ADVANCE PROGRAM
UNIVERSITY OF MICHIGAN

Climate Assessments

Goals: For almost 25 years, the ADVANCE program has administered climate surveys to academic units at the University of Michigan. The climate assessment is internally focused on the experiences of members of the unit; it is not designed to assess the user experience (e.g., undergraduate students, alumni). Findings can inform the unit as they make appropriate policy decisions to enhance the environment for all members of the unit.

Survey Groups: The ADVANCE Program has developed standard survey templates for all groups within a unit, including *tenure-track faculty, research-track faculty, clinical-track faculty, lecturer-track faculty, postdoctoral fellows, staff, Ph.D. students, and master's students*.

Typical Timeline: ADVANCE climate assessments typically take approximately four months to complete from the initial meeting to the final report. A Memorandum of Understanding (MOU) will be sent to the unit prior to the kickoff meeting detailing ADVANCE's responsibilities, the unit's responsibilities, customization options, and the cost share model. Below are the main steps of the process.

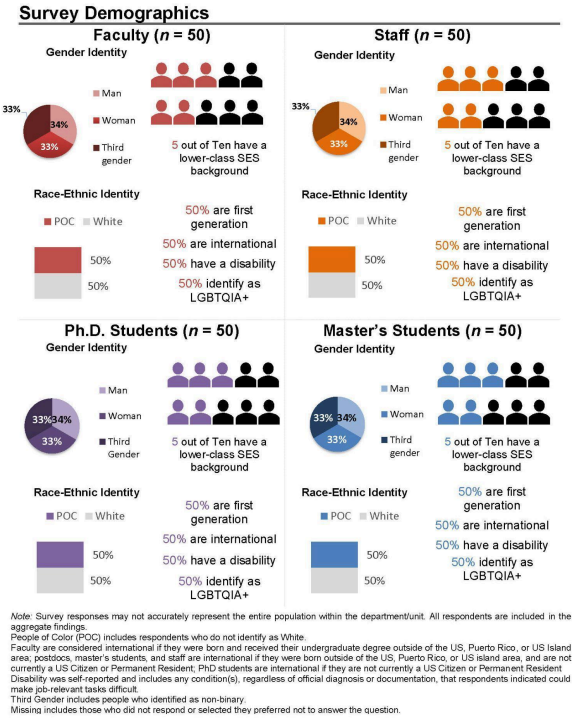
Typical Timeline	Step
Week 1	Kickoff meeting (1 hour).
Week 1	MOU document approved by unit.
Week 2-3	Surveys in Google Doc format sent to unit for review and feedback.
Week 4	Unit submits survey feedback and participant list.
Week 5	Surveys in Qualtrics sent to unit for final review. Unit provides final feedback.
Week 6-7	Unit leadership sends participants a message about the survey and ADVANCE follows up with recruitment emails. The survey is open for 2 weeks.
Week 8-14	ADVANCE staff conduct analysis, write report, and schedule debrief meeting.
Week 15	Draft report sent to the unit 1 week before debrief meeting. Unit reviews draft prior to debrief meeting.
Week 16	Debrief meeting to discuss the climate assessment results and the unit's next steps (1 hour).
Week 16-17	ADVANCE staff make any necessary modifications to report and send final report to the unit.

Participant Confidentiality: ADVANCE provides summaries of responses to the unit but does not share any raw data to protect participant confidentiality. Results for specific groups are only shared on select items when there are at least six people in each group. Dimensions of identity are compared separately (e.g., women/men, and People of Color/White, not women of color/men of color/White women/White men).

Response Rates: ADVANCE requires a minimum 51% response rate to produce a survey report for each group. We strongly encourage units to emphasize the importance of the survey and how leadership will use the results, and to consider offering survey incentives to bolster participation.

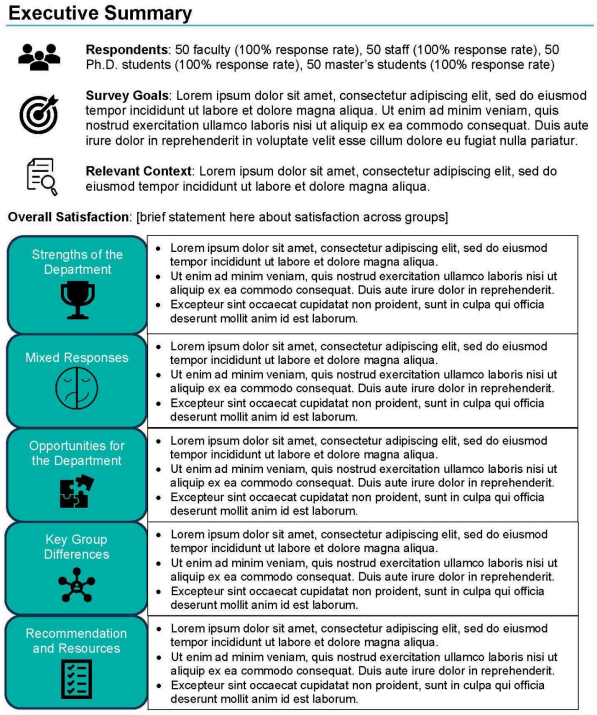
Sample Reporting Outcomes:

Demographics



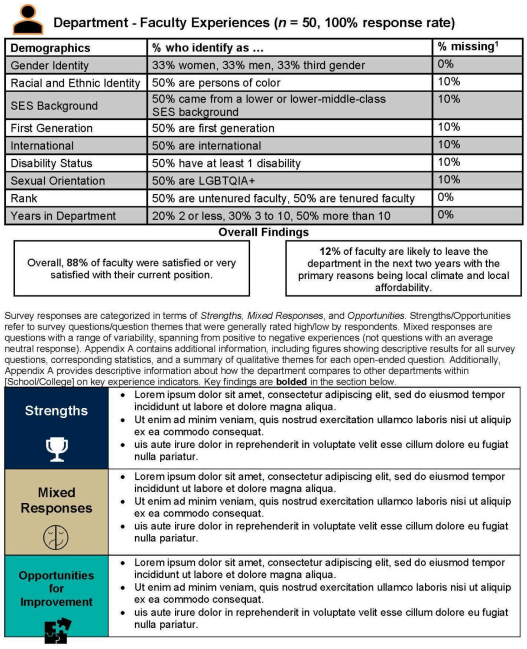
Demographic breakdown of each surveyed group including *gender identity, socioeconomic status, racial and ethnic identity, first-generation status, international status, disability status,* and *LGBTQIA+ identity*. These demographic groups are also used to explore group differences.

Executive Summary



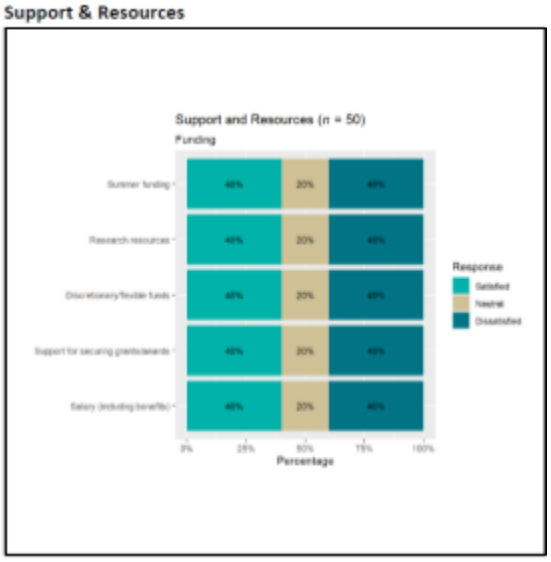
High-level summary of the unit's goals and any recent changes to provide context for the survey results. The executive summary synthesizes across survey groups and is organized by *strengths, mixed responses, opportunities, key group differences,* and *recommendations and resources*.

Report for Each Survey Group



For each surveyed group, quantitative and qualitative findings are summarized by *strengths, mixed responses,* and *opportunities for improvement*. Significant group differences are also examined when an identity group is sufficiently represented in the sample and has experiences of discrimination.

Appendix A: Results for All Questions



Appendix A contains results for all survey questions. Each figure is a block of items, organized into themes. Appendix A also contains a summary of the qualitative themes from the open-ended questions for each survey group and tables for the significant group differences.

Appendix A: Digitally Accessible Version

Support and Resources (*n* = 50)
Funding

Item	Satisfied	Neutral	Dissatisfied
Summer funding	40%	20%	40%
Research resources	40%	20%	40%
Discretionary/flexible funds	40%	20%	40%
Support for securing grants/awards	40%	20%	40%
Salary (including benefits)	40%	20%	40%

The digitally accessible version of Appendix A contains identical information as what is in the standard Appendix A, organized the same way. While the information in Appendix A is conveyed in figures, information in this version is instead presented in tabular format. Readers of Appendix A are told to contact their unit's administrator if they need a screen-reader accessible version of this document.

Appendix B: Confidential Anonymous Feedback for Unit Leadership

Direct Quote Item Instructions

The final item for all surveys provided participants with the opportunity to provide the department with direct feedback for departmental leadership via a direct quote. The following instructions/information were provided:

> All of your individual responses to previous questions have been submitted and will be deidentified. Only aggregated data and paraphrased common themes will be shared with your department.
>
> This is an **optional opportunity** for you to **anonymously** provide information directly to your department **(copied and pasted verbatim quotes)** regarding its climate. If you do not wish to share a quote, please close this page.
>
> If you would like to share a **direct quote** with your Department's leadership team regarding the climate, please do so below.
>
> - Confidentiality is our top priority; please note that the **quote will be anonymous**.
> - **If you do not wish to be identified by the content of your quote, please do not include identifying information.**
>
> If you wish to share any **anonymous** comments that will be given **directly to your department**, please write them below:
>
> [Optional question] If you would like to enter your survey group, please do so below:
> - Faculty
> - Staff
> - Lecturers
> - Postdocs
> - Ph.D. Students
> - Master's Students
> - I prefer not to share this information

After completing the survey, participants are redirected to a final optional question that provides the opportunity to share direct, anonymous feedback with unit leadership. ADVANCE compiles the direct quotes into a document (Appendix B). This confidential information is only for unit leadership and is not intended to be shared with the rest of the unit.