

## **Faculty Tip Sheet**

### **National Research Council Study of Research Doctorates**

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 questionnaire's findings and enables an accurate picture of doctoral programs in the United States. If faculty do not answer in a consistent and complete manner, the questionnaire will not yield correct data, and programs could be adversely affected in their rankings. Responses to the questionnaire 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, researchers, and colleagues.

**It is very important that you read this tip sheet BEFORE beginning the questionnaire, as there are some pieces of information you may not have readily available!**

1. **Contact:** You will be contacted initially through an invitation from the NRC via your email address and the U.S. Postal Service. The initial letter invites participation in the questionnaire and provides you with a login and password necessary to continue in the process. Phone calls and follow-up emails may also be used after this first communication as the NRC attempts to increase response rates nationally. Please monitor your "spam" email folders for the address [nrc-assessment@bhew.nas.edu](mailto:nrc-assessment@bhew.nas.edu) in case your invitation is filtered out.
2. **Deadline:** At the end of the questionnaire, you will be asked whether you would be willing 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 questionnaire **NO LATER THAN FEBRUARY 15, 2007**. If you prefer not to be a rater, you have until April 1, 2007 to submit your questionnaire.
3. **In Advance:** When filling out the questionnaire, we suggest using a computer that will enable access to your updated CV. You should also have access to information about your extramural funding (last five years) as well as doctoral students for whom you served as primary dissertation adviser for the past five years. Some questions may need information going as far back as ten years, especially in the Arts and Humanities.
4. **Publications:** In Section D, the NRC is collecting information about your scholarly activity in three ways, each having some problems.
  - a. NRC will use Institute for Scientific Information Web of Knowledge (ISI) databases as the primary means for gathering faculty publication data and scholarly activity (see: <http://scientific.thomson.com/mjl/>). ISI provides good journal publication coverage for faculty outside of the Humanities. However, for faculty in the Arts and Humanities, ISI coverage is spotty. Also, books and niche/new journals are not likely covered by ISI.

- b. You can manually enter your scholarly activities into the questionnaire; however, this process could take a large amount of time. You can include publications both in English and in other languages.
- c. You can upload your CV (preferably in Word, RTF or PDF format). If you upload your CV, you only need to manually enter into the questionnaire those activities that you have not included on your CV (questions D3, D4 or D5). Unfortunately, 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, you can ensure that searches of the ISI databases turn up as many of your publications as possible. Tips for responding to these questions are listed below. Second, everyone should update and then upload their CV. Third, it really would be best if you manually enter your non-journal article scholarly activity into the questionnaire directly. I know this seems redundant given that you are providing a CV, but I think it's the only way to really be certain your activity is fully counted.

Question D1. It is imperative that you list all names under which you may have been published in the past five years (ten years for the Arts and Humanities), including first and second name initial use, middle names, and punctuation use. The citation analysis is very detailed and dependent on faculty input for accuracy. Undercounts may occur if faculty do not include every possible version of their names, including prior names, that may have appeared in print. Be particularly aware if you have a name that could be mistaken for someone else's.

For example: J.B. Martin versus J. Martin; L-C Smith versus L.C. Smith; Pat Davis versus Pat L. Davis; Mary Louise Cook versus Mary Cook

Question D2. To mitigate the effects of multiple name versions and common names, the NRC uses ZIP codes in their matching process. Be diligent in reporting all ZIP codes under which you have published. Despite the ambiguous wording on the questionnaire, the NRC does not want the publication's ZIP code, but the ZIP code you reported in your address for that article. Your list might include ZIPs from current or previous institutions, a professional organization, or even a current or previous home address.

Question D3. The ISI generally does not include citations for books. The NRC will only use the names of books if faculty provide them. When updating your CV and manually listing books in question D3, you should provide the complete title, including series title, subtitle, and any other wording considered part of the title. Do not list chapters contributed to edited volumes here; these will be listed in question D5.

Question D5. You should list any other scholarly product not already covered by the previous questions here. Include chapters contributed to edited volumes by showing chapter title and volume title.

5. **Questions:** Some questions need no explanation, but others may be confusing. Below are some tips for specific questions.

- a. Question A2. Asks for a listing of all the doctoral programs in which you are involved as well as your doctoral student committee service. Note that not all doctoral programs at UNC-Chapel Hill are involved in the NRC, so you may not find every single program in the drop-down list. You should not include committee service when you served solely as an “outside reader”. You should however include interdisciplinary service or service outside your department if you are associated with another department on campus.

These data have already been provided centrally by departmental offices. Please feel free to find or confirm your responses by using our searchable database found here:

<http://gradschool.unc.edu/nrc/questionnaires.html>

- b. Questions A4 and A5. Asks 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 drop-down 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 drop-down list. A5 then provides you with the opportunity to provide information in a similar way for additional areas of specialization.
- c. 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 UNC-Chapel Hill was as a student, you should leave this blank.
- d. Question E2. The grants to be counted should be those that support the faculty member’s own research. Grants for postdocs and traineeships should not be counted.
- e. Question E3. The NRC has clarified that students receiving any amount of support within the last year may be counted.
- f. Question F1. 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.” Many departmental offices have access to these data, but remember that they will be pulling data for all faculty in the program and need time to respond to individual queries. If we had to guess, it will be the current position and current employer pieces that are most helpful for this question.
- g. Section H. While UNC-Chapel Hill already provided some centrally available data about our faculty to NRC, we chose not to provide demographic information for individual faculty. You may provide these data if you wish.
- h. Question J1. Refers to the next stage of the NRC data collection effort. The NRC does plan to invite some faculty to rate the overall quality of other doctoral programs in their field. *We encourage faculty who feel prepared and knowledgeable about their*

*disciplines to volunteer as a potential rater.* You may wish to review the Ratings process here: [http://www7.nationalacademies.org/resdoc/FAQ.html#P372\\_54663](http://www7.nationalacademies.org/resdoc/FAQ.html#P372_54663)

Some faculty, including our Institutional Coordinator, have already taken the questionnaire as part of the project planning. If you are able to obtain all the information we mention in this tip sheet in advance, we estimate it should take you no longer than 15-30 minutes to complete your own questionnaire depending on your discipline.

**For additional details, please see our website: <http://gradschool.unc.edu/nrc/index.html>**

**For interpretation or policy questions, please feel free to contact Stephanie Schmitt at the Graduate School at [sschmitt@email.unc.edu](mailto:sschmitt@email.unc.edu)**

**Please complete your online questionnaire and submit to NRC by  
Thursday, February 15<sup>th</sup>**