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APPENDIX 1

Survey Instrument - Questionnaire

Career Paths of Catholic Women Principals

CONFIDENTIAL

Please try to answer all questions.

Many of them only require you to circle the answer or tick a box.

The questionnaire is divided into 4 sections and should take you about half an hour to answer.

If you have insufficient space to respond to questions which require a longer answer, please add extra paper.

QUESTIONNAIRE

A. PROFESSIONAL DETAILS

1. How many years have you been teaching, including your years as a principal? *(Please tick the appropriate box.)*

- | | | | |
|---------------|--------------------------|------------------|--------------------------|
| 1 - 5 years | <input type="checkbox"/> | 21 - 25 years | <input type="checkbox"/> |
| 6 - 10 years | <input type="checkbox"/> | 26 - 30 years | <input type="checkbox"/> |
| 11 - 15 years | <input type="checkbox"/> | 31 or more years | <input type="checkbox"/> |
| 16 - 20 years | <input type="checkbox"/> | | |

2. Please list any of your tertiary qualifications.

3. What were your major area(s) of study at Tertiary level?

4. Is this your first principalship? *(If "Yes", go to item 7.)*

Yes / No *(Please circle one answer.)*

5. If not, how many other principalships have you held?

6. Have these principalships been in this diocese?

Yes / No *(Please circle one answer.)*

7. Please list any professional association(s) to which you belong.

B. TEACHING

1. Have you always taught in the Catholic system?

Yes / No (Please circle one answer.)

2. Have you undertaken extended periods of paid work outside teaching?

Yes / No (Please circle one answer.)

If so (a) please explain why

(b) In what areas did you work?

3. Did you have any interruptions to your teaching career? Yes / No

(Please tick the reason and give the approximate length of the interruption.)

Study leave..... Length of time.....

Sick leave..... Length of time.....

Maternity leave..... Length of time.....

Other leave *(please specify)*
 Length of time.....

4. Why did you become a teacher? (Number your reasons in order of priority.)

C. PROMOTION

1. Identify the stages of promotion you have experienced during your teaching career.

2. How many years have you been a principal?

3. Why did you apply for your first principalship?

4. Which unpaid positions of responsibility at school helped to prepare you for the principalship? (*Please list*)

5. What other factors assisted you to gain promotion?

6. What steps did you take to seek promotion?

7. Initially what were your main reasons for seeking promotion?

8. Did your reasons for seeking promotion change? If so, how?

9. What were the roles of people on your interview panel(s) for promotion (eg priest, parent representative)?

10. Were there any women on the interview panel(s)?

Yes / No (Please circle one answer)

11. If so, what were the roles of these women? (eg former principal, parent representative)

12. Identify any positive aspects of these interview(s).

13. Identify any negative aspects of these interview(s).

14. Have you held any promotions positions outside the Catholic system?

Yes / No (Please circle one answer.)

D. YOUR CURRENT POSITION

1. How long have you been in your current position?

2. How would you compare your current position with your previous ones?
(eg in terms of satisfaction, remuneration, teaching load)

3. How many teaching staff are there at your current school?(Please tick)

1 - 5 6 - 10

11 - 15 16 - 20

21 - 25 26 - 30

31 - 35 35 +

4. What is the gender balance of teachers at your current school?

Number of men..... Number of women.....

5. How many promotions positions are there at your current school?.....

6. What is the gender of those in promotions positions?

Number of men..... Number of women.....

7. Did you move house to take up your current principalship?

Yes / No (Please circle one answer)

8. How many times have you moved to take up a promotion?.....

9. Did anyone encourage you to seek promotion?

Yes / No (Please circle)

10. If so, what was the role of this person? (eg older female family member,
younger male teaching colleague, older female superior)

11. Who, if anyone, provided significant role models for you as a principal? (Do not name the person.)

Role..... Gender.....
Role..... Gender.....
Role..... Gender.....

12. Please identify any barriers (if any) that you have experienced to your promotion.

13. List any areas of satisfaction you have gained from your promotion.

14. What are your future career plans?

15. Are there any other comments you would like to make? (Please feel free to include another page if necessary.)

Thank you very much for your time.

Please place this completed form in the stamped, addressed envelope provided and return to the sender as soon as possible.

APPENDIX 2

Letter to Accompany the Questionnaire

15th November 1994

Dear

I am writing to ask for your help in a study which I am undertaking as part of my requirements for a Masters of Educational Administration through the University of New England in Armidale.

I want to look at the career paths of Catholic women primary principals. Although many studies of women in educational management have been completed, few have looked at the career paths of Catholic women. Hopefully, this study will allow Catholic women, through you, to add their voices to the debate. I am therefore asking all women primary principals in our diocese to complete this survey. (The Director has given me permission to undertake the study.)

Anonymity and confidentiality will be preserved. For this reason, your name is not required on the survey. The results will be treated as STRICTLY CONFIDENTIAL and no individual respondent will be identified in the report. I am happy to provide you with a copy of the report when it is completed.

Following the survey, some follow-up interviews will be held with a few principals to help clarify and complement the results. If you would like to be part of this process, please let me know. Again, the results will be treated as confidential.

I have included my home and work telephone number if you would like to seek any further clarification. The survey, which is divided into four parts, should take about half an hour to complete. I would be grateful if you could return the completed survey in the stamped envelope provided by the end of November.

Thank you again for your help. I realise what a busy time of year this is and I really appreciate your taking the time to complete the survey.

Yours sincerely

GENE SMITH

APPENDIX 3

Reminder Letter

3rd December 1994

Dear X,

Thank you for your prompt response if you have already completed the questionnaire on the Career Paths of Catholic Women Primary Principals and sent it to me. If not, could this be a gentle reminder to get it to me if possible before school finishes. I realise this is a very busy time of year but I would like to have the surveys soon as I have great plans for my holidays!

A very happy Christmas to you and your family and best wishes for the New Year.

Thanks again

Gene Smith

APPENDIX 4

Letter of Consent for interviews

Ms X
... School
Smith St
Brownfield
June 1995

I, Ms X, consent to being interviewed for the thesis, Career Paths of Catholic Women Primary Principals, which is conducted by M. C. E. Smith for her Masters in Educational Administration through the University of New England, Armidale, NSW.

I understand that:

- * the interview will be taped
- * the tapes will only be available to the supervisor of the thesis
- * confidentiality and anonymity will be retained
- * I may refuse to answer any questions and may terminate the interview at any time

(Signed) _____

(NB There were some slight modifications to this format to take account of the telephone interviews).