Start Recording & state out loud the following items.

Today's Date: _____

Participant ID #: _____

STRUCTURED INTERVIEW PROTOCOL

BRIEF OVERVIEW.

In partnership with OVCR and Academic Affairs, the Office of Community Engagement is exploring the lived experiences of faculty who, to some extent, work with communities on research or creative activity projects or see themselves as publicly-engaged scholars. Our goals are to better understand what contributes to the successes, challenges faced, opportunities utilized, and what recommendations these faculty have for improving support for those who work with the community when conducting research, creative activity, or public scholarship. As mentioned in our initial email to you, you were identified by either your Associate Dean for Research or another faculty member.

BEGINNING

As you may remember you completed a brief, online questionnaire. Right now I have a blank copy of part of that questionnaire- what we will call "the matrix"- for you to view, as we discuss your responses to that part of the questionnaire.

PROVIDE matrix/table from pre-task questionnaire to participant.

Go ahead and hold on to that handout for a minute as we move onto the interview questions.

OPENING- GETTING THEM TALKING about their experiences.

1. When first responding to "the matrix", you indicated that you __(rarely, sometimes, or often)_ engage with community-- its problems, people, organizations, issues, assets, etc.-- when doing research or creative activities… if you would, please provide a label for that kind of research, or, in other words, what would you call this type of research and tell me how you would define it.
    a. Can you tell me about the process of conducting this type of research or creative activity? Describe a project you may have recently started or finished, that included some or all of these elements
2. During ____(*their label for 'this work'*) ____, what is the necessary knowledge or skills involved?
3. How did you gain those (the knowledge and/or skills you just mentioned)?
    a. What or Who has helped you gain these knowledge or skills? (e.g., graduate program, faculty development, school/department culture, mentors)?
4. What are the typical products or deliverables that result from this work?
5. Please explain how you determine what to include and where to include products like that when reporting either in Activity Insights (a.k.a., Faculty Annual Report, DMAI) or when building your case of excellence (i.e., creating your promotion or tenure dossier).
    a. What or who has guided your thinking or decisions about what to include and where to include it?

MIDDLE- Moving on to broader subjects around community engaged research.

Thank you for telling me a bit about your own experiences.

Structured Interview Protocol Continued…

Now we are moving into a part of the interview where we want to hear you describe how <u>your school</u> values, supports, recognizes, and evaluates this work.

6. Given your own experiences within your school, how is this work <u>valued and/or recognized</u>?
   Perhaps in comparison to other research methods?
   a. Can you share some examples of how your unit or department places value on this type of work?
7. In what ways has this work been <u>supported or questioned</u> and by whom (e.g., Department Chair, colleagues)?
   a. Please make sure you are clear on if they are talking about "supported" or "questioned" here.
8. Given your experiences at your school, can you tell me how this work is <u>evaluated?</u>
   a. …evaluated by P&T review committees? … by those who make decisions regarding your productivity, promotion, or tenure status?
9. Now, a bit broader than your school: Are there *any* campus offices, initiatives, programs, or workshops that have <u>provided you with support and resources</u> related to this work?
   a. So again, that was… offices… initiatives… programs… workshops… other…

Now, just two more questions…before we wrap this up.

CLOSING- Final thoughts

10. If IUPUI wants to attract, retain, and/or promote this kind of work amongst faculty, do you have any recommendations? If so, what recommendations can you offer?
11. Is there anything else you want to tell us about your experiences in/with this kind of work?

SNOWBALLING.

Again, thank you for participating! We are still in the phase of data collection for this inquiry project, which includes snowball sampling. To that end…

1. Can you recommend another tenured or tenure-track faculty member from a different department <u>but within your school</u> who may have had a different experience or could offer an alternative perspective regarding how ___ (*their label for 'this work'*) _is recognized, supported, valued, documented, or evaluated throughout their career at IUPUI _?
   a. Name up to 2 people.
   b. NOTE: While we appreciate and value that HOW one approaches working in or with community is/should be very different (for example, given disciplinary or paradigmatic differences) we are really/actually interested in a variety of experiences related to including this work in promotion and tenure exercises (faculty annual reporting, creating a promotion dossier or "case for excellence" in the area of research or creative activity).
   c. Make sure to get the correct spelling and their department within the school.
   d. We aren't really looking for people who just 'don't do it.'
2. Would you be willing to participate in the next step in this project: member checking our analysis of these transcripts? This would involve attending a focus group experience for only those who participated in this phase of the project. We will offer 2-3 dates that will take place before, during, and after finals week. We are not asking for an RSVP right now, but do want to know if you would like to participate any further (Y/N) so that we can send you a meeting request. We value your participation and want to ensure we accurately represent your collective voices and offer all of you an opportunity to discuss recommendations for how this work is recognized, supported, and evaluated as a group. May I invite you to that aspect of our process? (Y/N)