

February 27, 2008

**MEMORANDUM**

To: Deans, Directors, and Department Heads

From: Larry A. Nielsen, Provost and Executive Vice Chancellor  
Charles D. Leffler, Vice Chancellor for Finance and Business

Subject: NC State University Staff Well-Being Survey

One of the Investment Priorities outlined in the University's Strategic Plan is to "develop a faculty and staff of the highest quality." To help us to assess how well we are "attracting, developing, and retaining talented and creative staff members," and to identify specific areas for improvement, we are asking our staff to participate in the NC State University Staff-Well Being Survey (SWBS). The survey is similar to the Faculty Well-Being Survey conducted in Fall 2006. In it staff will be asked for their opinions on a wide range of topics, such as salary and benefits, campus leadership, working relationships, support and professional development, performance reviews, and diversity. We are committed to this project, and are asking for your assistance in helping to make it a success.

The survey population generally includes those who have Staff Senate representation; specifically, non-instructional, non-probationary, benefits eligible, permanent EPA and SPA staff. Also included are all extension staff (both on- and off-campus), and librarians. 3D list members and Postdoctoral employees are excluded. In total, about 6,000 staff will be invited to complete the survey.

Participation in the survey is completely voluntary - - you cannot require your staff to complete the survey. However, the more staff that participate the more representative and useful the data will be. In order to encourage participation, and better enable our staff to complete the entire survey, all staff are to be given up to one hour of time, during regular working hours, to privately complete either the online or paper version of the survey. All responses to the survey are confidential - - it is essential that everyone respect the privacy of respondents to enable them to feel comfortable in giving their honest opinions.

While everyone is invited to complete the survey online, paper versions of the survey will be delivered by campus mail to all those without an email address and to all those with a job code of either "skilled crafts" or "service/maintenance." After the individually addressed survey packets are delivered to the department's campus box it is very important that they get promptly distributed to staff members.

The SWBS will 'go live' on about March 10, and data collection will continue until the end of April. University Planning and Analysis is responsible for administering the survey. If you have any questions about the survey, please contact Dr. Nancy Whelchel, UPA Assistant Director for Survey Research, at 515-4184 or [nancy\\_whelchel@ncsu.edu](mailto:nancy_whelchel@ncsu.edu).

Thank you in advance for your support with this important project.

cc: Nancy Whelchel