

## Administering the HERI Faculty Survey

### Register for HERI Faculty Survey

- Registration opens **June 1, 2016**. Register online at <http://www.cirpsurveys.org>. Registering for the survey indicates your institution's intent to participate in the survey. You will be asked to provide contact information for the individual responsible for the survey on campus ("primary contact") and a billing contact.
- Download the [Administration Guidelines](#) to review your options and prepare for survey administration.

### Place Your Survey Order

- Place orders for surveys at <http://www.cirpsurveys.org>. To complete your order, you will need the following information:
  - Whether you want to change the way your institution's name appears on the survey
  - Whether you will manage your email distribution in-house, or have HERI send the emails for you
  - Dates (and times) for the survey invitation and reminders to be sent to your faculty by HERI
  - Whether your institution will edit the Welcome and Thank You pages
  - Whether your institution will be using any of the optional modules
  - If you intend to use group codes
  - If you would like to ask additional questions on your institution's survey

### Survey Preparation and Planning

- Customize your survey administration by developing additional questions or joining consortia.
- Obtain IRB approval, if necessary.
- Develop outreach strategy for faculty.
- Draft and send pre-notification emails to staff and faculty.
- Prepare survey materials such as invitation and reminder emails, schedule outreach activities, prepare Excel file of faculty to be surveyed, edit Welcome/Thank You screens, and upload your logo image.
- Finalize and procure any survey incentives.
- Coordinate email messages with your IT department.

### Administer Survey (September - April)

- Survey opens **September 1, 2016**.
- Survey closes **April 15, 2017**
- When placing your order, set an institutional survey open and close date anytime within the above time frame to best fit your institutional culture.

### Data and Reporting

- Preliminary data is available 24 hours after the first survey response, and updated nightly.
- Administrative Report Form (ARF) emailed to primary contact—provides CIRP with necessary information about your survey administration and used to establish foundation for national norms (ongoing).
- Comparison group selection—customize your reporting by choosing comparison groups (June 2017).
- Institutional Profile Report and final data file available for download (July 2017).
- *Undergraduate Teaching Faculty: The 2016-17 HERI Faculty Survey* delivered (Fall 2017).