

KU Faculty Tip Sheet for the NRC Faculty Questionnaire

This tip sheet is intended to facilitate your completion of the NRC Faculty Questionnaire for the NRC assessment of research doctorate programs. The NRC provides the most highly regarded and widely cited national rankings of graduate programs, and it is very important for KU faculty to respond. Programs in the study will be rated, and the rankings will be made public. To insure that the NRC is able to properly credit all of your scholarly activity, it is imperative that you complete this questionnaire. **It is very important that you read this tip sheet BEFORE beginning the survey, as there are some pieces of information you may not have readily available, and some items are ambiguous!**

CONTACT

This is an **on-line** questionnaire. You will be contacted first by an email from NRC. The email will be followed-up with a letter through U.S. mail. Both the email and the letter will provide you with a login and password necessary to continue in the process. You will NOT receive a paper copy of the questionnaire.

DEADLINES

February 15, 2007 – If you wish to participate in the NRC evaluation/rating process, you must complete your faculty questionnaire by February 15. At the end of the questionnaire, you can indicate your willingness to complete a survey rating the overall quality of doctoral programs in your field. It is important to have KU faculty involved in the rating process.

April 1, 2007 – Final deadline for submission of the faculty questionnaire if you are not interested in being part of the rater pool.

PREPARATION

Gathering the following information ahead of time will help you answer the questionnaire more easily:

- Have a current electronic version of your CV (preferably in Word, RTF or PDF format) available to upload at the end of the questionnaire and for reference when answering questions about publications.
- Locate offprints or online reproductions of all of your publications that have appeared within the past five years (Fall 2001 to Fall 2006); for humanities faculty, all that have appeared within the past ten years (Fall 1996 to Fall 2006). ***You will need information from these documents to respond to questions about the name(s) and address(es) under which you have published.***
- Be prepared to provide the names of the KU doctoral students for whom you have served as the primary dissertation advisor and who completed their studies between Summer 2001 and Spring 2006. You can consult the official list of doctoral degree recipients from 2001-02 through 2005-06 found at <http://www2.ku.edu/~oirp/NRC/facultyQ.shtml> to confirm that your advisees graduated in the required time frame. You will also be asked to provide current employment information for these former students, if known.

- Gather total counts of dissertation committee service. You will be asked for 1) the number of dissertation committees on which you were a member and 2) the number of committees that you chaired/co-chaired during the period of Fall 2001 through Fall 2006 for all programs in which you have been involved. (Note: "Chair" can be defined as the name(s) on the do-all form or functionally serving that role on the committee.) This includes committees on which you are currently serving or chairing. You will not need names, only a count. Do not include programs for which you served as an outside reader. Do not include dissertation service in programs not included in the NRC study. See http://www2.ku.edu/~oirp/NRC/NRCProgramList_111706.pdf for a complete list of KU programs in the NRC study.

QUESTIONNAIRE ITEMS

Some of the questionnaire items need no explanation, but others are somewhat ambiguous. This tip sheet is intended to be a guide for the latter type, but if you have any additional questions, please email Deb Teeter (deb-teeter@ku.edu).

- **Question A2** asks the names of the programs in which you are involved and your dissertation service in each of these programs. If you are emeritus, it asks for the number of committees you have chaired in that program; if you are not emeritus, it asks for the number of committees you have chaired and the number on which you have served in each program. The counts include committees on which you are currently serving or chairing. Again, do not include service as an outside reader. And remember that NRC is not looking at all KU doctoral programs. Therefore, dissertation service in programs not included in the NRC study should not be listed on the questionnaire.
- **Question A3** asks whether you are currently serving on a graduate admissions committee or a graduate curriculum committee in one or more programs. **Please mark that you are a member of the graduate curriculum committee.** All graduate faculty are considered by KU to have responsibility for development and oversight of the graduate curricula in their programs. If you do not indicate YES to the question on curriculum/admissions committee service and you have no dissertation committee service, you will not be allowed to complete the remainder of the questionnaire.
- **Questions A4 and A5** ask for your primary and other areas of specialization. A4 gives you a line to type in your primary specialization so that you can name it as precisely as you like and then a pulldown list so that you can select the field from the NRC taxonomy that most closely fits your specialization. For example, you might list your primary specialization as *British history from 1000 to 1200 AD* and then select *Medieval History* from the pulldown menu. A5 then provides you with the opportunity to provide information in a similar way for additional areas of specialization.
- **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 the University of Kansas was as a student, you should leave this blank.

- **Section D** is all about your scholarly activity, and it is for this section that you will need your CV and offprints and/or online full-text reproductions of your publications for the past five years – ten if you are in the humanities. The NRC is collecting information about your scholarly activity in three ways. First, it is using the Institute for Scientific Information Web of Knowledge (ISI) databases. Second, you can manually enter your scholarly activities into the questionnaire. Third, you can upload your CV. If you upload your CV, you only need to manually enter into the questionnaire those activities that you have not included on your CV.

There are problems with all three of these methods of data collection. The ISI databases provide data for journal publications, but not for other types of scholarly activities, such as books or performances. Nor do the ISI databases provide information for all journals - niche and new journals are less likely to be covered by ISI. Additionally, the lack of a unique author ID in the database means that queries tend to undercount an individual's publications even of the journals included in the dataset. Manual entry of information into the questionnaire can take a huge amount of time. Uploading the CV is faster and easier, but we have no information about how the NRC plans to convert tens of thousands of faculty CVs in different formats to a database, which is cause for some concern.

So what should your strategy be to insure that all of your activity gets counted? First, by providing thorough responses to questions D1 and D2, you can help searches of the ISI databases turn up as many of your publications as possible. Tips for responding to these two questions are listed below. Second, everyone should update and then upload their CV. Third, it really would be best if you enter your non-journal article scholarly activity into the web survey. We realize this seems redundant given that you are providing a CV, but we think it's the only way to really be certain your activity is fully counted.

Tips for responding to D1 and D2:

- **Question D1:** Review the offprints and online full-text reproductions of your publications for the years noted above. List all the names under which you have been published. Suppose your full name was Julia Karen Wilson Carpenter-Hubin. The ISI database lists authors by last name and first and middle initials, with up to three middle initials. The possible variants on the example would be:
Wilson, J; Wilson, JK; Carpenter, J; Carpenter, JK; Carpenter, JW;
Carpenter, JKW; Carpenter-Hubin, J; Carpenter-Hubin, JK; Carpenter-Hubin, JW;
Carpenter-Hubin, JKW
- **Question D2:** To mitigate the effects of multiple name versions and common names, the NRC uses ZIP codes in their matching process. Again looking at the offprints and online reproductions of your publications, make sure that you list all of the ZIP codes for addresses under which you have published. ZIP codes you should list might include ZIPs for a regional campus, a previous institution, a professional organization, or even a current or previous home address. The survey allows the entry of international zip codes up to 9 digits as well.

- **Section F** asks for information on doctoral students who completed their studies between Summer 2001 and Spring 2006. You will be asked to list the names of doctoral students for whom you served as primary dissertation adviser for the past five years, including names, year degree was awarded, and the students' current position and employer if possible.
- **Section J** asks you to indicate your willingness to be included in a pool of faculty that will be selected to rate the overall quality of other doctoral programs in their field. **Note that you must complete the questionnaire by February 15 to be included in the pool.**

More information is available on the web at <http://www2.ku.edu/~oirp/NRC/index.shtml>. If you have additional questions, please email Deb Teeter at deb-teeter@ku.edu.

Thank you for taking the time to complete this important questionnaire!

This tip sheet is adapted from one prepared at Ohio State University.