Equality Diversity & Inclusion Sample Survey - Staff/Students
Provided by the University of St Andrews



Start of Block: Introduction and consent to proceed



Q1 This survey is for all Staff and Students who are based in the [SCHOOL].

The [SCHOOL] encourages an inclusive environment for all staff and students. This survey relates to your experiences and perceptions within the School, particularly those on equality, diversity and inclusion.  When we say diversity in this context we include people of different genders, ages, ethnicities, sexual orientations, disabled people, religion, beliefs and more.  The results will be analysed and summarised to assess the current culture within the [SCHOOL] and contribute to improved practices for the whole School community.  The survey will take approximately 15 minutes to complete.

Your answers will be treated in the strictest confidence, and every effort will be taken to make sure that individuals cannot be identified. The full survey responses will only be available to [list of Equality and Diversity Inclusion team members]. An anonymised summary of the responses will be produced for the [SCHOOL staff].

The results will also form part of the preparation for the School’s Athena SWAN Charter application (<http://www.ecu.ac.uk/equality-charter-marks/athena-swan/>) which recognises advancement of gender equality. The summary may be shared with relevant committees within the School and included in the School’s Athena SWAN application. The application will be submitted to AdvanceHE who run the Athena SWAN Chartermark and will be published on the School’s website.

Your responses and the anonymised aggregated information reported to the School will be held on computer systems managed by the [Institution] (<https://www.st-andrews.ac.uk/terms/data-protection/>) and AdvanceHE (<https://www.ecu.ac.uk/privacy-policy>) in accordance with the Data Protection Act 2018.

If you have a question about the survey, how your data are protected and processed, or to make a comment or complaint please contact the relevant individual below:
XXX ([SCHOOL]): POSITION, EMAIL

Please complete by [DAY DATE].

Thank you for taking part in this survey.

Please indicate your consent to provide these data and your understanding of the conditions under which you are providing it before proceeding to the questions:

* I have been informed about the purpose of providing my data and consent to the [Institution] processing my data for the purposes described above (with this option you will continue the survey)
* I do not consent to the [Institution] processing my data for the purposes described above (with this option you will exit the survey)

End of Block: Introduction and consent to proceed

Start of Block: Did not consent to data processing

Display This Question:

If This survey is for all Staff and Students who are based in the [SCHOOL].   The [SCHOOL] encourage... = I do not consent to the [Institution] processing my data for the purposes described above (with this option you will exit the survey)

Q2 Without consent to process your data we are unable to proceed so you have reached the end of this survey. Thank you.

Skip To: End of Survey If Without consent to process your data we are unable to proceed so you have reached the end of this...() Is Displayed

End of Block: Did not consent to data processing

**NOTE:** Some possible questions are included here.

Start of Block: Start of Survey

Q3 Prior to this survey I had heard of the Athena SWAN Charter recognising advancement of gender equality

* Yes
* No
* Prefer not to answer

Q4 Equality, Diversity & Inclusion are a priority within the School

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q5 Equality, Diversity & Inclusion are a priority within the [Institution]

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q6 The School creates a welcoming environment in which to work/study

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q7 Please feel free to elaborate on whether you agree or disagree that the School creates a welcoming environment to all

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q8 The School creates a supportive environment in which to work/study

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q9 The social activities within the School are welcoming to all

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q10 Please feel free to elaborate on whether you agree or disagree that the social activities are welcoming to all

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q11 The course curriculum is representative of a diverse range of perspectives

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q12 Within the School there is a good balance of diversity among:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | Prefer not to answer |
| Students  |  |  |  |  |  |  |
| Staff  |  |  |  |  |  |  |
| Guest speakers  |  |  |  |  |  |  |
| School decision makers  |  |  |  |  |  |  |

Q13 There are strong role models for me within the School

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q14 I am optimistic about my options for career progression following my current role or course of study

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q15 Please feel free to elaborate on how optimistic you are about your options for career progression

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q16 I have adequate opportunities to network...

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | Prefer not to answer |
| ...in the School  |  |  |  |  |  |  |
| ...in the University  |  |  |  |  |  |  |
| ...outside the University  |  |  |  |  |  |  |

Q17 The structure of my primary role in the School is:

* Full-time
* Part-time
* Prefer not to answer

Q18 My primary role in the School is:

* Undergraduate Student
* Postgraduate Taught Student
* Postgraduate Research Student
* Teaching only Staff ((Education focused track) i.e Associate Lecturer)
* Research only Staff ((Research focused track) i.e. Research Fellow)
* Teaching and Research Staff (Incl. Education and Research focused track)
* Professional Services Staff (Incl. Technicians)
* Other (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to answer

End of Block: Start of Survey

Start of Block: Staff only

Q19 I am currently employed at...
(<https://www.st-andrews.ac.uk/media/human-resources/salariespensions/salaries/51_spine_points_pay%20award.pdf>):

* Grade 1
* Grade 2
* Grade 3
* Grade 4
* Grade 5
* Grade 6
* Grade 7
* Grade 8
* Grade 9
* Not sure
* Not applicable
* Prefer not to answer

Q20 My current contract is:

* Fixed-term
* Open-ended (or Permanent)
* Zero hours, casual or bank worker
* Honorary
* Prefer not to answer

Q21 Current hiring processes in the School are conducted according to the University's "Inclusive Recruitment Guide" (<https://www.st-andrews.ac.uk/hr/edi/inclusiverec/>)

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q22 I am encouraged to undertake additional professional training (e.g. through CAPOD or technical training as appropriate to my discipline)

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q23 In the past 18 months I have attended at least one professional training activity (other than Induction)

* Yes
* No
* Not sure
* Prefer not to answer

Q24 The Review and Development process (a.k.a. Q6 or annual appraisal) has been/will be a useful opportunity in which to:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | Prefer not to answer |
| Discuss my activities of the past year and the year to come  |  |  |  |  |  |  |
| Discuss my development requirements |  |  |  |  |  |  |
| Agree objectives with my line manager  |  |  |  |  |  |  |

Q25 My skills/contributions are valued by the School

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q26 Please feel free to elaborate on the way your skills and contributions are valued by the School

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Display This Question:

If My primary role in the School is: = Teaching and Research Staff (Incl. Education and Research focused track)

Or My primary role in the School is: = Research only Staff ((Research focused track) i.e. Research Fellow)

Or My primary role in the School is: = Teaching only Staff ((Education focused track) i.e Associate Lecturer)

Q27 When did you last apply for promotion

* 0-2 years
* 3-5 years
* 5+ years
* I have not yet applied for promotion in the School
* I am ineligible for promotion
* Prefer not to answer

Display This Question:

If My primary role in the School is: = Teaching and Research Staff (Incl. Education and Research focused track)

Or My primary role in the School is: = Research only Staff ((Research focused track) i.e. Research Fellow)

Or My primary role in the School is: = Teaching only Staff ((Education focused track) i.e Associate Lecturer)

Q28 When considering promotions procedures I am satisfied with:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | Prefer not to answer |
| The information available to me in advance  |  |  |  |  |  |  |
| The guidance I received from the School  |  |  |  |  |  |  |
| The opportunities I have in the School to build my portfolio  |  |  |  |  |  |  |
| The overall promotions process  |  |  |  |  |  |  |

Display This Question:

If My primary role in the School is: = Teaching and Research Staff (Incl. Education and Research focused track)

Or My primary role in the School is: = Research only Staff ((Research focused track) i.e. Research Fellow)

Or My primary role in the School is: = Teaching only Staff ((Education focused track) i.e Associate Lecturer)

Q29 Please feel free to comment on promotions procedures

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Display This Question:

If My primary role in the School is: = Teaching and Research Staff (Incl. Education and Research focused track)

Or My primary role in the School is: = Research only Staff ((Research focused track) i.e. Research Fellow)

Or My primary role in the School is: = Teaching only Staff ((Education focused track) i.e Associate Lecturer)

Q30 The School's workload allocation model encompasses the University's three principles of (1) Transparency, (2) Recognition of leadership and administrative service and (3) Equity (<https://www.st-andrews.ac.uk/media/human-resources/equalitydiversity/athena-swan/Workload-Model-Principles.pdf>)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Strongly agree | Agree | Neither agree nor disagree | Disagree | Strongly disagree | Prefer not to answer |
| Transparency  |  |  |  |  |  |  |
| Recognition of leadership and administrative service  |  |  |  |  |  |  |
| Equity  |  |  |  |  |  |  |

Display This Question:

If My primary role in the School is: = Teaching and Research Staff (Incl. Education and Research focused track)

Or My primary role in the School is: = Research only Staff ((Research focused track) i.e. Research Fellow)

Or My primary role in the School is: = Teaching only Staff ((Education focused track) i.e Associate Lecturer)

Q31 My role is appropriately recognised in the workload allocation model

* Strongly Agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q32 I am confident my line manager would be supportive of flexible working if I made a request

* Strongly agree
* Agree
* Neither agree not disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q33 Core activities like events/meetings are scheduled during the School core hours of \*\*\*

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

End of Block: Staff only

Start of Block: Students only

Display This Question:

If My primary role in the School is: = Undergraduate Student

Or My primary role in the School is: = Postgraduate Taught Student

Or My primary role in the School is: = Postgraduate Research Student

Q34 I am enrolled in:

* Year 1
* Year 2
* Year 3
* Year 4
* Year 5
* Year 6
* Other
* Prefer not to answer

End of Block: Students only

Start of Block: Experiences

Q35 The following questions may be challenging to answer for some members of the School so we would like to point you to some additional resources you may find useful now or in general.

Head of School \*\*\*?

School EDI Officer \*\*\*

Student Advice pages - <https://www.st-andrews.ac.uk/students/advice/>

HR Support and Advice pages - <https://www.st-andrews.ac.uk/hr/supportandadvice/>

Chaplaincy - <https://www.st-andrews.ac.uk/chaplaincy/>

Wellbeing pages - <https://www.st-andrews.ac.uk/staff/wellbeing/>

Samaritans - <https://www.samaritans.org/>

NHS 24 - <http://www.nhs24.scot/>

The University is committed to a zero-tolerance approach to bullying, harassment, discrimination or victimisation of any kind. Such behaviour is contrary to the values and ideals of our shared community which requires a commitment to treat everyone with dignity, courtesy and respect. Any allegation of bullying, harassment, discrimination or victimisation will be investigated promptly, efficiently and sensitively by Human Resources (HR) and, if there are grounds, disciplinary action will be taken, up to and including summary dismissal.

Definitions:

• **Bullying** is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient.
• **Harassment** is unwanted conduct related to a relevant protected characteristic, which has the purpose or effect of violating an individual’s dignity or creating an intimidating, hostile, degrading, humiliating or offensive environment for that individual
• **Victimisation** is bad treatment directed towards someone who has made or is believed to have made or supported a complaint under the Equality Act

-- Advisory, Conciliation and Arbitration Service (ACAS)

Q36 I know where to find information about taking maternity/paternity/adoption or other parental leave

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q37 I am confident that the School would be supportive if I requested maternity/paternity/adoption or other parental leave

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q38 I know where to find information if I required long term sickness leave, special leave or leave of absence (e.g. time off for dependants/carers leave/compassionate leave)

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q39 I am confident that the School would be supportive if I required long term sickness leave, special leave or leave of absence (e.g. time off for dependants/carers leave/compassionate leave)

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q40 When I took leave for maternity/paternity/adoption, other parental leave, illness, special leave (e.g. time off for dependants/carers leave/compassionate leave) or other leave of absence the School was supportive

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer
* Not applicable

Q41 Please feel free to elaborate on your experience when you took leave

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q42 The School has clear guidance on where to find support around issues such as discrimination, bullying or harassment

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q43 I would be comfortable raising concerns about discrimination, bullying or harassment in the School

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q44 I am confident that senior members of staff would challenge instances of discrimination, bullying or harassment in the School

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q45 The School handles Equality, Diversity & Inclusion concerns well

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q46 The University handles Equality, Diversity & Inclusion concerns well

* Strongly agree
* Agree
* Neither agree nor disagree
* Disagree
* Strongly disagree
* Prefer not to answer

Q47 Are there any other equality, diversity and inclusion discussion points that this questionnaire has not addressed which you would like to raise?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q48 Do you have any suggestions for how the School can make the environment more welcoming or supportive to all members of the community?

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Q49 We would just like to signpost you again to some relevant contacts

Head of School \*\*\*?

School EDI Officer \*\*\*

Student Advice pages - [https://www.st-andrews.ac.uk/students/advice/](file:///C%3A%5CUsers%5Ckfm3%5CDownloads%5Cwww.st-andrews.ac.uk%5Cstudents%5Cadvice%5C)

HR Support and Advice pages - <https://www.st-andrews.ac.uk/hr/supportandadvice/>

Chaplaincy - <https://www.st-andrews.ac.uk/chaplaincy/>

Wellbeing pages - <https://www.st-andrews.ac.uk/staff/wellbeing/>

Samaritans - <https://www.samaritans.org/>

NHS 24 - <http://www.nhs24.scot/>

End of Block: Experiences

Start of Block: Demographics

**Collecting demographic data**

We collect demographic data so that we know our responses are representative of our entire community.  We don’t use the data to identify individuals, but it’s important to us that we understand if there are differences in the experiences of one demographic group compared to another.

You may be wondering why we use the language and phraseology that is here in the survey.  Primarily, these are based on UK government recommendations and requirements so that we can compare to national figures for benchmarking purposes.  All of the questions include an option to prefer not to answer so that you can opt out of answering the question.  If you have any questions about the way that we use this information, please feel free to contact [xxx].

Q50 What is your age group?

* Under 20
* 20-24
* 25-29
* 30-34
* 35-39
* 40-44
* 45-49
* 50-54
* 55-59
* 60-64
* Over 64
* Prefer not to answer

Q51 How do you describe your ethnic origin?

* Arab
* Asian or Asian British - Bangladeshi
* Asian or Asian British - Indian
* Asian or Asian British - Pakistani
* Other Asian background
* Black or Black British - African
* Black or Black British - Caribbean
* Other Black background
* Chinese
* Gypsy or Traveller
* Mixed - White and Asian
* Mixed - White and Black African
* Mixed - White and Black Caribbean
* Other Mixed background
* White - British
* White - Irish
* White - Scottish
* Other White background
* Other Ethnic background \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Not Known
* Prefer not to answer

Q52 How would you describe your gender?

* Man
* Woman
* Gender fluid
* Non-binary
* Other gender identity (please specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to answer

Q53 How do you describe your sexual orientation?

* Asexual
* Bisexual
* Gay Man
* Gay Woman/Lesbian
* Heterosexual
* Not Known
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Prefer not to answer

Q54 Do you consider yourself to be disabled?

* Yes
* No
* Prefer not to answer

Q55 Do you have caring responsibilities (for a child, child with additional support needs or another adult)?

* Yes
* No
* Prefer not to answer

Display This Question:

If Do you have caring responsibilities (for a child, child with additional support needs (or SEN) or... = Yes

Q56 If you have caring responsibilities, please select all that apply:

* Pre-school age child(ren)
* Child(ren) between ages 5-12
* Child(ren) between ages 13-18
* Child(ren) with additional support needs
* Adult dependant(s)
* ⊗Not applicable
* ⊗Prefer not to answer

End of Block: Demographics

Start of Block: Successful Completion Confirmation

Q57 You have successfully completed the [School] [Year] EDI Staff and Student Survey. Thank you for your responses.

End of Block: Successful Completion Confirmation