



HERI Faculty Survey Administration Checklist

Before the survey starts

- Create a '2007-2008 HERI Faculty Survey' file** for these materials and your records
- Download and review the HERI Faculty Survey Administration Guidelines**
Contact the Higher Education Research Institute (HERI) at UCLA if you have any questions:
Phone: (310) 825-1925; Fax: (310) 206-2228; E-mail: HERI@ucla.edu
- Develop plans to administer the survey to your faculty**
- Review and customize survey welcome page and thank you page**
- Obtain list of faculty names and email addresses**
- Complete and return Research Approval Form**
(done online via Administrative Portal at <http://www.cirpsurveys.org>)

- Prepare and send pre-notification letter via hard copy mail one week before survey launch**
- Administer the survey**

After the survey has been completed

- Review reporting and analysis options available on portal**
- Order additional reports and/or data analysis**
- Receive email from HERI about availability of Administrative Report Form (online)**
- Complete Administrative Report Form (ARF)**
- Download and/or review online (with option data analysis package) your survey data**
- Receive your HERI institutional report after the entire survey period has been completed**