

National Research Council Assessment of Research Doctorate Programs
Faculty Tip Sheet
for Completing the Faculty Questionnaire

Approximately every ten years, the NRC conducts an assessment of research doctorate programs. The 2006 study is designed to “help universities improve the quality of their NRC programs through benchmarking; provide potential students and the public with accessible, readily available information on doctoral programs nationwide; and enhance the nation's overall research capacity” and consists of several components. One of these components is the Faculty Questionnaire. The Faculty Questionnaire is essential so that the NRC can provide a more complete picture of successful programs and, importantly, will be used to rate programs. This tip sheet is designed to assist you in completing the web-based NRC Faculty Questionnaire. Your response is important. If responses are not provided in a consistent and complete manner, the survey results may be compromised and program rankings could be adversely affected. For more details on the NRC Assessment see:
<http://www7.nationalacademies.org/resdoc/index.html>

It is very important that you read this tip sheet BEFORE beginning the Faculty Questionnaire, as there are many pieces of information you may not have readily available and some items may need clarification!

- 1) As a core faculty member in an NRC program, you will be contacted through an invitation from the NRC via the U.S. Postal Service and by e-mail nrc-assessment@bhew.nas.edu sometime in early January to complete the web-based questionnaire.
- 2) Completed questionnaires are due no later than February 15, 2007.
- 3) You will be asked to provide information about your doctoral dissertation committee service at Purdue; prior employment experience; educational background; scholarly activity; research activity; information about doctoral students you supervised who have earned a degree for the past five years; perceptions of program quality, and demographic information.
- 4) Because the drop-down menus with the NRC categories may be confusing, check with your department head to verify your primary and secondary fields according to initial information supplied to the NRC by Purdue University administrators.
- 5) Scholarly Activity
 - a) For scholarly activity, the NRC will use data provided by the journals monitored by the Institute for Scientific Information (ISI). The journal list can be found at: www.scientific.thomson.com/mjl. It is imperative that you list all names (including middle names) under which you may have published for the past five years (for those in the Humanities, it will be for the last 10 years 1996-2006).
 - For example: Jane Doe, Jane H. Doe, J.H. Doe or other prior names
 - b) From the above example, you can see that the citation analysis is very detailed. Undercounts will occur if EVERY possible version of your name (including prior names) which may have appeared in print is not provided. Be particularly aware if you have a

name that could be mistaken for someone else's. This can happen even with names other than the most common names.

- c) To mitigate the effects of multiple name versions and common names, the NRC will use **publication** ZIP codes (ZIP code reported in your address for each article) if there is not a unique name match. It is important to be diligent in reporting **all** ZIP codes in which you published during the years of interest. It may be helpful to look at all of the published items and note the name and zip code you used for each publisher.
 - d) Books will be counted only if you provide the information. Book titles are not abbreviated systematically, so be sure to provide the complete title including series title, subtitle, and any other wording considered part of the title. The NRC will not count citations for books.
 - e) When filling out the survey, use a computer that will enable access to your curriculum vitae and/or faculty report so you can cut and paste information about publications (both in English and other languages). Note: Humanists will need information going back as far as 10 years.
- 6) Have information available on 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.
 - 7) A copy of your electronic C.V. is requested to assist with publication and career path data verification.
 - 8) You will be asked if you are willing to answer an additional questionnaire that will be used to rate the overall quality of other doctoral programs in your field. You will not be eligible to participate in the programs rankings if you do not answer "yes" to this question.

Thank you for taking the time to review this Tip Sheet. Your participation in the NRC Faculty Questionnaire is important, and your cooperation is most appreciated.