

CRA Taulbee Survey

What's New This Year?

This year, CRA has moved the annual Taulbee Survey to a platform called **Alchemer** to improve the user experience and simplify the data submission process. We have put together this document to explain the key changes you need to know for the new system and provide an overview of the Taulbee process. Please reach out to us at TaulbeeSurvey@cra.org if you have any questions.

Old System	New System
Survey opt-in. Academic units would let CRA know if they were participating in Taulbee Main and Taulbee Salary by signing into their account and clicking the “We will be participating” button.	Pre-Registration Form. Academic units opt-in to Taulbee by responding to an annual pre-registration form sent out to department chairs prior to the start of the Taulbee survey cycle. The Pre-Registration Form collects academic units’ background information, contact information, and participation status. This ensures we have your academic unit’s updated information from year to year.
User logins. Each user associated with a Taulbee-responding academic unit would need a login to opt-in and take the Taulbee survey.	No login required! Each portion of the Taulbee survey (Main and Salary) is sent through two independent links to the academic unit’s Taulbee Data Liaison.
Multiple users could access the same section of a given survey simultaneously. This means that any staff member with a Taulbee login could input data to any section in the survey.	Only one user at a time can submit data per section of a given survey. Given there are no logins, the Taulbee Data Liaison must forward the section in a given survey’s Section Navigator to the relevant staff member. Please review the User Manual for more information.
Downloading historical data through the portal. A Taulbee responding academic unit could login and download their historical data from a given year.	Historical data is available via email upon request. We still have your unit’s historical data, although as a raw CSV/Excel format. Request your unit’s data at TaulbeeSurvey@cra.org .

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New Survey Logistics

To participate in this year's Taulbee survey, your academic unit must follow a new, two-step process, which can be visualized in **Figure 1**:

1. Filling out and submitting the **pre-registration form**.
2. After an academic unit submits this form and the surveys officially open, they will receive the links for Taulbee Main and/or Taulbee Salary. More details can be found in **Figure 1** and in the steps below.

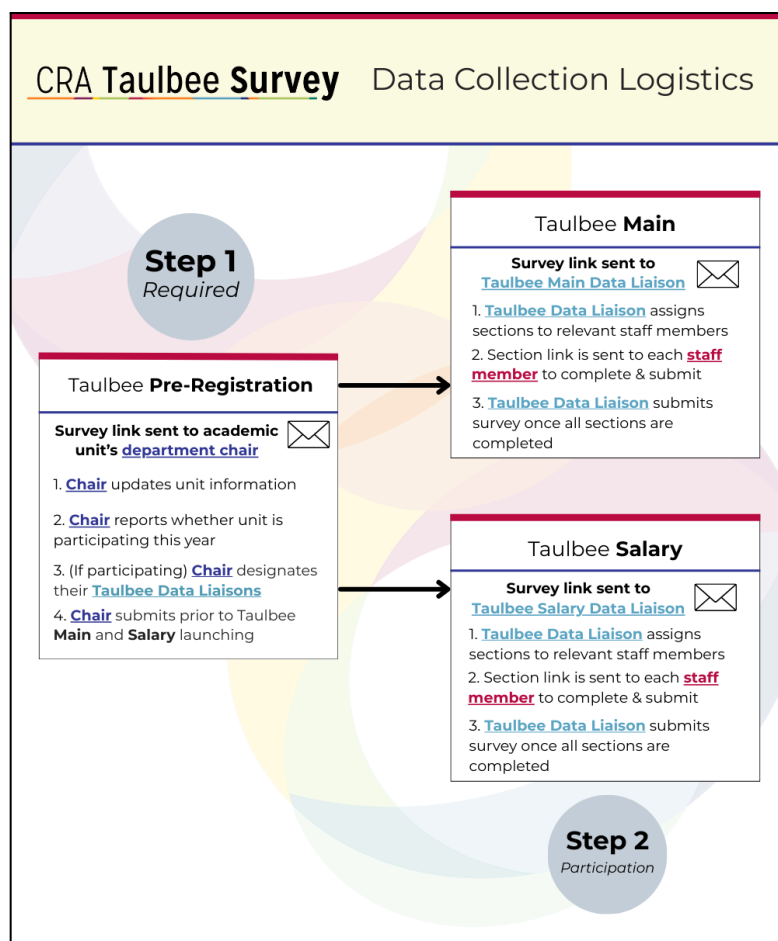


Figure 1. CRA Taulbee Survey: New Data Collection Logistics

Important: It is the Taulbee Data Liaison's responsibility to distribute the sections to the relevant parties using the Section Navigator. **CRA cannot individually distribute sections to the appropriate contacts at your unit.**