

## FAQ for Dean Evaluations

Q: Are the responses confidential?

A: Yes, the responses will all be handled with strict confidentiality. The responses are not anonymous, in that survey invitations are uniquely numbered to prevent multiple responses from a single participant, but the responses are all treated as **HIGHLY** confidential. This is a very standard approach to data collection on sensitive subject matter. As always, you should avoid relating information in the open-ended comments sections that would self-identify you.

Q: Who has access to the raw data?

A: There are only two individuals that have access to raw data – Melissa Wargo and Alison Joseph, both in the Office of Institutional Planning and Effectiveness. That office is a clearinghouse of institutional data, and they are both well-qualified to handle sensitive data of this nature.

Q: Who has access to summary data?

A: The Provost and the Dean will both receive the summary data report. Melissa Wargo and Alison Joseph will also have access to that data as they are charged with compiling the raw data into those summary reports.

Q: Where are the data stored?

A: The data are stored on a secure, **non-public** server on the WCU campus. The server is devoted **ONLY to** this application, which increases its safety and security.

Q: Can I submit a hard copy of the survey? Or can I submit my survey response in any other format?

A: In order to ensure accuracy, fairness and efficiency, survey responses will only be accepted through the web survey tool, with the invitation and link emailed to your official university email account.

Q: Am I required to participate?

A: The survey is voluntary; you are not required to participate. However the responses, which are used in both formative and summative ways, are extremely useful to your College and the Institution as a whole. You are strongly encouraged to provide your feedback.

Q: Is there a character limitation for open-ended responses?

A: Yes, there is often a 1,000 character limit on open-ended responses. If you have a longer response that 1,000 characters, you are welcome to email your full response to Alison Joseph for inclusion in the report ([ajoseph@email.wcu.edu](mailto:ajoseph@email.wcu.edu)).

Q: Who can I contact if I have questions?

A: If you have questions about the evaluation policy or process, please contact Beth Tyson-Lofquist at [btyson@email.wcu.edu](mailto:btyson@email.wcu.edu). If you have other questions, or experience any technical difficulty, please contact Alison Joseph at [ajoseph@email.wcu.edu](mailto:ajoseph@email.wcu.edu).