

(_____) **HERI Faculty Survey Data Services**

enter year

In addition to the reports you receive as a part of your participation in the HERI Faculty Survey, you may also purchase additional Data Services 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, STATA, etc.; 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 + \$0.10 per faculty record.*

Report on Spreadsheet (R.O.S.)

You may order some or all of your Faculty Survey Institutional 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; full-time academic administrators and; all five respondent types (the two mentioned, plus part-time undergraduate faculty, graduate-only faculty, and all others). *Reports on Spreadsheet cost \$15-\$25 (see back).*

Additional Comparison Groups

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. You may add to your R.O.S. results from as many as four *additional* comparison groups from the twelve groups noted below. *Each additional comparison group added to a report costs \$5.*

Consortium Report

You may order a special profile based on the aggregated responses from any **five** or more participating institutions of your choice. Consortium Reports are available in each of the three Faculty Survey report formats. *Each 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 or Report on Spreadsheet. 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 additional groups you want to include in your Report on Spreadsheet. Enter the codes in the space provided on the order form.

- | | | |
|------------------------------------|--|--|
| 01 All institutions | 05 Private universities | 09 Catholic 4 year colleges |
| 02 All 4+ year institutions | 06 Public 4 year colleges | 10 Oth. religious 4-yr colleges |
| 03 All 2 year colleges | 07 All private 4 year colleges | 11 Public 2 year colleges |
| 04 Public universities | 08 Nonsectarian 4 year colleges | 12 Private 2 year colleges |

(_____) **HERI FACULTY SURVEY**
 Data Services Order Form

Enter year

Delivery Medium

All Faculty Survey Data Services are now delivered electronically
Please specify only one type of medium per order.

Deliver via E-Mail (enter address here)

3.5" PC Disk

3.5" Mac Disk

HD _____

HD _____

2D _____

2D _____

Data File

\$45.00 + \$0.10 per faculty record

HERI CANNOT DISTRIBUTE DATA FILES UNLESS THE CERTIFICATION OF RESEARCH USE IS COMPLETELY FILLED OUT

Certification of Research Use

HERI 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

Report on Spreadsheet (R.O.S.)

Report Type

Full-time undergraduate faculty

\$15.00

Full-time academic administrators

\$15.00

All respondent types

\$25.00

Additional Comparison Groups

\$5.00 per additional group for each R.O.S.

Please indicate the 2-digit special comparison code for each additional group desired (see reverse for codes)

Group #1 _____

Group #2 _____

Group #3 _____

Group #4 _____

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.

Ship Order To

Name: _____

Institution: _____

Title: _____

Address: _____

Phone: _____

City, State, Zip: _____

FAX this order form to HERI at (310) 206-2228, or mail it to: UCLA Higher Education Research Institute; Graduate School of Education & Information Studies; 3005 Moore Hall/ Mailbox 951521; Los Angeles, CA 90095-1521.