

Employee Engagement Survey Spring 2021—Timeline and Process

February 4-26, 2021	<ul style="list-style-type: none"> ➤ Seek President’s Cabinet’s feedback: <ul style="list-style-type: none"> a. Using the 2019 Survey Questions b. Revising outdated items c. Timeline d. Members seek feedback from their relevant area managers/staff ➤ Feedback from SGC on the Survey items and timeline. ➤ Feedback from Academic Senate, Classified Senate, and Student Senate on the Survey items and timeline.
March 1, 2021	All feedback from SGC, Academic Senate, and Classified Senate, is due to the Office of Planning & Institutional Effectiveness
March 4, 2021	Planning Committee accepts the Survey items and timeline
March 8 – April 16, 2021	Employee Engagement Survey be administered from March 8 to April 8, 2021 (4 1/2 weeks). Survey closes on Friday, April 9, 2021.
April 28, 2021	Results share with the President’s Cabinet
May 3, 2021	Results shared with Academic and Classified Senate
May 6, 2021	Results shared with the Planning Committee Planning Committee approves Results Dissemination Outline and Results Review Template
May 12, 2021	Results shared with Shared Governance Council (SGC)
May 19, 2021	Results shared with the President’s Council
Summer 2021	Results and feedback post on the Website
September 2021	Dissemination of 2019 & 2021 Results Crosswalk (as approved by Planning Committee), Results Review Template and Timeline for Review Summary
December 15, 2021	Results Review Report/Summary Due to Planning Committee
February 2021	Planning Committee reviews and synthesizes results review reports/summaries
Spring 2022	Results and feedback incorporated to the <i>EMP 2020-2025 Midterm Evaluation Report</i> .

Implementation of the **Employee Engagement Survey every 3 years***:

**The survey will be implemented in Spring 2021 due to the USC Race & Equity Center employee surveys that will be administered in spring 2022.*

- Spring 2022 → results will incorporate to the mid-term EMP 2020-2025 to confirm/adjust college’s direction.
- Spring 2025 → results will incorporate to the development of EMP 2025-2030.

Last time it was administered in Spring 2019.