

# EpiCH Employee Engagement Survey Process

Survey conducted in Fall 2017

## REVIEW AND SHARING:

- I. Identified and summarized emerging survey themes from survey for faculty and staff.
- II. Reviewed results with FEC and Operations team and developed plan for dissemination.
- III. Disseminated and discussed at faculty meeting (April 2018) and all division meeting (May 2018).
- IV. Feedback gathered on overall vision, focus groups conducted and developed action steps to get us there.

## EMERGING THEMES:

### Faculty:

- Trust in SPH Leadership
- Financial constraints, grant awards, budget
- Lack of time to work
- Perception of unequal workload distribution

### Staff:

- Supervisory and manager responsibility
- Cohesion, teamwork, work climate
- Compensation
- Perception of unequal workload distribution

## ACTION STEPS:

### In progress:

- Discussions with Dean regarding strengths and areas of improvement
- Actions undertaken with Ops team, e.g., supervision and staff concerns
- Build on strengths including Envisioning 2/2/22

### Planned:

- Look for opportunities to reduce burdens and free up faculty time to work and encourage staff teamwork, e.g., ASST, grant support system
- Address perceptions of unequal workload distributions, e.g., share what we do through informal talks
- Set up training and workgroups for supervisors and managers

## Summary

### I. Emerging themes to address:

#### **Faculty:**

- 1) Trust in SPH Leadership
- 2) Financial constraints, grant awards, budget
- 3) Lack time to work
- 4) Perception of unequal workload distribution

#### **Staff:**

- 1) Supervisor and manager responsibility
- 2) Cohesions, teamwork, work climate
- 3) Compensation
- 4) Perception of unequal workload distribution

### II. Emerging themes to build upon:

- 1) Shared resources, e.g., ASST, grant support system – look for more opportunities to reduce burdens and free up faculty time to work & encourage staff teamwork
- 2) Confidence in division leadership, e.g., feeling of being listened to, confidence to lead, feelings of encouragement, flexibility, understanding, overall plan for where we are going as a division
- 3) Community, collaboration, healthy governance
- 4) Training & workgroups for supervisors & managers

### III. Of the identified themes to address, what is in our sphere of control and influence:

#### **Sphere of control:**

- 1) Time to work (prioritize value-added time spent)
- 2) Financial forecast, resources can be optimized, perhaps not changed
- 3) Management and supervisor trainings
- 4) Outreach to and inclusion of SPH Leadership

#### **Sphere of influence:**

- 1) SPH Leadership changes
- 2) Financial model
- 3) Perceptions of inequity
- 4) Competitive grant climate

#### **IV. Next Steps**

1. Liz and Colleen attend Engagement Drop-In for advice on how to disseminate results & make a plan for moving forward (3/7/18)
2. Engage EpiCH community
  - a. FEC (date TBD)
  - b. April faculty meeting to share results, listening session on how to address themes that are in our sphere of control. Include Chelsea from LTD
  - c. May – conduct an ALL EpiCH meeting (faculty, staff and students invited) to share results, themes which emerged and ask for their help moving forward, e.g., focus groups. Include Chelsea from LTD
  - d. Spring/Summer - Hold listening sessions and focus groups around specific initiatives and/or continue using E 2/2/22 Task Forces as there is overlap – consider using Chelsea from LTD in this process.

*Overall message is one of letting faculty and staff know that we heard them, we appreciate the feedback, we are listening and with their input and ideas will address concerns.*

## Division of Epidemiology and Community Health

August 2019

### Engagement Survey 2017 Summary

Together, we've taken steps **to improve** trust in SPH leadership, financial constraints, research proposal support, time to work, perception of unequal workload distribution, supervisor and manager support, cohesion, teamwork, work climate, and compensation **based on feedback from** the 2017 Employee Engagement survey results. This work is a high priority for all-division (faculty, staff and students), faculty, supervisor, operations team meetings and focus groups; meetings with the Dean, Associate Deans, Chief Administrative Officer/Chief Financial Officer and Faculty Executive Committee (FEC) and faculty; informal discussions between faculty, staff and students in the commons area of the division and many one-on-one meetings between our Division Head, SPH Leadership (including other Division Heads and Administrators) and University Leadership and Talent Development staff **by** creating a summary of themes that are in our sphere of control (i.e., time to work, financial forecast, management and supervisor trainings) and those in our sphere of influence (i.e., SPH Leadership changes, financial model, perceptions of inequity and competitive grant climate). **Since then**, we have made a conscious effort to evaluate asks of faculty time, e.g., task forces and trainings, provided support for compliance, administrative, and other tasks, created and promoted designated time to work in a remodeled physical space, revisiting staff sabbaticals and prioritizing our resources; promotion of the RSST (Research Support Services Team) and ASST (Administrative Support Services Team). FEC (budget committee) weighs in on priorities to invest financial resources, scholarships/student awards revisited, tracking as a whole improved, established SOSS (Support our Success Supervisor group) to include regularly occurring meetings, local EpiCH roundtable for supervisors, outreach to and inclusion of SPH leadership to faculty meetings, FEC meetings, and special events, division sharing of strategic planning process (EpiCH & HPM met with EnHS), bi-monthly meetings of like-positions across Division to unify process, culture, etc. (operations managers, ASST/FAST, division administrators), resource (personnel/expertise) sharing across SPH units – assisted Dean's Office with purchasing when short staffed, assist in other areas and provide advice, troubleshooting on instructor rates, etc. We will continue to build upon these themes and utilize these processes for continued employee engagement in the Division of Epidemiology and Community Health.