

Using Additional Questions with the HERI Faculty Survey

Adding Additional Questions to the Survey

Campuses have the option of adding up to 30 additional multiple choice questions and up to 5 open-ended questions of specific local interest at the end of their questionnaires. Information relevant to both types of additional questions is presented first, followed by specific information for each type of question.

We urge you to pilot test your additional questions with select faculty. Many campuses find faculty interpret questions differently than the institution intended.

Although your campus is responsible for developing the local additional questions, HERI staff is available to review and comment on any of these materials. We would also appreciate receiving a courtesy copy of your additional questions and supplemental instructions. Please send them directly to heri@ucla.edu.

In addition to drafting, pilot testing, and incorporating your additional questions into the administration of the HERI Faculty Survey, it is important to consult with your local Institutional Review Board (IRB). Your campus may require you to submit any additional items for their review and approval. If your campus believes an additional question to be of a sensitive nature, your local IRB should determine if any additional steps, such as obtaining an NIH Certificate of Confidentiality (<http://grants.nih.gov/grants/policy/coc/>) are necessary. Additionally, you must submit that question to HERI for our consideration at least one month before administration.

“Sensitive information,” according to the National Institutes of Health, includes (but is not limited to):

information related to sexual attitudes/preferences/practices; information relating to the use of alcohol, drugs or other addictive products; information pertaining to illegal conduct; information that, if released, might be damaging to an individual’s financial standing, employability, or reputation within the community or might lead to social stigmatization or discrimination; information pertaining to an individual’s psychological well-being or mental health¹

¹ <http://grants1.nih.gov/grants/policy/coc/faqs.htm>

Obligation to Provide Referrals

Similar to the student surveys, if your additional questions ask respondents to provide “sensitive information” such as drug use, binge drinking, eating disorders, sexual behavior and/or gambling, you must also provide information about referrals to mental health care programs and counselors. For example, if you were to ask about binge drinking, you should also include information about who to contact on or near your campus to address a substance abuse problem, and provide an address and phone number. You will need to provide an addendum to the Survey Information Sheet to include this information on the “Welcome” page. This addendum to describe the provision of referrals to mental health care programs and counselors must also be reviewed and approved by the UCLA IRB.

Again, HERI strongly encourages that you consider the appropriateness of such additional questions in a general survey and recommends against asking about these issues with this survey instrument. HERI also suggests that you confer with your campus health officials before including questions of a sensitive nature and for any necessary referral information.

If you have questions about potentially “sensitive” items that you may be intending to ask as part of your set of additional questions, or would like more information about the process for obtaining approval to include these items, please contact Dr. Kevin Eagan, Managing Director of HERI, or Dr. Ellen Stolzenberg, CIRP Assistant Director, at (310) 825-1925 or heri@ucla.edu.

Closed-Ended Questions

Closed-ended questions will display on a separate page after the last question on the HERI Faculty Survey. Each question permits a maximum of five response options (A through E). *Faculty may mark only one response option.* Fewer than five response options may be used for any of the questions, in which case faculty should be instructed to choose only from those circles that apply, starting from the left.

Responses to closed-ended questions will be included in your data file, and the statistics for these questions will be included in your institutional profile report. Because the text of your additional questions and response options cannot be included in your data file or institutional profile report, we strongly suggest retaining a copy with your HERI Faculty Survey information.

Open-Ended Questions

Open-ended questions will display on a separate page, after any additional closed-ended questions you may offer. They cannot be mixed in with the closed-ended questions.

Because the text of your additional questions cannot be included in your response file, we strongly suggest retaining a copy with your HERI Faculty Survey information.