

## **National Research Council Survey of Research Doctoral Programs**

### **Indiana University Guide for Completing the Faculty Questionnaire**

This tip sheet is designed to facilitate completion of the web-based Faculty Questionnaire you will soon receive from the National Research Council (NRC) as part of their assessment of U.S. doctoral programs. The NRC provides the most highly regarded and widely cited national rankings of graduate programs, and it is of the highest importance for our faculty to respond accurately.

Fifty-one doctoral programs at Indiana University are eligible to participate in the assessment. A list of faculty members that participate in these programs was sent to the NRC in early December, including your name, work mailing address, work email, doctoral program affiliation and doctoral dissertation committee service.

Responses to the faculty questionnaire are the main source of information on faculty research, scholarship, and mentoring in Indiana University's doctoral programs. In addition to assuring a complete picture of your doctoral program(s), the information you and other faculty provide will allow the NRC to compile quantitative and descriptive data regarding doctoral programs in the United States, which will then be used to rate programs nationally. Please answer the questionnaire completely so that doctoral programs on our campus will have the best chance to demonstrate their high quality.

At the end of the survey, you will be asked whether you would be willing to answer an additional questionnaire that would ask you to rate the overall quality of other doctoral programs in your field. While the NRC will not publish reputational ratings as a part of this study, they intend to use the ratings gathered through this additional questionnaire to calibrate the quantitative data they collect. If you would like to be part of the pool from which raters are drawn, you must submit your survey **NO LATER THAN FEBRUARY 15, 2007**. If you prefer not to be a rater, you have until **April 1, 2007** to submit your questionnaire.

The NRC intends to make aggregate information publicly available at the completion of data analysis (no earlier than summer 2008), and anticipates that this information will be useful to many constituents, including prospective graduate students. For more information about the study, please see the NRC website <http://www7.nationalacademies.org/resdoc/index.html>

## **Preparation**

You will be contacted within the next week by Mathematica Policy Research, the NRC survey agent, both by email and by US. Postal Service mail. The letter of invitation will contain a unique username/password and the address for the questionnaire website. The University Graduate School has pre-populated a few of the questions and we have prepared this tip sheet to guide you through the questionnaire. Before beginning, have an updated electronic version of your CV at hand (preferred formats are MSWord DOC, RTF or Adobe PDF), as you will be asked to upload your CV at the end of the questionnaire. The survey will take approximately 30-45 minutes to complete, but you may stop at any point and return to the survey as often as you need (note navigation links at the bottom of each page).

## **Clarification of Specific Questions**

**Question A2:** The intent of this question is to determine the extent of your doctoral committee service for the past 5 years. If you are involved in more than one PhD program, your scholarly productivity will be allocated to the programs in proportion to the number of PhD committees you have chaired and/or served on in each. This allocation of effort will be applied to the various productivity measures collected in this questionnaire, and by the NRC (e.g., publications, citations, honors and awards, and grants). You will note that we have pre-populated this field. If you feel that your numbers are egregiously wrong, please contact your department chair/director of graduate studies or the University Graduate School (Assoc. Dean David Daleke; 855-8852, [daleked@indiana.edu](mailto:daleked@indiana.edu)), who can provide you with the list of students that was used to generate these data. Otherwise, please do not change these numbers. Keep in mind that the NRC is not looking at all doctoral programs. If you have chaired or served on dissertation committees in a program that is not part of the study, those programs and committee counts will not (and should not) show up on the questionnaire. For a list of Indiana University doctoral programs that are included in the study and an explanation of the NRC allocation formula, see the Graduate School website (<http://graduate.indiana.edu/nrc.php>).

**Question A4/A5:** Enter your specialization in the text field, and then select from the drop-down menu the one that comes closest to describing your specialization. You will also be able to indicate up to six additional areas of specialization. The purpose of this question is to identify the range of research interests within any given program and to identify niche programs. Be sure to enter your *primary* specialization in A4, and any additional specializations in A5. Because “other” is not an option in the drop-down list, please try to find something in the drop-down list that comes close.

**Question B2** asks for the name and location of your previous employer. If your status immediately prior to your employment as a faculty member at Indiana University was as a student, you should leave this blank.

**Section D – Scholarly Activity.** The NRC will be collecting information about your scholarly publications by querying the Institute for Scientific Information Web of Knowledge (ISI - Thompson) database. Although this may be satisfactory for the physical and life sciences, the NRC recognizes the limitations of the ISI database for the humanities. To compensate, the NRC is allowing faculty to manually enter scholarly activities into the questionnaire and to upload a copy of their CV. We recommend that all faculty manually enter their publications (past 10 years for arts and humanities programs, past 5 years for all others) and upload a CV.

**Question D1:** List all the names under which you have been published during the past 5 years (10 years for Humanities fields\*). Please also include a middle name or middle initial if you have used it on your publications. For example, if your name is Mary Jane Doe-Smith, you may be cited as M Doe, MJ Doe, MJ Smith, MJ Doe-Smith, etc. This information will help identify your journal articles and publications in the Institute of Scientific Information (ISI) database.

**Question D2:** The NRC will attempt to mitigate the effects of common names extracted from the ISI database by using the zip code that appears on an article. In answering this question, provide the zip code(s) associated with *your professional address(es)* for your published articles, chapters, books, or other forms of scholarship (*not* the zip code of the publisher). This might include a regional campus, previous institution, a professional organization, or even a current or previous home address.

**Questions D3-D5:** *Note for Faculty in the Humanities\*:* The NRC will gather publication information from the last **10 years**, whereas for all other fields, 5 years will be used. These three questions ask for lists of books (D3), journal publications (D4), and other scholarly works (D5) that, in particular, cannot be found via the ISI database. It is difficult to know which of your publications will appear in ISI and which will not, so we suggest using this survey to enter all of your scholarly work. Manual entry of information into the questionnaire can take a lot of time for many faculty. So, if your CV lists all of these items, you do not need to list them in D3-D5. At the end of the questionnaire, you can upload your CV (preferred formats are MSWord DOC, RTF, and PDF), and the NRC will extract your books, papers, and scholarly products from it. Unfortunately, we do not know how the NRC plans to convert tens of thousands of faculty CVs in different formats into a database, which is cause for some concern. So, to be sure that all of your scholarly activity is included, you may wish to cut and paste from your CV into the survey, particularly for books, chapters, non-journal products, and articles published in languages other than English (i.e. works not catalogued well by ISI).

**Question E2:** This question asks how many extramural grants or contracts fund your work. This does *not* include fellowships for post-docs that work on your research projects but have their own funding. This question also does *not* include training grants that fund your students to do work in your lab. In addition, the sum of the two lines in E2a does not have to add up to what you reported in E2. You may, for example, be partially funded to work in a center where you are neither the PI nor Co-PI.

**Question F1:** The NRC would like information about students who received their doctorate in the last five years (2001-02 through 2005-06) for whom you served as the primary dissertation advisor (chair). It may be difficult to know the employment and location of all of your past students; please do the best you can. The NRC is asking for this employment information to “identify career outcomes of doctoral students” and to help prospective students “select a degree program that meets their own career objectives.”

**Questions J1-2:** Although the NRC study will not have an explicit reputational component in the 2006 version, the NRC plans to invite a random sample of faculty to rate the overall quality of other doctoral programs in their field. In Question J1 you will be asked to indicate your willingness to complete a follow-up ratings questionnaire. You will only be considered for the ratings questionnaire if you complete the Faculty Questionnaire by **February 15**. We encourage you to do so and to complete the ratings questionnaire should you receive one.

### **Need further assistance?**

If you have questions or would like additional information, please visit the Indiana University Graduate School website (<http://graduate.indiana.edu/nrc.php>) or contact David Daleke ([daleked@indiana.edu](mailto:daleked@indiana.edu), 855-8852), your department chair or your program’s director of graduate studies.

*\*Art and Humanities fields (as defined by the NRC):*

- American Studies
- Central Eurasian Studies
- Chinese
- Classical Studies: Latin & Greek
- Comparative Literature
- English
- Fine Arts - Art History
- Folklore
- French
- Germanic Studies
- History
- History & Philosophy of Science
- Italian
- Japanese
- Music Theory
- Musicology
- Near Eastern Languages & Culture
- Philosophy
- Religious Studies
- Slavic Languages and Literature
- Spanish