

**Faculty Questionnaire Tip Sheet**  
for the National Research Council Study  
of Research Doctorate Programs

This tip sheet has been designed to help you complete the Faculty Questionnaire from the National Research Council for its assessment of research doctorate programs. Your response to the questionnaire will help provide accurate and complete information about your program, including its faculty research and scholarship, and will be used in the NRC's program rankings. Survey responses will also provide information to many constituents, including prospective faculty and students, funding agencies, and potential donors.

Please read this tip sheet **BEFORE** beginning the survey. It will provide more information on some of the questions and let you know what information to have on hand. **Please have an electronic copy of your curriculum vitae available when you begin the questionnaire** so you can cut and paste information from your c.v. into the questionnaire itself. At the end of the survey, you will be asked to upload a copy of your c.v. Preferred formats are Word, RTF, or PDF.

Completed questionnaires are due no later than **February 15, 2007**. You will be able to exit and return to the questionnaire as needed before submitting it.

The questionnaire covers the following areas:

- PhD dissertation committee service
- Areas of specialization
- Educational background and previous employment, including postdoctoral positions
- Scholarly activity and research activity, including technology transfer
- Importance of program characteristics in determining quality
- Demographic information

**How the NRC will contact you:** You will be contacted through an invitation from the NRC via the U.S. Postal Service. Follow-up e-mails may also be sent after this first communication. The initial letter will invite participation in the survey and provide you with a login and password necessary to continue in the process.

If you have questions about any of the items on the Faculty Questionnaire, please feel free to contact Dean Chuck Rozek at [charles.rozek@case.edu](mailto:charles.rozek@case.edu) or 368-4390. More information about the study is available on the NRC website: <http://www7.nationalacademies.org/resdoc/index.html>

### **Additional Information on Specific Questions**

**A2** (PhD dissertation committee service): Information on your committee service in PhD programs covered by the study has been compiled from Graduate Studies' records and sent to you. If you need another copy, please contact Lynice Willis, Institutional Research, at [lynice.willis@case.edu](mailto:lynice.willis@case.edu) or 368-5886.

**A4 and A5** (specializations): You will be able to indicate one primary and six additional areas of specialization. You will be asked to describe your specializations and then choose the field that comes closest from a drop-down menu of fields and subfields included in the NRC taxonomy. The purpose is to identify the range of research interests within a program.

**D1** (names on publications): Please list all names under which you may have published during the past five years (ten years for the humanities). Include your middle name if you have used it on your publications. The NRC will use the information to match publications, citations, and other productivity data to faculty in the program.

**D2** (ZIP Codes): If the name and initial do not yield a unique match, the NRC will use the ZIP code that is on the article. The NRC does not want the publication's ZIP code, but the ZIP code that you reported in your address for that article.

**D3** (books): There is no good source for matching faculty to books they have authored, so it is important to list the titles of books you have authored, co-authored, or edited in the past five years (ten years for disciplines in the humanities). Be sure to provide the complete title, including series title, subtitles, and any other wording considered part of the title. Chapters contributed to edited volumes should be listed in item D5.

**D4** (papers): NRC will use data provided by the Institute for Scientific Information (ISI) to match faculty to journal articles. ISI does not include most journals in the arts and humanities, however, so this item is particularly important for faculty in those disciplines. Be sure to include publication information on articles published in languages other than English.

**D5** (other scholarly product): Chapters contributed to edited volumes should be listed here, showing chapter title and volume title.

**E2 and E3** (funded research): You will need counts of (1) your current grants or contracts (excluding training grants) and (2) the number of doctoral students supported by extramural funding.

**E4** (technology transfer): If relevant, you will need counts since July 1, 2001 of (1) disclosures submitted; (2) patent applications filed; (3) patent applications granted; and (4) patents resulting in licensed or commercialized products or processes.

**F1** (doctoral students): The questionnaire asks for your advisees' current positions, which we do not have available centrally. Any information on individuals will not be made public.

**I1** (curriculum vitae): You will be asked to attach your current c.v. when you submit the questionnaire. You will not be able to submit a web link – you must attach the document.

**J1** (rating questionnaire): Some faculty who complete the Faculty Questionnaire will be asked to rate the overall quality of other doctoral programs in their field. You will be able to indicate your willingness to do this in Question J1.

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**Thank you for taking the time to complete the Faculty Questionnaire.**