*To be completed by Candidate*

**Survey Options Report: Non-Classroom Faculty**

|  |  |
| --- | --- |
| Check One | |
|  | 1st Cycle |
|  | 2nd Cycle |
|  | 3rd Cycle |
|  | 4th Cycle |

Tenure Candidate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Semester and Year: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Candidates should seek a minimum of 35 responses from these surveys: the Student Survey of Non-Classroom Faculty and, if appropriate, the Student Survey of Instruction. Optional surveys must be noted in the Tenure Plan. They include: the Student Survey of Instruction, the Faculty/Staff Survey of Non-Classroom Faculty, and any individually tailored constituent surveys. Please indicate below the survey option(s) you have selected and, if appropriate, the distribution method(s).

1.  Student Survey of Non-Classroom Faculty

a.  Point-of-Service Method

i.  Student Survey of Individual Contacts

All substantive student contacts during the time period agreed upon by the Candidate and his/her TRC Chair are surveyed. Indicate the period of time during which student surveys of individual contacts will be administered.

Begin date: End date:

Indicate the individual(s) who will serve as distributor(s):

ii.  Student Survey of Group Contacts (e.g., workshops, orientations, presentations)

Contact type, date, time, location, number of survey forms needed, and distributor:

b.  Electronic Method

2.  Student Survey of Instruction

If you choose to have a Student Survey of Instruction, please fill out a “Survey Options Report:

Classroom Faculty” form.

3.  Faculty/Staff Survey of Non-Classroom Faculty

a.  MCC Faculty/Staff Survey of Non-Classroom Faculty

*Generally, this survey will be utilized for non-classroom faculty not receiving student survey results.*

b.  Individually-Tailored Constituent Survey(s)

*A customized survey may be designed and deployed for non-MiraCosta constituents (e.g., colleges  
governmental agencies, professional organizations.) The Candidate’s Dean and TRC Chair*

*must approve the survey.*

Description(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Population(s) and Method(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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Timeline(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
  
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**Notes**

1) Candidate includes this form and any survey constituent lists (if applicable) in the Evaluation Packet.

2) First Evaluation Cycle: By the end of Week 4 of the fall semester, the Candidate emails this form, survey constituent lists (if applicable), and any cover letters to Human Resources (evalsupport@miracosta.edu), a copy to the TRC Chair, and a copy to the Tenure Coordinator.

3) Second through Fourth Evaluation Cycles: By the end of Week 4 of the fall semester or by the end of Week 2 of the spring semester, the Candidate emails this form, survey constituent lists (if applicable), and any cover letters to Human Resources (evalsupport@miracosta.edu), a copy to the TRC Chair, and a copy to the Tenure Coordinator.