

ANNEX 2: ADMINISTRATIVE STAFF SATISFACTION QUESTIONNAIRE
MALTEPE UNIVERSITY COORDINATION COMMITTEE OF STUDIES IN QUALITY IN EDUCATION
QUALITY ASSURANCE STUDIES:
ACADEMIC EVALUATION AND DEVELOPMENT STUDIES
SATISFACTION LEVEL OF ADMINISTRATIVE STAFF
DECEMBER 2011

Dear Administrative Staff of Maltepe University,

The Higher Education Council within the framework of regulations published in the academic evaluation and quality improvement has initiated a formal review of our university. This form is a part of the work that is mentioned, and is prepared to contribute to the development of the university. Please don't use any expression that indicates your identity. We would like to learn your opinion anonymously. Thanks and regards in advance for your contributions.

The Coordination Committee of Quality Studies in Education

PERSONEL INFORMATION

The faculty / School / Institution you work at: () I don't want to specify.

Title: () Prof.. or Assis. Prof.. () Assoc. Prof. () Instructor () Research Assistant () lecturer () I don't want to specify.

Gender: () Female () Male () I don't want to specify.

Age: () 29 and under () 30-39 () 40-49 () 50-59 () 60 and above

How long have you been working at Maltepe University? (Please specify the year(s) and/or month(s).)

How long have you been working in total? (Please specify the year(s) and/or month(s).)

This inquiry is prepared to understand how much you care about the following issues in the university environment and to reveal your level of satisfaction. So, please answer each and every question taking both aspects into account. Please specify your answer by putting a cross in the appropriate boxes.

sequence number	TOPICS	Level of Importance					Level of Satisfaction				
		1. least important	2. less important	3. no idea	4. important	5. very important	1. very dissatisfied	2. dissatisfied	3. No idea	4. satisfied	5. very satisfied
1	The mission of the university (*)										
2	The vision of the university (**)										
3	The institutionalization of Maltepe University										
4	The balance between university's goals and administrative staff's needs										
5	The participation of the administrative staff to the decisions taken by the University Administration (faculty / school/department)										
6	Having opportunities for discussions of issues between different levels of university, having feedback processes										
7	Expressing ideas and opinions freely in our university										
8	Having transparent and accountable university senate administration decisions										
9	Having transparent selection /appointment criteria for our university administrative positions										
10	Having transparent promotion criteria in our university										
11	Having vocational qualifications considered when appointing academic staff										
12	The balance between the titles and the positions of administrative staff										
13	Having clear job descriptions for the administrative staff										
14	Having balance between the duties and responsibilities of the administrative staff										
15	Having sufficient number of administrative staff in units										
16	Having sufficient number of administrative and supportive staff										
17	Having sufficient amount of qualified administrative and supportive staff										
18	Development efforts in Maltepe University										
19	Improvement efforts in Maltepe University										
20	Maltepe University's high level of success to reach goals										

(*)The mission of the university can be summarized as providing educational activities, training qualified personnel and scientists, preparing modern and enlightened people who have adopted the basic principles of the republic, are secular and adherent to Atatürk's principles, obey all the rules of democracy and who can compete in the active, rational, critical and questioning world. We prepare youth who think, study, research and produce in every field for the future of Turkey while contributing to universal science, sharing the information it produces by transferring it to the community and serving the enlightenment of society. The predicted primary mission of the university is to be a consistent qualified and well-attended university in research, education and service functions with local and global communications and contributions.

(**)The vision of the university is to be a contemporary world university that is able to compete with similar national and international universities in the fields of education and research in the coming years, holds the quality of education above all, and is compatible with its natural and social environment.

98	Holding a prestigious position among other universities in Turkey												
99	Continuing Maltepe University Academic Evaluation and Quality Improvement studies												
100	Having sufficient alumni relations												
101	Having sufficient relations between the employers in the fields of our alumni and the university alumni												
	JOB SATISFACION												
102	I feel a. real sense of accomplishment at the end of my studies I carry out												
103	Doing my job well is a source of pride for me.												
104	I like my job												
105	My job allows me the opportunities to perform my best.												
106	My job allows me the opportunities to receive financial compensations for the work I carry out												
107	My job allows me the opportunities to receive moral compensations for the work I carry out												
108	The lack of fear of losing my job												
109	My job provides me the opportunity to work independently												
110	I feel valued because of the work I carry out												
111	The level of satisfaction in feeling the importance of being a member of academic staff at Maltepe University												

- If you would like to share your problem(s) or other issues about the university that we have not thought of, please write in detail on another page and staple it together with this inquiry form . Thanks again.