Faculty Tip Sheet
for the National Research Council Study of Research Doctorates
Faculty Questionnaire

This tip sheet has been designed to facilitate completion of the Faculty Questionnaire from the NRC for its assessment of research doctorate programs. Information provided by faculty enhances the survey’s findings and enables an accurate picture to be formed regarding doctoral programs in the United States. Responses to the survey will help form a more complete picture of successful programs, permit a statistical description of faculty in certain departments, and provide information to many constituents, including prospective faculty and students, funding agencies, government officials, potential donors, and colleagues.

It is very important that you read this tip sheet BEFORE beginning the survey, as there are many pieces of information you may not have readily available, and some items are ambiguous! If faculty do not answer in a consistent and complete manner, the survey will not yield correct data, and programs could be adversely affected in their ranking. Additional information about the rationale for questions has been provided by the NRC and can be found at the end of the questionnaire.

1. You will be contacted initially 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 invites participation in the survey and provides you with a login and password necessary to continue in the process.

2. The survey will take approximately 20-30 minutes to complete. Be sure to have your CV available electronically, as the NRC will request that you upload it as part of the survey. Having it handy will also help in responding to questions about publications, research funding, patents, etc…

3. You may wish to check the online ISI databases, which the NRC will use as a source of your publications and citations. A helpful site for using these databases is found at the following Web site: http://www.library.miami.edu/search/eresources/nrc_citations.html.

4. When listing publications, be sure to list all names under which you may have been published in the last five years, including first and middle names.

Undercounts occur if faculty do not include EVERY possible version that their names, including prior names, may have appeared in print.

5. Be particularly aware if you have a name that could be mistaken for someone else’s. This can happen with names other than the obvious, most common names, too!
6. To mitigate the effects of multiple name versions and common names, the NRC uses ZIP codes, but faculty must be diligent in reporting all ZIP codes that faculty listed in a contact address for publishing purposes during the past five years. The NRC does not want the publication’s ZIP code but the ZIP code that you reported in your address for that article.

Look at all published items from the last five years in the actual publication and note the name and address you used for each publisher. It may be surprising to learn all the variations and addresses you may have used. For example, did you use your institution’s address with ZIP or your personal address? To save time and ensure accuracy, have handy not only your personal addresses during the last five years but also your professional addresses.

7. Be sure to include in your listing of publications all books and monographs you have authored. Use complete, unabbreviated titles, including subtitles.

8. Humanities questions will need information going as far back as 10 years.

9. 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.

10. Verify with your department heads what your primary and secondary fields are according to initial information supplied to the NRC by UGA administrators. You will be asked to select your program from a list. Because sometimes the program name does not coincide with the department name, be sure to select the name of the PhD program in the department in which you serve as core or new faculty member and not necessarily the department name. For example, at UGA, the PhD is in Agronomy in the Department of Crop and Soil Sciences; the PhD is in Mass Communication in the College of Journalism and Mass Communication.

11. When answering the question pertaining to grants, list only the grants that support your own research, not that of postdocs. Funding that supports students (training grants) in your lab is addressed in a separate question.

12. Thank you for your participation in this important study!