

Audit Questionnaire Step 9: TRS and Retention Practices

1. Does the institution have a stated compensation philosophy linked to institutional mission, vision, and values?
 Yes No
 - a. Does the compensation philosophy identify the need to retain and sustain a talented and diverse workforce?
 Yes No
 - b. Does the compensation philosophy address both internal and external equity?
 Yes No

2. Does the compensation program involve regular review of the comparative progress of women and minorities?
 - a. For administrators?
 Yes No
 - b. For faculty?
 Yes No
 - c. For managers and supervisors?
 Yes No
 - d. For professional staff?
 Yes No
 - e. For support staff?
 Yes No

3. Are formal guidelines issued for discretionary salary increases such as the distribution of merit pools?
 - a. For administrators?
 Yes No
 - b. For full-time faculty?
 Yes No
 - c. For staff?
 Yes No
 - d. Please explain:

4. What positions initiate and approve discretionary salary adjustments?

a. For faculty?

Initiates _____

Approves _____

b. For administrators?

Initiates _____

Approves _____

c. For staff?

Initiates _____

Approves _____

5. Are discretionary increase recommendations reviewed for equity and potential disparities for women and minorities?

___ Yes ___ No

a. Which offices review these recommendations for equity?

6. Does the institution have a benefits strategy that links benefits packages and leave programs to a total rewards approach and EVP?

___ Yes ___ No

7. Has the institution sought employee input on benefits, wellness, and work/life offerings through surveys, studies, or focus groups/town halls?

___ Yes ___ No

Please describe:

8. Were the results of benefits, wellness, and work/life surveys communicated to employees?

___ Yes ___ No

9. Does the institution have a wellness program and plan?

___ Yes ___ No

a. Is there staffing for the wellness function?

___ Yes ___ No

b. Are incentives offered for wellness goals?

___ Yes ___ No

10. Does the institution produce written materials describing work/life and wellness benefits and policies?

___ Yes ___ No

Please describe:

11. Does the institution have a flex-time policy?

Yes No

12. Does the institution have a telecommuting policy?

Yes No

13. Does the institution offer stop-the-clock tenure and reduced workload policies for parents of newborn children or adoptive parents?

Yes No

Please list the policies here:

1. _____

2. _____

3. _____

14. Is regular review conducted of the implementation of stop-the-clock and parental leave policies in terms of accessibility across divisions and departments?

Yes No

15. Does the institution have a dual-career program that assists with spousal placement?

Yes No

16. Does the institution have formal mentoring programs?

a. For junior faculty?

Yes No

b. For administrators?

Yes No

c. For staff?

Yes No

Please describe these programs:

17. Does the institution have a confidential employee assistance program (EAP)?

Yes No

a. Does the EAP provide regular utilization statistics to HR?

Yes No

- b. Is the EAP program identified in policy and shared in benefits materials disseminated to employees?
 Yes No
- c. Does the program offer counseling to employees?
 Yes No
18. Is regular review conducted of promotion and advancement statistics in terms of the participation of women and minorities?
 Yes No
- a. Which offices and positions conduct this review?

- b. How are findings communicated?

- c. Does the board of trustees receive periodic updates on promotion and advancement with analysis of the participation of women and minorities by employment group and division/department?
 Yes No
- d. Does the board of trustees discuss these statistics at their meetings?
 Yes No
19. Is regular review conducted of turnover statistics in terms of women and minorities?
 Yes No
- a. Which offices conduct this review?

- b. Does the board of trustees receive periodic updates on turnover with analysis of the participation of women and minorities by employment group and division/department?
 Yes No
- c. Does the board of trustees discuss these statistics at their meetings?
 Yes No
20. Are exit interviews conducted to determine the reasons for lack of retention?
 Yes No
- a. Which positions conduct these interviews?

b. Is confidential analysis of the results of exit interviews presented in summary format to administration?

____Yes ____No

c. Does the analysis address turnover reasons for women and minorities?

____Yes ____No

d. Is the analysis shared with the board of trustees?

____Yes ____No

21. Does the institution have a diversity recognition program?

____Yes ____No

Please describe:

Summative Evaluation: Please provide a summative evaluation of the results of this questionnaire and concrete steps for enhancement:

Goals for enhancement:

1. _____
2. _____
3. _____