

**New Work System Design Team  
Faculty Survey**

**Background About You**

Name:

Faculty Rank:

Length of Time at Kennedy School:

**Background About Your Faculty Assistant**

Faculty Assistant years of service at the Kennedy School:

How long have you worked with your current Faculty Assistant?

1 year <

1-3 years

>3 years

What percent of your Faculty Assistant's time is allocated to you and your work?

100%

50%

33%

17%

8%

Other

How satisfied are you with the current Faculty Assistant assignment process?

Very

Fairly

Not At All

What if anything, would you change?

How well matched are your needs and your Faculty Assistant's skill sets?

Not Well Matched

Well Matched

1...

2...

3...

4...

5...

Please provide some examples

## Questions Regarding Support that You Need

1. How much support does your faculty assistant provide for you:

	No Support	Significant Support				
a. Research						
i. Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Other Research Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Teaching						
i. KSG	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ii. Executive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
iii. Outside	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Writing (editing, footnote checks etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Outside Conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Outside activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. School administration (e.g. committee work)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Other (please specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. On the list below, please check the tasks your faculty assistant currently does for you or that you would like done:

	Current Task	Would Like Done	Not Needed
<b>Course Support</b>			
1. Prepare course materials (syllabi, course packets and handouts)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Coordinate with CMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Manage and Maintain course websites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Support Course Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Distribute, collect, track and record of papers, problems sets, exams	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Prepare/produce presentations (slides, PowerPoint, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Distribute/Collect, and monitor course evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Current Task	Would Like Done	Not Needed
<b>Research</b>			
8. Prepare materials for publication and/or reports (tables, charts, bibliographies)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Proofread manuscripts and/or correspondence in advance of distribution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Internet and library/research work including citation research or gathering materials (paper, books)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Basic statistical work (e.g. SAS, Stata)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Research and complete bibliographies for publications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Support Fellows or doctoral students you sponsor	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Support Research Assistant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Research and evaluate articles for research	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Meetings &amp; Conferences</b>			
16. Design and produce invitations, nametags, agendas for meeting & conferences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Transcribe notes from a meeting, letters, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Coordinate conference calls	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. Coordinate meetings (invitations, RSVPs, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20. Manage faculty calendar (electronic and/or paper)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
21. Handle publicity, e.g., announcements, press releases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
22. Make travel arrangements (both domestic and/or international)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Administrative/General</b>			
23. Arrange media services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
24. Order computer (hardware & software)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
25. Database management (e.g. Access, FoxPro)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
26. Purchase supplies and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
27. Create and maintain filing systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
28. Word processing - letters, papers, bibliographies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
29. Read, answers, prioritize faculty mail (including e-mail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
30. Manage and direct Research and/or Course Assistants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Current Task	Would Like Done	Not Needed
31. Process and submit research, post-doctoral and fellowships appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
32. Support Faculty recruitment and/or academic promotion processes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
33. Hardware and software installation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
34. Graphics & presentation software (PowerPoint, etc)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
35. Web design (e.g. FrontPage, HTML, Dreamweaver)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
36. Troubleshooting computer & software problems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
37. Creating and monitoring budgets for events, conferences, grants	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
38. Prepare materials for submission of grant proposals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
39. Oversee financial administration for grants and contracts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3. Are there additional tasks you would like your faculty assistant to do? If so, what are they?

4. Of the above tasks, what are the five most important tasks that your Faculty Assistant does (enter number of item from above, or additions)?


5. Which of the tasks below would you like your Faculty Assistant to received additional training on:

**Course Support**

- Prepare course materials (syllabi, course packets and handouts)
- Manage and maintain course websites
- Prepare/produce presentations (slides, powerpoint, etc.)

**Research**

- Prepare materials for publication and/or reports (tables, charts, bibliographies)
- Internet and library/research work including citation research or gathering materials (paper, books)
- Basic statistical work (e.g. SAS, Stata)
- Research and complete bibliographies for publications
- Research and evaluate articles for research

**Meetings & Conferences**

- Design and produce invitations, nametags, agendas for meeting & conferences
- Manage faculty calendar (electronic and/or paper)
- Handle publicity, e.g., announcements, press releases
- Make travel arrangements (both domestic and/or international)

**Administrative/General**

- Database management (e.g. Access, FoxPro)
- Word processing - letters, papers, bibliographies
- Manage and direct Research and/or Course Assistants
- Process and submit research, post-doctoral and fellowships appointments
- Support Faculty recruitment and/or academic promotion processes
- Hardware and software installation
- Graphics & presentation software (PowerPoint, etc)
- Web design (e.g. FrontPage, HTML, Dreamweaver)
- Troubleshooting computer & software problems
- Creating and monitoring budgets for events, conferences, grants
- Prepare materials for submission of grant proposals
- Oversee financial administration for grants and contracts

Other training you would like to see:

6. Would you be willing to have your faculty assistant participate in an intern program here at KSG to advance their professional development?  Yes  No

How much time:  One Week  One Day a Week  A Few Hours  Not Sure

7. Would you be interested in participating in a Focus Group regarding these topics? If yes, please enter your name:

8. Do you have any other comments or thoughts?

Thank you for taking the time to fill out this survey.  
Please send completed copy to:  
Stephen Walt  
Academic Dean's Office  
Littauer 320