Institution Questionnaire – Data Entry Guide

The Institution Questionnaire (IQ) is an important part of the Great Colleges assessment process. This information supplements the faculty/staff survey results and enables us to identify cutting-edge practices. Our goal is to receive completed IQ forms that can be analyzed and tabulated in an efficient manner and to ensure consistency across all participating schools. This document offers some tips to help applicants move through the IQ in the shortest amount of time, with the highest degree of accuracy.

Input Boxes:

Though we have tried to simplify the IQ by gathering as much data as possible through multiple choice questions, a number of sections require that either text or numerical data are typed into input boxes. We provide examples of what should be entered next to each input box, but here are some additional field definitions that are specific to each type of data requested:

- **Text** – ONLY text will be accepted. Please do not attempt to enter numbers or symbols.
- **Dollar Amounts, Percentages** – ONLY numbers and decimal points will be accepted. Please do not attempt to enter dollar or percent symbols.
- **Phone Numbers** – Can be entered with dashes or without.
- **Email Address** – Must contain the @ symbol.
- **Website** – Must contain "www" in complete URL.
- **Address** – Intended to accept a combination of numbers and letters. Please enter a full address including street, city, state, and zip code.
- **Ratio** – Must contain colon.

If you elect to copy and paste information into input boxes, please copy into notepad first, then copy and paste from there into the IQ. This will eliminate Unicode issues with your submission.

Open-response Questions:

To ensure your institution's strongest candidacy, it is important to provide supporting information. **Simply referring survey analysts to your institution's website is not sufficient.** Think of the open-ended questions as another way of asking "What makes your institution special and unique?".

As you think about how you want to address these sections, please keep the following advice in mind: Begin by making the distinction between a standard procedure and a best practice. Standard procedures allow for the efficient, daily operation of the institution. A best practice is a program or

methodology that provides competitive advantage, performance excellence or measurable improvement. Moreover, best practices emerge from the institution's strategic objectives.

We are looking for initiatives that have produced specific, positive outcomes. Given that the primary goal of the Great Colleges program is to collect higher education-specific benchmarking data, our hope for these sections of the IQ is to uncover practices and policies that have had significant positive impact. While it is important for us to know that you conduct an orientation program for new faculty, we want to know *what sets your new program apart from all the others*.

Example of an open- response entry that supports recognition:

> *In 2025, XYZ University initiated the Professional Development Institute for support staff. The Institute offers tailored development programs and services to increase retention, foster career growth, and to support this institution's staffing needs. Both the Office of Staff Development (clerical and service staff) and First Time Supervisor (mid-level aspiring supervisors) programs have achieved over 90% completion rates. Graduates are assisted in job search efforts by recruiters, and many have been promoted to higher-level positions.*

Example of an open-response entry that mitigates opportunity for recognition:

> *It is hard to describe in words what it is that we do that has held the university together through 50 years of ups and downs. Many people believe that there is no other institution quite like ours. This is a special place to those who have studied and worked here, as evidenced by the number of people who leave and then return to retire here. We always find a way to work through our problems, no matter how difficult. A great example of this is the development of our Strategic Plan. A diverse cross-section of representatives worked long and hard on the plan, which is now looked upon as a model. There is a continuous effort to improve.*

If you elect to copy and paste information into open response boxes, please copy into notepad first, then copy and paste from there into the IQ. This will eliminate Unicode issues with your submission.

Frequently Asked Questions:

General

- *Questions referring to the past year* – Please use the calendar year for these items unless the question specifically asks for fiscal year.

Institution Faculty/Staff

- *Numbers 1-7* - The calculations on this page are percentages of each job category. For example, if there are 100 faculty members at your institution and 50 of them identify as male, your calculation would be 50/100 and you would enter "50" in the box below to indicate 50%.

Turnover

- *Number 1* – Annual voluntary turnover is defined as the rate at which employees enter and willingly leave an institution in a given fiscal year. To calculate annual voluntary turnover, divide the number of voluntary separations during the year by the average number of employees during the year and multiply by 100.

Example (FT Faculty Voluntary Turnover):

$$\frac{\text{Number of Voluntary FT Faculty Separations Last Fiscal Year}}{\text{Average Number of FT Faculty Last Fiscal Year}} \times 100$$

People Practices and Benefits

- *Number 1* – Please write the average of paid time off days available to employees.

Completing the Questionnaire

- Please note that only very rarely can an institution hit 100% complete on the progress bar. This is because some questions on the IQ are only presented based on prior responses (logic-based). If you have not answered every IQ question in the particular way needed to uncover all logic-based questions, you will not reach 100% completion. This is perfectly acceptable. If you do not reach 100% completion, you should assume that some questions do not pertain to your institution.

- Your responses are saved as you proceed through the questionnaire and there is no need to submit. You can revisit the IQ as often as you need to through your Administrative Portal until **March 22, 2027.**