

Needs Assessment Survey for Chairs, Directors, Deans, and

Introduction

The purpose of this survey is to increase the responsiveness of the Office of Faculty and Organizational Development (F&OD) by assessing current needs of MSU administrators and campus leaders.

This needs assessment will take 5-10 minutes. This survey is anonymous and completely voluntary; your name will not be recorded or linked with your responses. The findings from this assessment will be available on the F&OD website at www.fod.msu.edu in August 2009 and will be used to inform and enhance our programming to meet your interests and needs.

Should you have any questions, please contact Allyn Shaw at leaders@msu.edu.

Thank you very much for your time.

Sincerely,

Deborah DeZure, Ph.D.
Assistant Provost for Faculty and Organizational Development

Allyn Shaw, Ph.D.
Associate Director of Faculty and Organizational Development

Needs Assessment Survey for Chairs, Directors, Deans, and

Professional Development Topics

Which of the following topics would you like us to feature in our seminars and workshops? Please check all programs you would likely attend.

1. Faculty Development and Evaluation

- Chairs/Directors as Mentors
- Designing Mentoring Programs
- Supporting Faculty across Career Stages: Junior, Mid-career and Senior
- Conducting Performance Reviews
- Providing Developmental Feedback and Coaching to Faculty and Staff
- Supporting and Assessing Instructional Effectiveness
- Supporting and Assessing Research Productivity
- Supporting and Assessing Assessing Outreach and Engagement Activities
- Post-tenure Evaluations
- Other (please specify)

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Professional Development Topics

Which of the following topics would you like us to feature in our workshops? Please check all programs you would likely attend.

2. Thinking Strategically/Visionary

- Visionary Leadership
- Strategic Capacity Building
- Strategic Goal Setting and Action Planning
- The MSU Shared Governance Model
- Other (please specify)

3. Leading Change

- Initiating and Implementing Change
- Change Management
- Understanding Regulatory Requirements
- Other (please specify)

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Professional Development Topics

Which of the following topics would you like us to feature in our workshops? Please check all programs you would likely attend.

4. Communicating

- Effective Communication
- Effective Negotiation
- Conflict Resolution
- Verbal/Non-verbal Persuasion
- Providing Constructive Feedback
- Dealing with Difficult People
- Designing and Conducting Effective Department Meetings and Retreats

Other (please specify)

5. Building Interpersonal Relationships

- Assessing Your Interpersonal Style; e.g. Myers-Briggs Type Indicator (MBTI) etc.
- Assessing Your Leadership Style
- Providing Interpersonal Support
- Promoting Collegiality within Your Unit
- Other (please specify)

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Professional Development Topics

Which of the following topics would you like us to feature in our workshops? Please check all programs you would likely attend.

6. Fostering Organizational Relationships

- Building Collaboration within Your Unit
- Building Collaboration across Units
- Promoting and Supporting Interdisciplinary Teaching, Research and Outreach
- Other (please specify)

7. Demonstrating Integrity, Courage and Organizational Stewardship

- Promoting Research Integrity
- Promoting Ethical Practices
- Promoting Equity
- Making and Communicating Difficult Decisions
- Courage in Leadership
- Cultivating Leadership in Others
- Other (please specify)

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Professional Development Topics

Which of the following topics would you like us to feature in our workshops? Please check all programs you would likely attend.

8. Expanding Organizational Capabilities and Priorities

- Fundraising and Development
- Budgeting
- Balancing Competing Needs: Cost, Accessibility, Selectivity, and Academic Rigor
- Enhancing the Academic Reputation of MSU
- Promoting and Supporting Internationalization
- Promoting and Supporting Quality Graduate Education
- Promoting and Supporting Quality Undergraduate Education
- Integrating New Technologies
- Advancing the Land-Grant/World-Grant Mission in the 21st Century
- Other (please specify)

9. Managing

- Coaching
- Work/Life Balance
- Personal Career Mapping
- Recruiting High-Quality Individuals
- Succession Planning
- Establishing an Accountability System
- Time Management
- Task Delegation
- Other (please specify)

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Professional Development Topics

Which of the following topics would you like us to feature in our workshops? Please check all programs you would likely attend.

10. Leveraging Diversity/Inclusion

- Recruiting a Diverse Workforce and Student Body
- Promoting and Supporting Diversity and Inclusion
- Racial/Ethnic Diversity
- Cultural Diversity
- Diversity in Sexual Orientation
- Gender Diversity
- Religious Diversity
- Supporting Individuals with Disabilities
- Other (please specify)

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Preferences for Delivery Methods and Formats

Preferences for workshop formats often depend on the topic. However, it would be helpful if you could provide us with your general preferences for workshop formats, time, and length.

1. Preferred formats (Please check all preferences that apply)

- Formal presentation(s) followed by discussion
- Combination of presentation, group/interactive work, and discussion
- Problem-based session
- Informal discussions on designated topics
- Book discussions
- No preferences
- Other (please specify)

2. Preferred length of program (Please check all preferences that apply)

- up to 60 minutes
- up to 90 minutes
- up to 2 hours
- up to 2 1/2 hours
- up to 3 hours
- 1/2 day
- No preferences
- Other (please specify)

3. Preferred day (Please check all preferences that apply)

- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- No preferences

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4. Preferred time (please check 3 preferred starting times)

- 8am
- 9am
- 10am
- 11am
- noon
- 1pm
- 2pm
- 3pm
- 4pm
- 5pm
- 6pm
- 7pm

5. Preferred way to receive information about upcoming programs, events, and materials

- F&OD website
- Email
- Flyer in campus mail
- Listserv for specific interest groups
- Posters
- Other (please specify)

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Suggestions and Comments

1. What other programs and services would you like to see presented (e.g. discipline-specific topics)?

2. Can you suggest possible guest speakers or facilitators (on/off campus) for our workshops? Please provide names, institutions, and their areas of expertise.

3. Please provide any additional comments or suggestions below.

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Your Engagement in F&OD Programs

1. Have you utilized resource/programs offered by the Office of Faculty and Organizational development?

	Frequently (5 or more times a year)	Occasionally (2-4 times a year)	Rarely (once a year)	Never
Frequency	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

2. Which programs/services have you attended/used? (please check all that apply)

- Orientation
- Leadership and Administrator (LEAD) Seminar Series (*formerly MULTIs)
- Workshops for Faculty Leaders (WFL's)
- CIC DEO (Committee on Institutional Cooperation Department Executive Officer)
- CIC ALP (Committee on Institutional Cooperation Academic Leadership Program)
- Executive Leadership Academy (ELA) Seminars
- Executive Leadership Academy (ELA) Fellows
- Meet Michigan Traveling Seminar
- Use of Online Leadership/Instructional Resources on F&OD Website
- Consultation Services
- Other (please specify)

3. For those programs/services you did not attend/utilize, what were the major reasons? (please check all that is relevant)

- I was not aware of the services provided by the Office of Faculty and Organizational Development.
- I did not have time to attend the workshops.
- The location was inconvenient.
- The date/time were inconvenient.
- There were no programs/services that met my interests or needs.
- I was not accepted to the desired program.
- Other (please specify)

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Demographic Information

This section is optional. However, it will help us identify needs of specific groups.

1. Unit in Which You Have Your Primary Appointment

College/Unit

Department

2. Position

- Chair
- Director
- Dean
- Asst/Assoc. Dean
- Executive Manager

3. Time at MSU

- less than 1 year
- 2-5 years
- 6-9 years
- more than 10 years

4. Gender

- Female
- Male
- No response

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5. Racial/Ethnic background (please check whatever applies)

- Black/African American
- White/Caucasian
- Asian/Asian American
- Pacific Islander/Native Hawaiian
- American Indian/Alaskan Native
- Hispanic/Latino
- Unknown
- Other

6. Country of Origin

7. Work Status

- US citizen
- Permanent resident
- Foreign national (non-permanent resident)

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Thank You!

Thank you for completing the survey. We appreciate your time and input.