

2004-2005 HERI FACULTY SURVEY DATA SERVICES

In addition to producing the reports and resources you receive as part of your participation in the Faculty Survey, HERI can provide additional data services for a nominal fee. All requested files, reports, and resources will be delivered in electronic form via e-mail. Following is the data service information and the order form for specific services, although HERI will be happy to provide a quote for other special data services upon request:

DATA FILE

COST: \$45.00 + \$0.10 PER FACULTY RECORD

You may order a "raw data" file containing the responses of all participating faculty and administrators at your institution. The data are arranged in a fixed-field format, making them accessible to analyses 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 HERI Faculty Survey, these specifications account for well over half of the effort required in conducting SPSS analyses.

You must return a signed copy of a confidentiality contract (i.e., "Certification of Research Use") in order to receive the data file.

PRE-FORMATTED DATA FILE

ADDITIONAL COST: \$25.00

HERI now offers pre-formatted data files. Instead of fixed-field format, you can order your data pre-formatted in SPSS, Stata, SAS, MatLab, Fox Pro, or Statistica file formats. Contact our office if your preferred file format is not listed on this form.

REPORTS ON SPREADSHEET (R.O.S.)

COST: \$15-25 PER REPORT

You may order your HERI Faculty Survey Profiles in EXCEL 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: full-time undergraduate faculty (FTUG); full-time academic administrators (ADMN), and; all respondent types (ALL).

ADDITIONAL COMPARISON GROUPS

COST: \$5 PER COMPARISON GROUP PER REPORT

The standard HERI Faculty Survey Institutional Profile that you receive displays your results with those of two comparison groups determined by the stratification cell to which HERI has assigned your institution. You may add to your R.O.S. results from as many as four ADDITIONAL comparison groups from the groups noted on page three.

NOTE: See the order section for limitations on additional comparison groups.

PEER GROUP REPORT

COST: \$65.00 PLUS \$5 PER INSTITUTION INCLUDED

The comparison groups included in the HERI Faculty Survey reports are determined by the Norms Group assigned to your institution by the Higher Education Research Institute. Norms Group assignments are based upon institutional type and control. However, you may wish to compare your HERI Faculty Survey respondents to a different group of institutional peers. Per your request HERI can add to your FTUG profile a special profile based on the aggregated responses from any **five** or more participating institutions of your choice. The Peer Group Report is delivered in spreadsheet format (i.e., we do NOT release a data file of the respondents in the comparison group) and is identical in appearance to the FTUG Institutional Profile report.

SPECIAL REPORTS

COST: VARIABLE

HERI can produce Institutional Profiles broken out on virtually any variable or combination of variables in the survey. For instance, you can order a report comparing students who attended different types of high schools, or by which major they intend to pursue. All Special Reports are delivered as EXCEL spreadsheets. The cost of a Special Report is dependent on the amount of special programming necessary to produce it, but will not be less than \$125.

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Please use the following form to order Data Services. It is not necessary to include payment with this order – HERI will bill you after your order has been processed. Orders will be completed within 3-4 weeks.

CONTACT/BILLING INFORMATION (PLEASE COMPLETE ALL FIELDS):

Name: _____ Institution: _____
Title: _____ Address: _____
Phone: _____ City: _____ State: _____
E-mail _____ ZIP Code: _____

*Unless noted below your data services will be sent via e-mail to the address you provide above.
There is a \$5.00 surcharge for delivery on PC diskette via US Mail.*

Please deliver on diskette via U.S. Mail _____

DATA FILE (\$45.00 + \$0.10 per faculty record) _____

PREFORMATTED FILE (ADD \$25.00) _____

Circle one of the data formats below

SPSS · Stata · SAS · Fox Pro · Statistica · dBase · Gauss · MatLab

CERTIFICATION OF RESEARCH USE

HERI cannot deliver your data file unless the Certification of Research use is completely filled out.

The Higher Education Research Institute provides data files to assist institutional research activities. By receiving this data file, you agree that these data will be used only for statistical analyses 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. You also give assurance that no survey respondent will be sanctioned based on any answer provided in the HERI Faculty Survey instrument.

Name of Certifying Official

Signature

Title

Date

PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228, OR MAIL IT TO THE ADDRESS BELOW.

Higher Education Research Institute
Graduate School of Education & Information Studies
University of California at Los Angeles
3005 Moore Hall, Mailbox 951521
Los Angeles, CA 90095-1521

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Reports on Spreadsheet (\$15-\$25 per report)

Please indicate for which report type(s) you are requesting a Report on Spreadsheet

Report Type (mark all that apply)

| | | |
|------------------------------------------|----------------|-------|
| Full-time undergraduate faculty (FTUG) | \$15.00 | _____ |
| Full-time academic administrators (ADMN) | \$15.00 | _____ |
| All respondent types (ALL) | \$25.00 | _____ |

ADDITIONAL COMPARISON GROUPS (\$5 PER GROUP)

Additional comparison groups are available for FTUG and ADMN Reports on Spreadsheet **only**.

Please use the codes below to indicate up to four additional groups you want to include in your Report on Spreadsheet:

Available for FTUG, ADMN Reports

- N01 All Institutions
- N02 All 4-year Institutions
- N03 All 2-year Institutions
- N04 Public Universities
- N05 Private Universities
- N06 Public 4-year Colleges
- N07 All Private 4-year Colleges
- N08 Nonsectarian 4-year Colleges
- N09 Catholic 4-year Colleges
- N10 Other Religious 4-year Colleges

Available for FTUG Reports Only

- S07 Public 4-year Colleges – low selectivity
- S08 Public 4-year Colleges – medium selectivity
- S09 Public 4-year Colleges – high selectivity

- S11 Nonsectarian 4-year Colleges – low selectivity
- S12 Nonsectarian 4-year Colleges – medium selectivity
- S13 Nonsectarian 4-year Colleges – high selectivity
- S14 Nonsectarian 4-year Colleges – very high selectivity

- S16 Catholic 4-year Colleges – low selectivity
- S17 Catholic 4-year Colleges – medium selectivity
- S18 Catholic 4-year Colleges – high selectivity

- S21 Other Religious 4-year Colleges – low selectivity
- S22 Other Religious 4-year Colleges – medium selectivity
- S23 Other Religious 4-year Colleges – high selectivity

Available for FTUG Reports Only

- S01 Public Universities – low selectivity
- S02 Public Universities – medium selectivity
- S03 Public Universities – high selectivity

- S04 Private Universities – medium selectivity
- S05 Private Universities – high selectivity
- S06 Private Universities – very high selectivity

- S25 Public 2-year Colleges
- S30 Private 2-year Colleges

PEER GROUP REPORT (\$65.00 plus \$5.00 per institution)

Peer Group Reports include only full-time undergraduate faculty, and are associated only with FTUG Reports on Spreadsheet.

Using the grids on Page 4, please enter the names of the institutions to include in your Peer Group Report.

PLEASE FAX THIS FORM TO THE HERI OFFICE AT 310-206-2228, OR MAIL IT TO THE ADDRESS ON PAGE 2.

