSRL) will tabulate the survey data and distribute the results back to campus.

If you have any questions about this survey's use or importance, please contact Faculty Advisory Council members: David Frank (chair), Hilary Gerdes, or Elaine Jones; University Senate Representatives: Laura Blake Jones (OA) or Lori Robare (OA-Librarian); Officer of Administration Association Council representative: Rachele Raia; or Officer of Research representative Poh Kheng Loi. Thank you.

Please return your completed survey in campus mail to:



OREGON SURVEY RESEARCH LABORATORY
5245 UNIVERSITY OF OREGON, 34 PLC. BLDG.
EUGENE OR 97403-5245

TELEPHONE: 346-0824
FAX: 541-346-5026
EMAIL: OSRL@OREGON.UOREGON.EDU

<p>A. THE FIRST SET OF QUESTIONS CONCERNS <i>SATISFACTION</i> AT UO. IN ANSWERING THESE QUESTIONS, CONSIDER <i>YOUR EXPERIENCES</i> ONLY.</p>
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- 1. Overall, how satisfied are you with your job at the University of Oregon - very satisfied, somewhat satisfied, not very satisfied, or not at all satisfied? (Please circle your answer.)**
1. Very satisfied
 2. Somewhat satisfied
 3. Not very satisfied
 4. Not at all satisfied

2. How satisfied or dissatisfied are you with each of the aspects of your current UO position listed below? Feel free to qualify your answers in marginal comments or on the back page; comments will be transcribed and taken into account. (Circle the number that best fits your opinion. If an item does not apply to you, circle "not applicable.")

	<u>Very satisfied</u>	<u>Somewhat satisfied</u>	<u>Not very satisfied</u>	<u>Not at all satisfied</u>	<u>Not applicable</u>
a. The authority I have to make decisions	1	2	3	4	5
b. Time available for planning	1	2	3	4	5
c. Quality of undergraduate students with whom I have worked	1	2	3	4	5
d. Quality of graduate students with whom I have worked	1	2	3	4	5
e. How well UO upholds the ideals and standards of academic freedom	1	2	3	4	5
f. The opportunity to provide input into decisions that impact my job	1	2	3	4	5

3. Overall, how satisfied or dissatisfied are you with the following aspects of your UO employment?

	<u>Very satisfied</u>	<u>Somewhat satisfied</u>	<u>Not very satisfied</u>	<u>Not at all satisfied</u>	<u>Not applicable</u>
a. The overall direction UO is going	1	2	3	4	5
b. Colleagues	1	2	3	4	5
c. Department/unit leadership	1	2	3	4	5
d. Central administration	1	2	3	4	5
e. Your opinions being heard by your department head	1	2	3	4	5
f. Your opinions being heard by the administration	1	2	3	4	5
g. The opportunity to provide input into decisions that impact your job	1	2	3	4	5
h. Your voice being heard in University governance	1	2	3	4	5
i. Internal research or scholarship support to you	1	2	3	4	5

3. (continued)

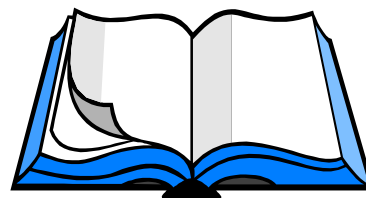
	<u>Very satisfied</u>	<u>Somewhat satisfied</u>	<u>Not very satisfied</u>	<u>Not at all satisfied</u>	<u>Not applicable</u>
j. Training or professional development	1	2	3	4	5
k. Job opportunities for your spouse or partner in this geographic area	1	2	3	4	5
l. Job security	1	2	3	4	5
m. Frequency of periodic reviews you have received	1	2	3	4	5
n. Quality of periodic reviews you have received	1	2	3	4	5
o. Opportunities for advancement or promotion	1	2	3	4	5
p. The clarity of expectations for advancement or promotion	1	2	3	4	5
q. Mentoring you have had at UO	1	2	3	4	5
r. Faculty/administrator relationships	1	2	3	4	5

s. Which one of the above is most important to you? _____ (fill in a letter from a – r)

t. Which one of the above is least important to you? _____

4. Overall, how satisfied or dissatisfied are you with these components of support at UO?

	<u>Very satisfied</u>	<u>Somewhat satisfied</u>	<u>Not very satisfied</u>	<u>Not at all satisfied</u>	<u>Not applicable</u>
a. Your office’s physical environment ...	1	2	3	4	5
b. Research facilities on campus	1	2	3	4	5
c. Teaching facilities	1	2	3	4	5
d. Support services – clerical	1	2	3	4	5
e. Support services – technological	1	2	3	4	5
f. Support services – custodial	1	2	3	4	5
g. Support services – safety	1	2	3	4	5
h. Access to computing resources	1	2	3	4	5
i. Administrative services for immigration and visa issues	1	2	3	4	5



5. Have the following changes at UO affected your satisfaction with your UO employment? If “yes,” how much has it affected your satisfaction and in what direction – a lot negatively, somewhat negatively, somewhat positively, or a lot positively? (If you answer “Yes” to Part 1 for a question, please answer Part 2, how much it has impacted you.)

	1. Has it impacted your satisfaction?		2. If yes, how much has it impacted your satisfaction?				
	<u>No</u>	<u>Yes</u>	<u>A lot negative</u>	<u>Somewhat negative</u>	<u>Somewhat positive</u>	<u>A lot positive</u>	<u>Not applicable</u>
a. Decentralization of some duties, such as payroll, class scheduling, accounts payable, etc.	2	1 →	1	2	3	4	5
b. Work and family services, including on-campus child care	2	1 →	1	2	3	4	5
c. Dissolution of academic rank for Officers of Administration.....	2	1 →	1	2	3	4	5
d. Proposed extension of staff tuition rates to dependents....	2	1	1	2	3	4	5
e. Changes in health benefit plans this past year	2	1 →	1	2	3	4	5
f. Merger of management service into the OA category	2	1 →	1	2	3	4	5

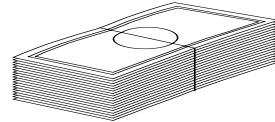
B. NEXT, WE NEED YOUR OPINIONS ABOUT FACULTY COMPENSATION AT THE U OF O. MANY QUESTIONS ASK FOR YOUR OPINIONS ON OPTIONS DISCUSSED IN THE “WHITE PAPER” DISTRIBUTED BY THE SENATE BUDGET COMMITTEE.

1. Overall, how satisfied are you with the components of your compensation at UO listed below?

	<u>Very satisfied</u>	<u>Somewhat satisfied</u>	<u>Not very satisfied</u>	<u>Not at all satisfied</u>	<u>Not applicable</u>
a. Your total salary, including bonuses and stipends	1	2	3	4	5
b. Your benefits package, excluding retirement.....	1	2	3	4	5
c. Your retirement benefits.....	1	2	3	4	5
d. The salary-setting policies in the unit that defines your salary.....	1	2	3	4	5

2. Do you feel that you have been adequately compensated at UO for your contributions to ...?

	<u>Yes</u>	<u>No</u>	<u>Not applicable</u>
a. Service	1	2	3
b. Administration.....	1	2	3
c. Students	1	2	3
d. Teaching	1	2	3
e. Research/scholarship	1	2	3
f. Institution as a whole.....	1	2	3



3. Please give your yes/no opinion of the policies below that could help UO to improve OA/OR faculty salaries.

	<u>Yes</u>	<u>No</u>	<u>Don't know</u>
a. Do you believe UO should set a minimum salary for each type of position?	1	2	3
b. Should UO adopt salary schedules for OA's where feasible?	1	2	3
c. Should UO adopt salary schedules for OR's where feasible?	1	2	3
d. Should UO identify average salaries of OA's and OR's at other universities or organizations to use for salary setting policies?	1	2	3
e. Should raises be linked to a formal periodic review process?	1	2	3

4. PRINCIPLES OF COMPENSATION: The following seven principles could shape compensation goals for OA's and OR's. (Compensation means salary plus benefits). Please read each statement and indicate if you think it is very important, somewhat important, or not important.

	<u>Very important</u>	<u>Somewhat important</u>	<u>Not important</u>
a. Average compensation should be raised to the level of comparable organizations/universities, and maintained there	1	2	3
b. Those who perform their duties in a satisfactory manner should receive regular cost-of-living raises that are linked to Oregon's actual cost-of-living increases	1	2	3
c. Those who perform their duties in a meritorious manner should be rewarded with periodic merit increases that reflect their contributions to the University and the state	1	2	3
d. Merit increases for some should not come at the expense of others, such as inadequate cost-of-living raises	1	2	3

4. (continued)

	<u>Very important</u>	<u>Somewhat important</u>	<u>Not important</u>
e. Raises in compensation should preferentially target those whose salaries are compressed.....	1	2	3
f. Raises in compensation should preferentially target those whose salaries are inequitable.....	1	2	3
g. Raises should be distributed to the vast majority of OA's and OR's	1	2	3

5. CRITERIA FOR DETERMINING RAISES: In the future, the following five criteria will potentially be used to determine raises for OA's and OR's whose work is satisfactory. Please indicate how important you think each should be in determining raises.

	<u>Very important</u>	<u>Somewhat important</u>	<u>Not important</u>
a. Across-the-board cost-of-living raises that are linked to Oregon's actual cost-of-living increases.	1	2	3
b. Merit increases, based on excellence in performing their duties	1	2	3
c. Preferential increases to redress salary compression (the erosion of salaries as a factor that distinguishes length of satisfactory service).....	1	2	3
d. Preferential increases to redress other inequities, such as inequities due to gender bias, market forces, and similar factors (not related to compression).	1	2	3
e. Creating minimum salary floors by type of position, unit or department, and (if applicable) academic rank.....	1	2	3

f. Which one do you think should be *most* important? _____ (fill in a letter from a-e)

g. Which one do you think should be *second most* important? _____

h. Which one do you think should be *third most* important? _____

6. Below are the traditional factors considered when allocating raises. How importantly do you believe the university, as a whole, *should value* each of these factors for raises to OA's and OR's?

	<u>Very important</u>	<u>Somewhat important</u>	<u>Not important</u>
a. Service to students	1	2	3
b. Service to your unit, department or college.....	1	2	3
c. Service to the university	1	2	3
d. Service to your profession	1	2	3
e. Service to the community	1	2	3
f. Increases in cost of living.....	1	2	3
g. Inequity due to compression.....	1	2	3
h. Inequity due to other factors.....	1	2	3
i. Ability to get a good job elsewhere.....	1	2	3
k. Overall job performance.....	1	2	3
l. Significant changes in job duties/promotion....	1	2	3

m. Which one should be most valued for OA/OR faculty raises in the university as a whole? _____

n. Which one should be least valued for OA/OR faculty raises in the university as a whole? _____

7. How strongly do you agree or disagree with the following compensation-related statements?

	<u>Strongly agree</u>	<u>Somewhat agree</u>	<u>Somewhat disagree</u>	<u>Strongly disagree</u>
a. UO's cafeteria-style benefits plan is an important part of my overall compensation package.....	1	2	3	4
b. It is more important to me to increase resources for administrative support services (e.g. facilities, clerical, technological) than to increase salaries.	1	2	3	4
c. It is more important to me to increase resources for professional development than to increase salaries	1	2	3	4
d. Within colleges or administrative divisions, cross-department salary inequities should be redressed before merit is considered.	1	2	3	4
e. Across units/departments salary inequities should be redressed before merit is considered.	1	2	3	4
f. UO should not try to respond to private industry salary standards for positions that compete with external market forces.	1	2	3	4
g. The criteria and process of raises needs greater standardization and transparency.	1	2	3	4

C. THE NEXT QUESTIONS CONCERN YOUR UO WORKLOAD AND WORKING ENVIRONMENT.

1. On average, how many hours do you typically work each week at UO? _____ hours/week

2. In a typical week, what percent of your time do you devote to each of the following work categories?

- a. _____ student service
- b. _____ administration
- c. _____ teaching
- d. _____ research or scholarship
- e. _____ other (please specify) _____

3. Overall, how satisfied are you with the following aspects of your UO workload?

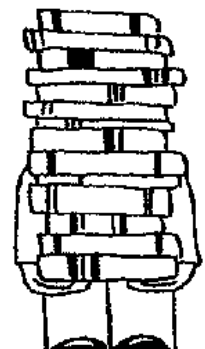
	<u>Very satisfied</u>	<u>Somewhat satisfied</u>	<u>Not very satisfied</u>	<u>Not at all satisfied</u>	<u>Not applicable</u>
a. Overall work load.....	1	2	3	4	5
b. Time available to perform essential job duties	1	2	3	4	5
c. Time available for keeping current in the field.....	1	2	3	4	5
d. Time available for research/scholarship.....	1	2	3	4	5
e. Mix of administration duties and direct service.....	1	2	3	4	5
f. Mix of administration duties and teaching..	1	2	3	4	5

4. *If you have worked at UO for less than 5 years, please skip to question 5.*

How has the balance of your workload changed over the past 5 years at UO?

Please indicate if each item has increased, decreased, or stayed about the same.

	<u>Increased</u>	<u>Decreased</u>	<u>Stayed the same</u>	<u>Not applicable</u>
a. Assistance to undergraduate students...	1	2	3	4
b. Assistance to graduate students.....	1	2	3	4
c. Research or scholarship.....	1	2	3	4
d. Service to your unit/department	1	2	3	4
e. Service to the university	1	2	3	4
f. Service to the profession	1	2	3	4
g. Service to the community.....	1	2	3	4
h. Administration.....	1	2	3	4
i. Your overall productivity	1	2	3	4
j. Your scope of responsibilities	1	2	3	4
k. Other (please specify) _____	1	2	3	4

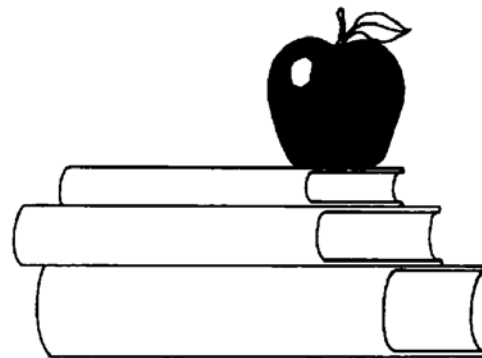


5. Please answer these yes/no questions from your experiences at UO as an OA or OR.

	<u>Yes</u>	<u>No</u>
a. Are your efforts as an OA or OR appreciated and acknowledged at UO?	1	2
b. Are your efforts appreciated and acknowledged by your unit or department?	1	2
c. Have you ever received a negative review, or a review you thought was unfair as an OA or OR?	1	2
d. Have you ever experienced a hostile work environment <i>in the UO community</i> as an OA or OR that you believed was based on one of your ascribed characteristics (race/ethnicity, gender, sexual orientation, religion, nationality, etc.)?.....	1	2
e. If you had to do it over again, would you still choose an OA or OR career in higher education?.....	1	2

6. Please indicate the extent to which you agree or disagree with each of the statements below.

	<u>Strongly agree</u>	<u>Somewhat agree</u>	<u>Somewhat disagree</u>	<u>Strongly disagree</u>
a. Female OA's and OR's are treated fairly at UO	1	2	3	4
b. OA's and OR's who are racial or ethnic minorities are treated fairly at UO.....	1	2	3	4
c. OA's and OR's who are gay, lesbian, bisexual or transgendered are treated fairly at UO	1	2	3	4



D. TO CONCLUDE, PLEASE ANSWER THE FOLLOWING QUESTIONS ABOUT YOU, WHICH WILL BE USED TO HELP INTERPRET THE SURVEY'S RESULTS.

1. In what year did you first begin employment at UO as an OA or OR? _____

2. Are you employed at UO full-time or part-time?

1. Full-time
2. Part-time

3. Which Vice President do you report to? Please read the categories below and circle one.

(If you are unsure, please look at pages 4 and 5 in the UO Telephone Directory for guidance.)

1. Academic Affairs – Academic Deans, University Librarian (College of Arts & Science, AAA, Business, Education, Law, Music, Journalism & Communication, Library System)
2. Academic Affairs – Vice Provost for Research (centers, institutes, laboratories; ORSA)
3. Academic Affairs – Vice Provost for International Programs (OIEE, CAPS, Area Studies)
4. Academic Affairs – Vice Provost for Resource Management, Chief Financial Officer (Budgets & Institutional Planning, Institutional Research)
5. Academic Affairs – Senior Vice Provost for Academic Affairs (Academic Learning Services, LERC, Museums, Continuation Center, Summer Session, Military Science)
6. Academic Affairs – Associate Vice President for Student Academic Affairs (Academic Advising & Student Services, Admissions, Career Center, Financial Aid, International Student Services, Registrar, Student Retention, Multicultural Affairs)
7. Academic Affairs – University Computing
8. Administration (Athletics, Affirmative Action, Business Affairs, Campus Operations, Counseling Center, Dean of Students, EMU, Facilities Services, Health Center, Housing, Human Resources, PARS, Planning, Public Safety, Student Life, Telecommunications, Work & Family Services)
9. Public Affairs and Development (Alumni Association, Communications, Development, Governmental Affairs, KWAX, Marketing & Licensing, Publications)
10. Don't know

4. What unit, department, or college are you in? .

- | | |
|---|--|
| 1. Architecture and Allied Arts | 13. Music, School of |
| 2. Athletics | 14. Office of Public Safety |
| 3. Business, Lundquist College of | 15. Physical Activity & Recreation Services |
| 4. College of Arts & Sciences, Humanities | 16. Student Academic Affairs |
| 5. College of Arts & Sciences, Science | 17. Student Affairs |
| 6. College of Arts & Sciences, Social Sci | 18. Student Health Center/Counseling Center |
| 7. EMU | 19. University Facilities |
| 8. Education, College of | 20. UO Foundation |
| 9. Facilities Services | 21. Research center, lab, institute (<i>specify below</i>) |
| 10. Housing | 22. Other non-college unit (<i>specify below</i>) |
| 11. Journalism & Communication | |
| 12. Law | |

Specify center, lab, institute or other unit:

5. What is your current job category?

- 1. Officer of Research (research assistants, research associates, and senior RAs)
- 2. Officer of Administration: Librarian
- 3. Officer of Administration: Current job functions primarily administrative and management
- 4. Officer of Administration: With rank
- 5. Officer of Administration: Other
- 6. Other (please specify) _____

6. Since you have been at UO, have you ever received an offer of employment from another institution, in the private or public sector?

- 1. Yes, public sector
- 2. Yes, private sector
- 3. Yes, both private and public sector
- 4. No

7. Are you currently seeking other employment, or do you expect to seriously seek other employment within the next 3 years?

- 1. Yes, currently
- 2. Yes, expect to within the next 3 years
- 3. No

8. Do you expect to retire early from UO?

- 1. Yes →
 - 2. No
- ↓

8a. Why?

9. How old are you? _____ years old

10. Are you male or female?

- 1. Male
- 2. Female



11. What is your race or ethnicity?

- 1. White/Caucasian
- 2. Black/African American
- 3. Latino/Hispanic American
- 4. Asian/Pacific Islander
- 5. American Indian/Aleut/Eskimo
- 6. Mixed race/ethnicity

12. Are you ...?

	<u>Yes</u>	<u>No</u>
a. a veteran	1	2
b. disabled	1	2
c. heterosexual	1	2
d. the parent/guardian of a minor child.....	1	2
e. a resident alien	1	2

1) Are you here with a...? (circle one)

- 1. J1
- 2. H1B Visa

Thank you for taking the time to complete this questionnaire. Please use the space below to give any further thoughts you may have about OA/OR faculty compensation, ideas to improve compensation, job satisfaction, and workload at the University of Oregon. Your comments will be transcribed anonymously and taken into account. (Feel free to enclose additional sheets).

The Faculty Advisory Council, Officers of Administration Association Council, the University Senate, and the UO administration greatly appreciate your contributions to this study. Please return your questionnaire in campus mail to:



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