

**Year 3 Public Description of Work for
Action Collaborative on Preventing Sexual Harassment in Higher Education**

Lawrence Berkeley National Laboratory

Exit Survey Follow-up

Relevant Rubric Areas:

EVALUATION:

- Other methods for monitoring climate on an ongoing basis
- Conducting qualitative research on the experiences of sexual harassment

RESPONSE:

- Providing Anonymous and Non-mandatory Reporting Resources and Tools

Description of Work

Procedure Implemented -- Exit Survey Analysis and Follow-Up

1. The goals of Exit Survey Follow Up

The FAIR Office acronym stands for: Fundamental Rights, Affirmative Action, Impartial Investigations, and Respectful Resources the office works to actualize and implement Berkeley Lab's Affirmative Action Plan.

The exit survey follow-up and feedback processes are key to the Lab's vision of proactively engaging with the Lab community for feedback beyond climate surveys and formal complaints of issues.

Resources Used: A revised exit survey google form was implemented; the survey link was systematically sent to all persons who ended their employment with the Lab (no matter the reason). Respondents are provided the option to remain anonymous and each question are answered on a voluntary basis.

An analyst reviews the data and codes the comments into aggregated themes including: types of issues raised, division/location, and general employment category of parties (staff, supervisor, guest).

After data governance and deidentification to protect privacy, feedback is either passed to the division and HR Field or to investigators who conduct additional fact finding, provide additional root-cause analysis, and then report feedback to the appropriate divisions and parties.

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2. Reasons for this Work

In its 2021, [Guidance for Measuring Sexual Harassment](#), the Action Collaborative identified that there is a dearth of information when it comes to analyzing staff data (as compared to the student population).

As the Lab is primarily a staff-based environment, this underscored the importance of examining available data as it pertains to staff experiences. Qualitative assessments are useful in understanding the ways in which harassment is experienced, and the qualitative numbers that point to patterns of experiences within an institution are invaluable to address issues and work to prevent them.

While retaining evidence-based processes, we've utilized the guidance provided by NASEM in adapting the best practices highlighted for our workplace structure, keeping in mind our Lab community characteristics.

3. Work Implemented

The plans for survey revision began in the first quarter of 2021.

This new survey was fully implemented by the second quarter of 2021.

The 5-year lookback quantitative analysis was completed the third quarter of 2021.

The qualitative analysis was completed the first quarter of 2022.

Dissemination of the results to senior leaders was initiated in the first quarter of 2022.

Lawrence Berkeley National Laboratory was invited to be present on our experience and outcomes at the April 21, 2022 Action Collaborative Members Meeting.

4. New Work for Our Organization.

Previously, exit survey feedback was collected, but not aggregated to identify for problematic patterns. Additionally, because the first step of analyzing data was not systematically occurring, there was a missed opportunity for root cause analysis. In 2021, the lab analyzed five years of exit survey data, and revised the survey tool based on information gathered with the five-year look back. Afterwards we disseminated the general themes found at an institutional level to Senior Leaders, and where the analysis was compelling, we provided direct feedback to area leaders so that they could make informed programmatic improvements to their work environments.

5. Continuous Program and Process Improvement

To ensure continuous program and process improvement, we share feedback throughout the year and then summaries annually, simultaneously asking for feedback in return on the effectiveness of the process and opportunities to provide continued improvement. The most recent results yielded a pattern where supervisors tend to seek more specific and identifiable information than what is appropriate or available from the feedback process, and those expectations must be continually managed.

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6. Stakeholder Involvement

Please refer to our IDEA Accountability Model for information on our Senior Leadership Council: <https://diversity.lbl.gov/idea-accountability-model/>. This council is annually updated on programs and procedures and review white paper proposals for programs.

7. Next steps for this work.

We have automated the visualization/charting of quantitative aspects of survey for ease of annual reports. We will review open comment outcomes and further revise the survey to allow for more specific pre-coding by respondents.

8. Link to more information about the effort and/or contact information for someone

Website for further information:

<https://sites.google.com/lbl.gov/fair/community-resources/affirmative-action-plan>

Point of Contact Name:

Questions or concerns regarding the FAIR Office programs should be directed to Title IX/VII Officer, Leticia Ericson lericson@lbl.gov.

Email Address for Point of Contact: Contact information is at the bottom of this page:

<https://fair.lbl.gov/home>