



HIGHER EDUCATION RESEARCH INSTITUTE AT UCLA  
*home of the* COOPERATIVE INSTITUTIONAL RESEARCH PROGRAM

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## HERI Faculty Survey Administration Checklist

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### Before the survey starts

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- Create a '2010-2011 HERI Faculty Survey' file for your materials and 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) 825-7079; Fax: (310) 206-2228; E-mail: heri@ucla.edu
- Develop plans to administer the survey to your faculty
- Review and customize survey options (e.g. welcome and thank you pages, survey invitation and reminders, etc.)
- 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

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- 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