

1998-99 HERI Faculty Survey Data Services

In addition to the reports you receive as a part of your participation in the 1998-99 HERI Faculty Survey, you may also purchase a data file of your faculty's responses or special reports for a nominal fee. These include:

Data File

You may order a "raw data" file containing the responses of all participating faculty at your institution. The data are arranged in a fixed-field format, making them accessible to analysis by statistical packages such as SPSS, SAS or BMDP; or by data base management programs such as Dbase or Access.

For your convenience, a set of SPSS specifications is also included. These specifications define the data layout, provide labels for each questionnaire item and response, and compute standard recodes used in the production of your Institutional Profile. In files with as many variables as the Faculty Survey (about 300), these specifications account for well over half of the effort required in conducting SPSS analyses.

The data file is available on diskette, or can be sent electronically via e-mail. *The cost is \$45.00 + \$0.07 per faculty record.*

Report on Spreadsheet

You may order some or all of your Faculty Survey Institutional Profiles in EXCEL or LOTUS 1-2-3 spreadsheet format. These spreadsheets, identical in format to the paper reports you've already received, make easy the task of creating graphs, tables, and other "user-friendly" reports. Spreadsheets are available for: 1) Full-time undergraduate faculty -- with comparative data from the national norms; 2) Academic administrators -- with national comparative data; and 3) All respondent types at your institution (broken out by gender). *Report #'s 1 and 2 cost \$15 each. Report #3 costs \$25.*

Special Comparison Report

The standard Institutional Profile you receive compares your results with those of two comparison groups determined by the stratification cell to which we have assigned your institution. The Special Comparison Report allows you to compare your results with any two of the twelve available comparison groups you choose (specified below) *Each Special Comparison Report costs \$25.*

Consortium Report

You may order a special profile based on the aggregated responses from any five or more institutions of your choice. The Consortium Report is identical in format to the standard Institutional Profile. *The Consortium Report costs \$65.00 plus \$5.00 per institution included. Contact HERI to order a Consortium Report.*

Other Special Data Services

The Higher Education Research Institute offers a number of additional data reports and services, including reports based on subgroups derived from any item or combination of items in the Faculty Survey. Prices depend on the type of service provided. Contact HERI for further details

Please use the form on the reverse side to order a Data File, Report on Spreadsheet, or Special Comparison Report. For more details about these services, or to order other special services, contact the HERI office at (310) 825-1925, or by E-mail at HERI@UCLA.EDU.

Comparison Groups

Use the following codes to indicate which groups you want for your Special Comparison Reports. Enter the codes in the space provided on the order form.

- 01 All institutions
- 02 All 4+ year institutions
- 03 Public universities
- 04 Private universities

- 05 Public 4 year colleges
- 06 All private 4 year colleges
- 07 Nonsectarian 4 year colleges
- 08 Catholic 4 year colleges

- 09 Protestant 4 year colleges
- 10 All 2 year colleges
- 11 Public 2 year colleges
- 12 Private 2 year colleges

1998-99 HERI Faculty Survey Data Services Order Form

Data File

\$45.00 + \$0.07 per faculty record
Please specify only one type of medium per order.

<u>E-Mail</u>	<u>3.5" DOS Disk</u>	<u>3.5" Mac Disk</u>	<u>5.25" DOS Disk</u>
_____	HD _____	HD _____	HD _____
(provide address below)	2D _____	2D _____	2DHD _____

Note: HERI cannot distribute data files unless the Certification of Research Use (see below) is completely filled out

Report on Spreadsheet

<u>Report Type (mark all that apply)</u>	<u>Spreadsheet Type (mark one)</u>	<u>Medium (mark one)</u>
___ FT Undergraduate Faculty (\$15)	EXCEL v 4.0 _____	3.5" DOS HD _____
___ Academic Administrators (\$15)	Lotus 1-2-3 v 2.1 _____	3.5" DOS 2D _____
___ All Respondent Types (\$25)		3.5" Mac HD _____
		3.5" Mac 2D _____
		E-mail _____

Special Comparison Report

\$25.00 per report (2 comparison groups each)
Please indicate two 2-digit special comparison codes for each report (see reverse for codes)

Report #1 _____ Report #2 _____ Report #3 _____ Report #4 _____

Note: Do not include payment with this order. We will bill you after your order has been processed. Your order will be processed within 3-4 weeks after receipt of the order form.

Certification of Research Use

The Higher Education Research Institute provides data files to assist institutional research activities. By ordering this data file, you agree that these data will be used only for statistical analysis and reporting of aggregated information, and not for the investigation of specific individuals. In signing this agreement, you give assurance that use of these data will conform to widely accepted standards of practice and legal restrictions that are intended to protect the confidentiality of research subjects.

Name of Certifying Official	Signature
Title	Date

Ship Order To:

Name: _____ Institution: _____

Title: _____ Address: _____

E-mail: _____ City, State, Zip: _____