

## **ADEA Climate Survey RFP Questions and Answers** **Dec. 17, 2020**

1. Approximately how many individual invitations (faculty, staff, students, administrators) for the 667 schools and programs will we be sending out to invite people to take the survey?

We anticipate ADEA and the selected vendor will work closely to identify survey dissemination strategies to the 667 dental schools and allied dental programs. Survey participants will include faculty, staff and students. ADEA will be instrumental in providing distribution methodology to the vendor. Best practices show that students, faculty, staff, residents and fellows are more likely to respond to surveys that come from leadership at their campuses. Survey sampling needs to be representative of schools and programs across the country to achieve an even distribution by key indicators. Two key sampling indicators that may be helpful for this survey population would be school census geographic region (West, Midwest, South, Northeast) and school type (public, private, private/state-funded). Based on data from the American Dental Association, Health Policy Institute, approximately 66,140 individuals comprise faculty, staff and students at dental schools and allied dental programs. At least a 50% response rate is needed to conduct statistical and validation analysis with the assumption the survey reaches every sampled individual.

2. Who will be responsible for supplying the email addresses of people to invite to the selected vendor—each individual school or ADEA?

ADEA typically does not send individual surveys to students, faculty, staff, residents and fellows, but has each dental school and allied dental program send emails with the survey link to their constituents.

3. Are you interested in using one single or four individual survey instruments (faculty, students, administrators, and staff)?

We are open to recommended options, but would like to have a simple survey design where faculty, students, administrators and staff are automatically directed to the portions of the survey that specifically apply to their respective groups.

4. Would there be an expectation to send an individual report of results to each of the 667 schools? If yes, would the cost for that be included in the proposal. If no, would each school be given the ability to request and pay for a report on their own?

We anticipate that each individual dental school and allied dental program that participates in the climate assessment will receive a report with their data. The cost of developing campus climate reports should be included in the proposal.

5. Would ADEA allow the selected vendor to offer a benchmarking report for individual dental school or allied dental programs comparing them to all of their peers?

ADEA will own the data and must approve any data requests. At the request of an individual dental school or allied program, a benchmark report may be generated and only compared with aggregate data. We anticipate sharing comparative aggregate climate survey data for the dental schools and allied dental schools. This may include data based on size, location in the United States or Canada, region, and other agreed-upon characteristics. However, it is very important to ensure anonymity so individual dental schools and allied dental programs do not receive reports where they can identify other individual dental schools or allied dental programs.

6. Would the selected vendor only be working with ADEA and the climate survey committee only?

We anticipate the vendor will work with ADEA staff, the ADEA Diversity and Inclusion Advisory Committee, and the ADEA Collaborative on Dental Education Assessment to develop the survey. However, the vendor may also work with dental school and allied dental school representatives in distributing the survey and related follow-up.

7. How many in-person presentations are you requiring? Who will the findings be presented to?

We anticipate the findings will be presented to the ADEA President and CEO and senior ADEA leadership. Additional presentations may be made to other key ADEA committees and council administrative boards as determined by the ADEA President and CEO.

8. Have you determined the approximate number of focus groups and/or interviews you would like conducted or approximately how many individuals you would like to engage as part of the assessment?

No, this decision has not been made, but recommendations should be part of your proposal, taking into consideration the use of virtual focus group capabilities. As a best practices, each focus group is usually six to eight individuals per group. ADEA wants to collect the dental education-wide information regarding people's diversity,

equity, and inclusion experiences and perspectives. Based on the schools and programs participating, we anticipate a large survey group and want a diverse representative sample of dental school and allied dental program focus group participants (e.g., dental school faculty, staff, administrators, students; and allied dental program faculty, staff, administrators, students) from different backgrounds, demographic areas, race/ethnicity, gender-identities, sexual orientations, etc.). To do this, we anticipate having focus groups for different regions of the United States (e.g., Northeast, Southeast, Midwest, Southwest, West Coast) and Canada (e.g. Northeast and Southwest) for each of the following categories: faculty, students, staff, and administrators from diverse backgrounds. We also anticipate the need for representation by school type (public, private, and private/state-funded). To achieve the appropriate theme saturation, we anticipate two to three diverse virtual focus groups per category (e.g., faculty, staff, students, administrators) per agreed-upon demographic region for the dental schools. We also anticipate these same but separate focus groups for the allied dental programs. However, ADEA is open to other focus group plans and structures to achieve appropriate and agreed-upon theme saturation.

9. Are you expecting one comprehensive report and recommendations with an organization-wide focus, or are you seeking more detailed findings and recommendations at the school/program level?

ADEA anticipates receiving a comprehensive climate assessment report with detailed findings and recommendations relevant to all of dental education, dental schools, and allied dental programs. Recommendations and findings may be impacted by region, size of the dental school or allied dental program, location within the United States or Canada, and other factors agreed upon by ADEA and the vendor.

10. Are you looking to develop broader organization-wide strategies and programs at the ADEA level, or are you seeking support for developing more targeted strategies and action plans at the school/program level? Please describe the level and depth of support you require.

Based on the findings and recommendations, ADEA will work with its committees, councils, special interest groups, sections, and other health professions groups to develop strategic initiatives, activities, outreach, and programming to foster a humanistic environment in dental education. Each dental school and allied dental program will be encouraged to use the data from their individual climate assessment reports to develop strategic measures to foster a humanistic environment.

11. Will the review and assessment of policies and documents be focused on ADEA policies and documents, or are you seeking review of these items for any of the individual schools/programs?

We do not anticipate that the vendor will review individual dental school or allied dental documents or programs. The vendor will have access to key ADEA-related policies and data on diversity and inclusion in dental education.