Employee Survey Random Selection – Requirements and Instructions

Deadline for Submitting Email Addresses: February 17, 2027.
Please upload your email file onto your individually customized Administrative Portal. Login information for your secure Administrative Portal will be sent to your Primary Contact by **February 8, 2027.**

OVERVIEW - ELIGIBLE EMPLOYEES AND SAMPLE SIZE

Eligible Employees

The eligible audience for the employee survey is full-time Faculty, Administrators, Exempt Professional Staff and Non-exempt Staff who are employed at sites located in the U.S. and U.S. territories. Participating institutions will be asked to provide a random sample of up to 400 or 600 of these eligible staff, depending on the size of the eligible employee population. Please see below to determine how many employees you will need to survey. *Associate/Community Colleges are asked to include Adjunct Faculty in their total employee count.

Total Number of Employees within the Five Job Categories*	Guideline of Employees to be Surveyed
Up to 500	**Four-year Schools:** ALL Administrators, Faculty and Exempt Professional Staff. An average of 15% Non-exempts (percentage varies by sample and school size). **Two-year Schools:** ALL Administrators, Faculty and Exempt Professional Staff. An average of 8% of Non- exempts and an average of 19% of Adjuncts (percentages vary by sample and school size).
501 – 1,000	**Four-year Schools:** Up to 400 randomly selected employees among the four eligible job categories. Non- exempt representation will be capped at about 15% of the sample, based on sample and school size. **Two-year Schools:** Up to 400 randomly selected employees among the five eligible job categories. Non- exempt and Adjunct representation will be capped at about 8% and 19%, respectively, based on sample and school size.
1,001 +	**Four-year Schools:** Up to 600 randomly selected employees among the four eligible job categories. Non- exempt representation will be capped at about 15% of the sample, based on sample and school size. **Two-year Schools:** Up to 600 randomly selected employees among the five eligible job categories. Non- exempt and Adjunct representation will be capped at about 8% and 19%, respectively, based on sample and school size.

**The five job categories referenced include Administrators, Faculty, Adjunct Faculty, Exempt Professional Staff and Non-exempt Staff.*

Visit this page of our website to learn more about oversampling options that are available:

https://greatcollegesprogram.com/oversampling/

DATA TAGGING FOR RESPONSE RATE MONITORING

Response Rate Monitoring

To allow you to monitor response rates in real-time during the survey period, ModernThink asks you to supply your email addresses divided into the five Job Categories. This allows us to alert you to which specific categories are lacking in responses at any given time.

EMAIL LIST INSTRUCTIONS

You will be able to upload the email addresses for each Job Category, one category at a time, onto the Administrative Portal. The best way to execute this process is to simply compile your random samples for each Job Category in an Excel spreadsheet, then copy and paste each set of emails onto the platform provided in the Administrative Portal (see below for detailed instructions on this process). Instructions are also provided on the "Upload Emails" page of the portal.

EXCEL INSTRUCTIONS

Before starting the below, please log in to your Administrative Portal to learn the number of emails we require to be uploaded for each Job Category.

For those unfamiliar with random sampling, the process outlined below details the steps to select a random sample of your Faculty, Administrators, Exempt Professional Staff, Non-exempt Staff and Adjuncts (for two-years) using an Excel spreadsheet. Alternatively, some management software systems have this capability. You may want to check with your HR/IT support to see if you already have this functionality.

1) To begin, you will first need four lists of names and/or e-mail addresses of all eligible employees divided into four worksheets - one for Full-time Faculty, the second for Administrators, the third for Exempt Professional Staff and the fourth for Non-exempt Staff. If you are an Associate College, you will need a fifth worksheet containing a list of your Adjunct/Part-time Faculty.

Excel 2003:

Please use the following formulas to generate a random list of individuals proportionally representative of each Job Category:

=RAND()*F_R (F_R stands for the number of Faculty that will be randomly selected

based on the number of required emails displayed on the "Upload Email" page of your Administrative Portal.)

=RAND()*A_R (A_R stands for the number of Administrators that will be randomly selected based on the number of required emails displayed on the "Upload Email" page of your Administrative Portal.)

=RAND()*P_R (P_R stands for the number of Exempt Professional Staff that will be randomly selected based on the number of required emails displayed on the "Upload Email" page of your Administrative Portal.)

=RAND()*N_R (N_R stands for the number of Non-exempt Staff that will be randomly selected based on the number of required emails displayed on the "Upload Email" page of your Administrative Portal.)

For example, if you require 250 Faculty members to be randomly selected, the equation that you will insert into Cell B1 is **=RAND()*250**

Example:

	A	B
1	john.smith@xyz.edu	=RAND()*250
2	jane.doe@xyz.edu	
3	sam.jones@xyz.edu	

When you hit 'enter', the formula will change to a number between 0 and 250.

Excel 2007:

Using the same example of 250 Faculty members, type the following formula in a free cell next to the first employee name or email: **=RANDBETWEEN(1,250)**

Example:

	A	B
1	john.smith@xyz.edu	=RANDBETWEEN(1,250)
2	jane.doe@xyz.edu	
3	sam.jones@xyz.edu	

The rest of the instructions apply to both Excel 2003, 2007 and 2010 versions.

2) Copy the formula into the cell next to each name or email address. After you have copied the formula into each cell, select this cell and highlight all the cells in column B down to the last name on the list. Go to **Edit,** select **Fill** and **Down.** This will copy the formula to all the cells on the list. Each cell will now contain a random number within the range you supplied. Don't worry that the numbers change as you move from row to row.

3) Highlight all cells with just-generated random numbers. While cells are still highlighted, from the top menu select **Edit** and **Copy**. Then select **Edit, Paste Special**, and Paste: **Values**. This replaces the formula (in our example in Column B) with a new set of random numbers that do not change when working with them.

4) Highlight the **whole** spreadsheet (click on the blank cell at the very top left of your spreadsheet – above the 1 and to the left of your column A)

Example:

	A	B
1	john.smith@xyz.edu	172.961285
2	jane.doe@xyz.edu	90.30077771
3	sam.jones@xyz.edu	336.0189913

5) From the top menu, select **Data**, then **Sort** (in either ascending or descending order). In the **Sort By** box, select the column that your random numbers are in (in this example, column B). Select the appropriate button to indicate whether your data has a header row (this example does not have a header row). Hit OK. Your spreadsheet will sort on the random numbers and reorder the rows of your spreadsheet.

6) Using the example of 250 Faculty members, the first 250 names or email addresses represent a random sample of 250 of your Faculty. Select "Full-time Faculty" from the drop-down "Category" option on your Administrative Portal. Now all you have to do is copy the first 250 emails on your worksheet, and paste those emails into the platform provided on the Participant Portal for Faculty.

7) Repeat the above process for each of the remaining Job Categories (Administrators, Exempt Professional Staff and Non-exempt Staff, plus Adjunct/Part-time if you are an Associate College).