



**PROFESSIONAL STAFF SURVEY**

**INSTRUCTIONS:** Please indicate your selections by checking the appropriate box, or writing in your answer where indicated. Space is provided on the final page for any comments you may wish to add.

<b>A. SALARY</b>					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know or N/A
1. My salary is adequate for the work that I do.					
2. My salary is adequate compared to other employees who perform similar work within the university system.					
3. Pay increases have been determined fairly even though there are no official salary guidelines for Professional Staff.					

<b>B. BENEFITS</b> <i>[Please indicate your level of satisfaction by checking the appropriate box.]</i>					
	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't Know or N/A
1. Level of health insurance coverage					
2. Out-of-pocket costs for health insurance					
3. Flexible Spending Plan covering medical expenses					
4. Flexible Spending Plan covering child care expenses					
5. Amount of sick leave					
6. Amount of vacation leave compared to faculty					
7. Basic life insurance coverage					
8. Tuition waivers					
9. Adequacy of retirement package for future needs					
10. Current Employee Wellness Program					

	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know or N/A
11. Professional development opportunities are adequate to help me stay current in my job.					
12. Professional Staff should have the opportunity to take sabbatical leave.					

<b>C. WORK LOAD</b>					
1. My work load is consistent with other employees who have similar jobs within the university system.					
2. I have the time to complete my work in a quality way.					

3. The implementation of Banner 2000 has positively affected my ability to do my job.					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know or N/A
4. The restructuring of the Montana University System has positively affected my work load.					

<b>D. SUPERVISION</b>					
1. My job expectations are made clear to me.					
2. I have opportunities to discuss job-related concerns with my supervisor.					
3. My supervisor gives me the flexibility to respond to personal and family emergencies during regular work hours.					
4. My supervisor offers me the opportunity to take on added responsibility when appropriate.					
5. My supervisor treats me with respect.					
6. I am given the opportunity to be creative in my work.					
7. Sufficient opportunities have been provided so I can learn the skills I need to do my job.					
8. My supervisor is able to accurately judge my performance.					
9. My supervisor gives me guidance so that I may perform my job effectively.					
10. My supervisor recognizes the contributions I make to the institution.					
11. The process used to evaluate my work performance is fair.					

<b>E. RESOURCES</b>					
1. My department/office has sufficient resources so I can perform my job.					
2. My department/office provides sufficient travel resources so I can meet my job expectations.					
3. I have sufficient equipment to satisfactorily perform my job.					
4. I have sufficient support staff to satisfactorily perform my job.					
5. I have adequate access to a computer so I can remain informed about campus issues and activities.					
6. I have adequate e-mail access.					
7. I have adequate access to computer-knowledgeable people for the technical assistance I need.					
8. Software/hardware troubleshooting for my computer is provided in a timely fashion.					
9. Repair work required to keep my computer running is provided in a timely fashion.					

<b>F. LEADERSHIP OF THE INSTITUTION</b>					
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1. MSU-Bozeman administrative leadership considers the views of Professional Staff when making decisions.					
2. I am given opportunities to serve on campus committees.					
	Strongly Agree	Agree	Disagree	Strongly Disagree	Don't Know or N/A
3. I am satisfied with Professional Staff representation on key committees.					
4. The assignment of Professional Staff to committees is equitable.					
5. I am satisfied with Professional Staff representation on search committees for positions which affect me.					
6. Professional Council adequately represents the interests of Professional Staff.					
7. The restructuring of the Montana University System has benefitted the MSU-Bozeman campus.					
8. The reputation of MSU-Bozeman remains unchanged even though there are other campuses in the state with similar names.					

<b>G. WORK PLACE</b>					
1. The physical environment of my work place is adequate for the job I need to do.					
2. My individual work place is adequately cleaned.					
3. The furnishings/equipment in my workplace are adequately maintained.					

<b>H. UNIVERSITY MISSION AND PLANNING</b>					
1. The activities of the University reflect the stated tripartite mission for MSU-Bozeman - providing quality undergraduate and graduate education, conducting basic and applied research and creative activity, and providing service through outreach.					
2. Decision-making should be guided by the Long-Range Plan.					
3. The process undertaken by the 1997-98 Special Review Committee has assisted the University in its planning efforts.					
4. The process undertaken by the 1998-99 Strategic Planning and Budget Committee will result in the implementation of more integrated budgetary and planning decisions.					

<b>I. INSTITUTIONAL INTEGRITY</b>					
1. Institutional regulations are consistently applied at all levels.					
2. I have adequate access to the institutional policies I need to do my work (i.e., administrative policies, student policies, etc.).					
3. The administration supports ethnic and gender diversity on this campus.					
4. The University communicates relevant information to all of its constituents.					

5. The University has adequate procedures for dealing with sexual harassment.					
6. The University has adequate procedures for dealing with discrimination.					
7. The University has adequate procedures for dealing with disciplinary issues involving students.					

**A. OTHER COMMENTS**

	Very Satisfied	Satisfied	Dissatisfied	Very Dissatisfied	Don't Know or N/A
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1. What is your level of satisfaction with your job at MSU-Bozeman?					
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2. As a Professional Staff member, what do you like most about MSU-Bozeman?

3. As a Professional Staff member, what do you like least about MSU-Bozeman?

4. Please use this space or attach additional sheets if you would like to provide any further comments.

**K. DEMOGRAPHICS.** *[The following information is for statistical purposes only.]*

1. Years of service at MSU-Bozeman \_\_\_\_\_

2. Gender       Female       Male

3. Organizationally my position falls under the following executive officer:

- President Michael Malone
- Senior Vice President and Provost Joseph Chapman
- Vice President for Administration and Finance Thomas Stump
- Vice President for Research, Creativity & Technology Transfer Thomas McCoy
- Vice President for Student Affairs Allen Yarnell
  
- Don't know