

GRADUATE RECRUITMENT AND RETENTION IN CSE

CHAIRPERSON SURVEY



About this survey: This questionnaire asks about your graduate program and recruitment of graduate students. Your responses are very important for constructing an accurate picture of the conditions and practices in your department. The information collected will be used to investigate how graduate programs can effectively recruit and retain students, particularly women, into computer science and computer engineering.

Confidentiality: Please read the confidentiality statement on the inside cover of this booklet and complete and return the questionnaire if you agree to the conditions. It explains that your name will not be associated with your responses. Members of the project team are pledged to maintain the confidentiality of participants. Respondent names are stored separately from completed questionnaires. The questionnaire has an identification number so that we can remove your name from the follow-up list. The data collected will only be reported in an aggregate form without connecting it to any individual, department, or institution.

Questions: Carla Romero will respond to questions about the survey. You can reach Carla by telephone at (202)234-2111 extension 107, or by email at carla@cra.org.

Returning your completed booklet: When you finish filling out this questionnaire, please put it in the postage paid return envelope and mail it immediately.

Informed Consent Agreement

Please read this consent agreement carefully before you decide to participate in the study.

Purpose of the research study: The purpose of the study is to identify and understand how departments can affect women's representation in their graduate programs.

What you will do in the study: You will respond to questions about conditions and practices in your department and your professional opinions and actions.

Time required: Completing the questionnaire takes approximately 15 minutes.

Risks: There are no anticipated risks.

Benefits: There are no direct benefits to you for participating in this research study.

Confidentiality: The information that you give in the study will be handled confidentially. Your information will be assigned a code number. The list connecting your name to this code will be kept in a locked file. When the study is completed and the data have been analyzed, this list will be destroyed. Your name will not be used in any report. The crosswalk list connecting names to ID codes will be destroyed when analyses are complete.

Voluntary participation: Your participation in the study is completely voluntary.

Right to withdraw from the study: You have the right to withdraw from the study at any time without penalty.

How to withdraw from the study: If you want to withdraw from the study, return an uncompleted questionnaire.

Payment: You will receive no payment for participating in the study.

Who to contact if you have questions about the study: Carla Romero, Computing Research Association, (202)234-2111 extension 107; email: carla@cra.org

Who to contact about your rights in the study:

Luke Kelly, Chairman, Institutional Review Board for the Social and Behavioral Sciences, 2400 Old Ivy Road, Suite C141, Room 156, Charlottesville, VA 22908-0392.

Telephone: (434) 243-2915.

INSTRUCTIONS

Most of the questions in this survey are answered by circling a single number to indicate your response, or by circling DK/NA when you don't know the answer, or the question does not apply to you.

Questions that you do not wish to answer may be skipped. Your participation is completely voluntary.

You may designate a representative to complete factual answers for you.

Instructions indicate how to proceed in sections of the questionnaire that only apply to some respondents.

Please follow all skip instructions after marking a response to the initial question. If no skip instructions are provided, please continue to the next question.

There is space for comments at the end of the questionnaire.

Thank you for taking the time to complete and return this questionnaire. We appreciate your help.

A. RECRUITING GRADUATE STUDENTS

1. What graduate degree program(s) does your department offer? (*Please circle one response for each item.*)

| | | |
|-------------------------------------|-----|----|
| a. Terminal Master's degree | YES | NO |
| b. Master's degree leading to Ph.D. | YES | NO |
| c. Ph.D. | YES | NO |

2. If you offer more than one type of degree program, do your recruitment or admissions practices differ significantly for the different programs?

- 1 NO
2 YES → ↓

a. How do they differ?

| | YES | NO | Don't know/ Not applicable |
|---|-----|----|-------------------------------|
| i Each degree program has its own admissions committee. | YES | NO | DK/NA |
| ii We do more recruiting for the Ph.D. program than for the Master's program. | YES | NO | DK/NA |
| iii Ph.D. admissions decisions are completed before Master's admissions decisions. | YES | NO | DK/NA |
| iv We set higher academic standards for Ph.D. admissions. | YES | NO | DK/NA |
| v We offer no financial support to incoming Master's students, but do offer financial support to incoming Ph.D. students. | YES | NO | DK/NA |
| vi Other (Please specify) _____ | | | |

Please answer all subsequent questions with respect to your Ph.D. program unless asked to do otherwise.

3. To what extent does each of the following statements accurately describe your graduate program's admissions or recruitment activities?

| | Not at all accurate | Slightly accurate | Moderately accurate | Very accurate | Totally accurate | Don't know/Not applicable |
|--|---------------------|-------------------|---------------------|---------------|------------------|---------------------------|
| a. We specifically encourage students who have been away from formal education for a time to apply. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| b. New students can easily fill gaps in their computing background. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| c. We recruit through personal contacts with undergraduates in CS departments at other institutions. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| d. We actively recruit students from women's colleges. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| e. We actively recruit students from liberal arts colleges. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| f. We actively recruit women. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| g. We do not actively recruit graduate students. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| h. We actively recruit students from our Master's program into our Ph.D. program. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| i. Our publications portray women as integral members of the department. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| j. We consider diversity in admissions decisions. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| k. There is a designated individual or committee charged with recruiting graduate students. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| l. Our departmental admissions criteria are formally communicated to admissions committee members. | 1 | 2 | 3 | 4 | 5 | DK/NA |
| m. We put special effort into persuading women to accept our offer of admission. | 1 | 2 | 3 | 4 | 5 | DK/NA |

10. What was the total number of graduate students funded by your program in fall 2002?

| | <i>Number of Teaching Assistants</i> | <i>Number of Research Assistants</i> | <i>Number of Fellowships</i> |
|---------------------|--------------------------------------|--------------------------------------|------------------------------|
| a. Ph.D. Program | | | |
| b. Master's Program | | | |

11. How many of the funded graduate students were women?

| | <i>Women Teaching Assistants</i> | <i>Women Research Assistants</i> | <i>Women with Fellowships</i> |
|---------------------|----------------------------------|----------------------------------|-------------------------------|
| a. Ph.D. Program | | | |
| b. Master's Program | | | |

12. On average, how many years does it take for graduate students to earn their degree?

| | <i>Average Years to Degree</i> |
|---------------------|--------------------------------|
| a. Ph.D. Program | |
| b. Master's Program | |

13. How many of your graduate students in your program are US citizens or permanent residents?

| | <i>Number of Citizens and Permanent Residents</i> |
|---------------------|---|
| a. Ph.D. Program | |
| b. Master's Program | |

14. How many faculty taught in your graduate program or supervised graduate students in the 2001 - 2002 academic year?

_____ TOTAL NUMBER OF GRADUATE FACULTY TEACHING IN 2001

15. How many of these graduate faculty were women?

_____ TOTAL NUMBER OF WOMEN GRADUATE FACULTY

16. How many graduate faculty left your department in the last 3 academic years? (Please include retirement, sabbatical, leave, etc.)

_____ TOTAL NUMBER OF FACULTY DEPARTURES

17. Please list any characteristics that distinguish your graduate program from other institutions' graduate computing programs.

C. DEPARTMENTAL LIFE

18. To what extent does each of the following statements accurately describe your graduate program or department?

| | <i>Not at all accurate</i> | <i>Slightly accurate</i> | <i>Moderately accurate</i> | <i>Very accurate</i> | <i>Totally accurate</i> | <i>DK/NA</i> |
|---|----------------------------|--------------------------|----------------------------|----------------------|-------------------------|--------------|
| a. Timetables for degree progress are flexible. | 1 | 2 | 3 | 4 | 5 | NA |
| b. Timetables for degree completion are flexible. | 1 | 2 | 3 | 4 | 5 | NA |
| c. Personal leave is readily available to graduate students. | 1 | 2 | 3 | 4 | 5 | NA |
| d. Graduate students commonly approach more than one faculty member for advice. | 1 | 2 | 3 | 4 | 5 | NA |

| | <i>Not at all accurate</i> | <i>Slightly accurate</i> | <i>Moderately accurate</i> | <i>Very accurate</i> | <i>Totally accurate</i> | <i>DK/NA</i> |
|---|----------------------------|--------------------------|----------------------------|----------------------|-------------------------|--------------|
| e. Graduate students can switch advisors without negative consequences. | 1 | 2 | 3 | 4 | 5 | NA |
| f. Career development information is disseminated to graduate students primarily through informal channels. | 1 | 2 | 3 | 4 | 5 | NA |
| g. Successful graduate students put their studies ahead of all other commitments. | 1 | 2 | 3 | 4 | 5 | NA |
| h. Competitive behavior is rewarded. | 1 | 2 | 3 | 4 | 5 | NA |
| i. Women are frequently included as visiting faculty or guest speakers. | 1 | 2 | 3 | 4 | 5 | NA |
| j. Incoming graduate students are given the opportunity to participate in research. | 1 | 2 | 3 | 4 | 5 | NA |
| k. All graduate students are assigned desk space in the department. | 1 | 2 | 3 | 4 | 5 | NA |
| l. Sexual harassment issues are dealt with proactively. | 1 | 2 | 3 | 4 | 5 | NA |
| m. All departmental faculty, staff, and graduate assistants go through diversity training. | 1 | 2 | 3 | 4 | 5 | NA |
| n. The department routinely collects data to assess graduate recruitment and retention. | 1 | 2 | 3 | 4 | 5 | NA |
| o. The successes of women in the department are widely publicized. | 1 | 2 | 3 | 4 | 5 | NA |
| p. The department facilitates peer communities or support groups for women. | 1 | 2 | 3 | 4 | 5 | NA |
| q. A designated individual or committee actively promotes gender diversity in the department. | 1 | 2 | 3 | 4 | 5 | NA |
| r. Graduate student participation in professional organizations is encouraged. | 1 | 2 | 3 | 4 | 5 | NA |
| s. Important information is disseminated effectively to graduate students. | 1 | 2 | 3 | 4 | 5 | NA |
| t. Teaching Assistants progress more slowly than other students toward their degree. | 1 | 2 | 3 | 4 | 5 | NA |

19. Which items on the following list do you think are the *three most important* that your department could do to help women succeed in your graduate program?

Rank Top 3

- _____ a. Graduate women’s peer support programs
- _____ b. Academic support services for graduate students
- _____ c. Bridging programs for students with insufficient undergraduate backgrounds in computing
- _____ d. Financial support specifically targeted at women graduate students
- _____ e. Activities to recruit more women graduate students
- _____ f. Support for additional women faculty hires
- _____ g. Support for family-friendly policies for graduate students
- _____ h. Gender diversity training
- _____ i. Collecting data to assess your department’s graduate recruitment
- _____ j. Collecting data to assess your department’s graduate retention
- _____ k. An individual or committee with primary responsibility for promoting diversity

20. What share of all your department's available resources (time, money, etc.) should be spent on your top three ranked activities?

- 1 NO RESOURCES
- 2 FEW RESOURCES
- 3 SOME RESOURCES
- 4 MANY RESOURCES
- 5 ALL RESOURCES

21. In the context of your department, how unfeasible or feasible is it to allocate resources for implementing your top three ranked activities?

- 1 NOT AT ALL FEASIBLE
- 2 SLIGHTLY FEASIBLE
- 3 MODERATELY FEASIBLE
- 4 VERY FEASIBLE
- 5 TOTALLY FEASIBLE

D. PERSONAL CHARACTERISTICS

22. What is your rank?

- 1 INSTRUCTOR or LECTURER
- 2 ASSISTANT PROFESSOR
- 3 ASSOCIATE PROFESSOR
- 4 FULL PROFESSOR
- 5 OTHER (Please specify) _____

23. What is your tenure status?

- 1 TENURED
- 2 ON TENURE TRACK BUT NOT TENURED
- 3 NOT ON TENURE TRACK
- 4 NOT APPLICABLE: NO TENURE SYSTEM AT THIS INSTITUTION
- 5 NOT APPLICABLE: OTHER (Please specify)

24. Are you ...

- 1 MALE
- 2 FEMALE

25. What year were you born?

19 _____

26. What is your citizenship status? (Please circle only one response.)

- 1 NATIVE BORN U.S. CITIZEN
- 2 NATURALIZED U.S. CITIZEN
- 3 A NON-U.S. CITIZEN WITH PERMANENT RESIDENCY
- 4 A NON-U.S. CITIZEN WITH A TEMPORARY VISA

E. COMMENTS

27. Please write any final comments you wish to make about the topics covered in this questionnaire.



**THANK YOU FOR TAKING THE TIME TO
COMPLETE THIS FACULTY QUESTIONNAIRE.**

**PLEASE PLACE IT IN THE ENVELOPE AND
MAIL IT BACK TODAY.**

Lost your envelope?

PLEASE WRITE YOUR

PIN HERE _____

and mail to:

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