

## HERI Faculty Survey Data and Reporting

### Preliminary Data

Your institution's preliminary data files will be posted in the portal at <http://www.cirpsurveys.org> as soon as they are available. The preliminary data is processed **each night** the survey is live, and can be accessed on an ongoing basis to monitor response rate, etc. Your primary contact will receive an automatic email from us as soon as the first results are posted. You will not have access to these files until you have completed the Research Approval Form in the CIRP Web Portal.

### Reporting

In July 2017, you will receive an email notification that your HERI Faculty Survey reports have been uploaded to [www.cirpsurveys.org](http://www.cirpsurveys.org). Please note that HERI will suppress any item that includes fewer than 5 respondents to preclude the possibility that an individual could be identified. Your survey results include:

- 1) Institutional Profile Report (in Excel and PDF). The Institutional Profile summarizes your survey data. There are four reports in your institutional profile. The first tab summarizes findings for full-time male, full-time female and all full-time respondents. Comparative national normative responses from all institutions participating in the HERI Faculty Survey and two comparison groups will also be included in the report. In addition, separate tabs contain summary reports profiling part-time faculty, graduate faculty, and all survey respondents at your institution.
- 2) CIRP Construct Report (in Excel and PDF). CIRP Constructs are global measures of academic and educational outcomes important to understanding and improving the faculty experience: Student-Centered Pedagogy, Undergraduate Educational Goal-Personal Development, Scholarly Productivity, Civic-Minded Practice, Civic-Minded Values, Job Satisfaction-Workplace, Job Satisfaction- Compensation, Career-Related Stress, Institutional Priority-Increase Prestige, Institutional Priority-Commitment to Diversity, Institutional Priority-Civic Engagement, and Social Agency. Included in the CIRP Construct reports are means, standard deviation, statistical significance, effect size and percentiles for your institution and comparison groups. Additionally, scores on each construct have been calculated for each respondent and are included in your final data file.

- 3) Theme Report (in Excel and PDF). The CIRP Themes report organizes results around specific areas of interest for easy access (e.g., Institutional Support and Resources, Interaction with Students, Habits of Mind). Included in the themes report are summarized frequencies, means, standard deviation, statistical significance, and effect size for your institution and comparison groups.
- 4) PowerPoint Presentation. An executive summary of your HERI Faculty Survey.
- 5) Final Data File. The final data file differs from the preliminary data file in several important ways:
  - The data have been cleaned.
  - Construct scores have been calculated and included for each respondent.
  - Aggregated variables (e.g., race, department) have been created and included.
  - HERI includes the responses from participants who have started, but not completed, the survey in the data returned to you in your final data file and reporting. In order to be considered a “partial,” the respondent must have read and accepted the informed consent and completed at least one substantive question on the questionnaire. Partial data becomes available in the preliminary data at the survey close date. Having the “partial” responses increases the utility of the data on campus by allowing you to conduct more robust and meaningful analysis.

### **Using Data for Local Research**

The final data file is an important resource for digging deeper into the results on campus. Any item on the survey could potentially define interesting subsets for investigation (e.g., tenured vs. non-tenured faculty, full vs. part-time faculty, faculty in the sciences vs. faculty in the humanities, faculty who have held administrative posts vs. those who have not). The locally defined additional questions can be used to identify subsets that are institutionally specific, such as faculty who indicate an interest in teaching a MOOC or web-based course vs. those who do not.

Your data file (and all other deliverables) will be available in the web portal until September 2018.

In Fall 2017, all institutions will receive a copy of *Undergraduate Teaching Faculty: The 2016-2017 HERI Faculty Survey*. We will post this PDF to coincide with the release of the national norms. The primary contact will receive an email from us when it is available for download from the web portal.

## **Confidentiality**

### **Faculty members' right to confidentiality as research subjects must remain a priority.**

Please inform and reinforce to your faculty that the questionnaires are handled in a confidential and professional manner. Following are some specific points to consider with respect to the confidentiality of HERI Faculty Survey data:

- Your data storage systems must be secured (e.g., locked storage).
- Assure faculty that no one at your institution will examine individual responses to survey questions.
- The HERI Faculty Survey is an anonymous survey. Your data file will **not** include personal identifiers. The HERI faculty survey **does not** ask for personal identifiers (e.g., name, employee ID, address, birthdate).
- Participants who elect to provide their email address to HERI for follow-up will have that email retained in a file separate from their survey responses at HERI. Email addresses will **not** be returned to the institution in the institutional data file.
- A list of faculty who submit or opt out of the survey will be sent to the institution for the sole purpose of preventing these faculty members from receiving future reminder emails. This list is **not** tied to survey responses in any way, nor will the institution receive information about whether the faculty member completed the survey or opted out.
- HERI does not release identifiable data to other researchers or to other agencies.
- In order to receive your data file, you must certify your compliance with our confidentiality agreement. The Research Approval Form states that the data will be used solely for statistical analyses and reporting of aggregated information, and not for the investigation of specific individuals. You must complete this form in our Web Portal before you can access your institution's data file.