

Appendix A

Technical Review Panel

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Technical Review Panel

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Appendix B

Data Collection Notification Materials

Institutional Contacting Letters

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Institutional Contacting Letters

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NSoFaS
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Community Colleges

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Universities

American Association of
University Professors

American Council on
Education

American Federation of
Teachers

Association for
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Association of American
Colleges and Universities

Association of Catholic
Colleges and Universities

Career College
Association

The Carnegie Foundation
for the Advancement of
Teaching

College and University
Professional Association
for Human Resources

The College Board

The College Fund/UNCF

Council of Graduate
Schools

The Council of
Independent Colleges

Hispanic Association of
Colleges and Universities

National Accrediting
Commission of
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Arts and Sciences

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Business Officers

National Association for
Equal Opportunity in
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National Association of
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and Universities

National Association of
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Land-Grant Colleges

National Association of
Student Financial Aid
Administrators

National Education
Association

**FIELD TEST LETTER TO CHIEF ADMINISTRATIVE OFFICER
IN BOTH NPSAS/NSOPF SAMPLE**

[DATE]

[CAO NAME], [TITLE]
[INSTITUTION'S NAME]
[INSTITUTION'S ADDRESS1]
[INSTITUTION'S ADDRESS2]
[CITY] [STATE] [ZIP]

Dear [CAO NAME]:

[INSTITUTION'S NAME] has been selected to participate in the field test of the 2004 National Study of Faculty and Students (NSoFaS:04), being conducted for the National Center for Education Statistics, part of the U.S. Department of Education, by the RTI International (RTI). NSoFaS is designed to collect data from nationally representative samples of students, faculty and instructional staff. This study provides vital information on changes over time in two pivotal areas of national concern:

- How do students and their families finance education after high school?
- Who teaches in our colleges and universities and how do they conduct their work?

To make realistic plans for the future of higher education, planners and policymakers at all levels—institutional, state and federal—need reliable and current national data on available resources, and on the constraints and demands being made on higher education. In response to the continuing need for the data provided by NSoFaS, Congress has authorized the National Center for Education Statistics (NCES) to collect the data periodically. Information on students and student financial aid was previously collected in 1987, 1990, 1993, 1996 and 2000 as part of the National Postsecondary Student Aid Study (NPSAS). Data on full- and part-time faculty and instructional staff were collected for the National Study of Postsecondary Faculty (NSOPF) in 1988, 1993 and 1999. These two studies are being conducted together to minimize the response burden to participating institutions. Additional information is provided in the enclosed materials, which include the NSoFaS brochure, as well as the brochures that will be mailed to student and faculty respondents.

The purpose of the field test is to evaluate survey instruments and procedures so that the full-scale study is as effective as possible. Your institution's participation is crucial to the success of the field test. Institutions selected for the field test will not be asked to participate in the full-scale study. I am writing to request your assistance by appointing an NSoFaS coordinator who will oversee the preparation of lists of faculty and students at your institution, and who will complete a brief Internet questionnaire on institutional policies and procedures related to faculty at your institution. The lists prepared by your institution will be used to draw samples of faculty and students for participation in NSOPF and NPSAS, respectively. (Both faculty and student respondents will be asked to complete their interviews on the Internet.)

**Appendix B: Data Collection Notification Materials
Institutional Contacting Letters**

The individual designated as coordinator should be someone who is familiar with data and information sources at your institution (such as the Director of Institutional Research). Should you require any assistance in selecting an appropriate coordinator (for example, we might be able to identify someone who has worked on these studies at your institution previously), you may call the NSoFaS Help Desk at 1-866-NSOFAS4.

Federal law protects the confidentiality of all data that would identify individuals. Details on data collection procedures (including a full description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information and demographic data) are provided in the enclosed brochures.

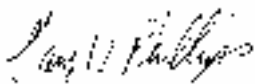
An RTI representative will contact your coordinator to discuss the study procedures for your institution. Additional information about NSoFaS, including reports based on data from previous NSOPF and NPSAS studies, is available on the NSoFaS Web Site: <https://surveys.nces.ed.gov/nsofas>. If you have any questions about the study or procedures involved, please contact Brian Kuhr, the Project Coordinator at RTI, by telephone, at 1-866-676-3274 or e-mail (nsofas@rti.org).

You may also direct questions to NCES by contacting James Griffith, at 1-202-502-7387 (e-mail address: James.Griffith@ed.gov) or Linda Zimpler at 1-202-502-7481 (e-mail address: Linda.Zimpler@ed.gov).

The *Designation of Coordinator* form may be completed online at the NSoFaS Web Site, using the IPEDS UNITID and password printed below.

We look forward to [INSTITUTION'S NAME] participation in this important study. Thank you for your cooperation and prompt completion of the enclosed NSoFaS *Designation of Coordinator Form*.

Sincerely,



Gary W. Phillips, Ph.D.
Deputy Commissioner

Enclosures

The NSoFaS *Designation of Coordinator Form* may be completed online at:

<https://surveys.nces.ed.gov/nsofas>

IPEDS UNITID: <<ipeds number>>

Password: <<password>>

FIELD TEST LETTER TO CHIEF ADMINISTRATIVE OFFICER
IN NPSAS ONLY SAMPLE

[DATE]

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Admissions Officers

American Association of
Community Colleges

American Association of State
Colleges and Universities

American Association of
University Professors

American Council on Education

American Federation of
Teachers

Association for Institutional
Research

Association of American
Colleges and Universities

Association of Catholic Colleges
and Universities

Career College Association

College and University
Professional Association for
Human Resources

The College Board

The College Fund/UNCF

Council of Graduate Schools

The Council of Independent
Colleges

Hispanic Association of Colleges
and Universities

National Accrediting
Commission of Cosmetology
Arts and Sciences

National Association of College
and University Business Officers

National Association for Equal
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National Association of
Independent Colleges and
Universities

National Association of State
Universities and
Land-Grant Colleges

National Association of Student
Financial Aid Administrators

National Education Association

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[INSTITUTION'S ADDRESS2]
[CITY] [STATE] [ZIP]

Dear [CAO NAME]:

[INSTITUTION'S NAME] has been selected to participate in the field test of the 2004 National Postsecondary Student Aid Study (NPSAS:04), a component study of the 2004 National Study of Faculty and Students (NSoFaS:04). NSoFaS is being conducted for the National Center for Education Statistics, part of the U.S. Department of Education, by RTI International (RTI). NSoFaS is designed to collect data from nationally representative samples of students, faculty, and instructional staff. NPSAS is a major nationwide study of how students and their families finance education after high school. We are writing to request that you appoint a NSoFaS coordinator to oversee preparation of a student enrollment data file. The data file will be used to draw a sample of students, who will be asked to complete an Internet questionnaire.

The purpose of the field test is to evaluate survey forms and procedures so that the full-scale study is as effective as possible. Your institution's participation is crucial to the success of the field test. Institutions selected for the field test will not be asked to participate in the full-scale study.

The individual designated as coordinator should be someone who is familiar with the relevant data and information sources at your institution (such as a Financial Aid Administrator or the Director of Institutional Research). Should you require any assistance in selecting an appropriate coordinator (such as identifying the previous NPSAS Coordinator at your institution), you may call the NSoFaS Help Desk at 1-866-NSOFAS4.

To make realistic plans for the future of higher education, planners and policymakers at all levels—institutional, state and federal—need reliable and current national data on available resources, as well as on the constraints and demands on higher education. In response to the continuing need for the data provided by NSoFaS, Congress has authorized the National Center for Education Statistics (NCES) to collect this data periodically. Information on student financial aid was previously collected in 1987, 1990, 1993, 1996 and 2000 as part of the National Postsecondary Student Aid Study (NPSAS).

Federal law protects the confidentiality of all data that would identify individuals. Details on data collection procedures (including a full description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information and demographic data) are provided in the materials enclosed.

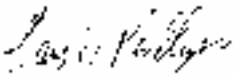
Appendix B: Data Collection Notification Materials
Institutional Contacting Letters

An RTI representative will contact your coordinator to discuss the study procedures for your institution. If you have any questions about the study or procedures involved please contact Brian Kuhr, the Project Coordinator at RTI, by telephone, at 1-800-676-3274 or e-mail (nsofas@rti.org). Additional information about NSoFaS, including reports based on data from previous NPSAS studies, is available on the NSoFaS Web Site: <https://surveys.nces.ed.gov/nsofas>. You may also direct questions to NCES by contacting James Griffith, at 1-202-502-7387 (e-mail address: James.Griffith@ed.gov).

The *Designation of Coordinator* form may be completed online at the NSoFaS Web Site. To do this, use your IPEDS UNITID and password printed below.

We look forward to [INSTITUTION'S NAME] participation in this important study. Thank you for your cooperation and prompt completion of the enclosed NSoFaS *Designation of Coordinator Form*.

Sincerely,



Gary W. Phillips, Ph.D.
Deputy Commissioner

Enclosures

The *Designation of Coordinator Form* may be completed online at:

<https://surveys.nces.ed.gov/nsofas>

IPEDS UNITID: <<ipeds number>>

FIELD TEST INSTITUTIONAL COORDINATOR LETTER
TO BOTH NPSAS/NSOPF SAMPLE

NSoFaS
Endorsed by

American Association of
Higher Education

American Association of
Collegiate Registrars and
Admissions Officers

American Association of
Community Colleges

American Association of
State Colleges and
Universities

American Association of
University Professors

American Council on
Education

American Federation of
Teachers

Association for Institutional
Research

Association of American
Colleges and Universities

Association of Catholic
Colleges and Universities

Career College Association

The Carnegie Foundation
for the Advancement of
Teaching

College and University
Professional Association for
Human Resources

The College Board

The College Fund/UNCF

Council of Graduate
Schools

The Council of Independent
Colleges

Hispanic Association of
Colleges and Universities

National Accrediting
Commission of
Cosmetology
Arts and Sciences

National Association of
College and University
Business Officers

National Association for
Equal Opportunity in Higher
Education

National Association of
Independent Colleges and
Universities

National Association of
State Universities and
Land-Grant Colleges

National Association of
Student Financial Aid
Administrators

National Education
Association

<<DATE>>

<<COORD NAME>>, <<TITLE>>

<<INST NAME>>

<<ADDR 1>>

<<ADDR2>>

<<CITY STATE ZIP>>

Dear <<NAME>>:

The Chief Administrative Officer of your institution has selected you as Institution Coordinator for the field test of the 2004 National Study of Faculty and Students (NSoFaS:04). NSoFaS:04 is being conducted for the National Center for Education Statistics, part of the U.S. Department of Education, by the Research Triangle Institute (RTI). NSoFaS is designed to collect data from nationally representative samples of students, faculty and instructional staff. This study provides vital information on changes over time in two pivotal areas of national concern:

- How do students and their families finance education after high school?
- Who teaches in our colleges and universities and how do they conduct their work?

In response to the continuing need for the data provided by NSoFaS, Congress has authorized the National Center for Education Statistics (NCES) to collect the data periodically. Data on full- and part-time faculty and instructional staff were collected for the National Study of Postsecondary Faculty (NSOPF) in 1988, 1993 and 1999. Information on students and student financial aid was previously collected in 1987, 1990, 1993, 1996 and 2000 as part of the National Postsecondary Student Aid Study (NPSAS).

The purpose of the field test is to evaluate survey instruments and procedures so that the full-scale study will be as effective as possible. Your institution's participation is crucial to the success of the field test. Institutions selected for the field test will not be asked to participate in the full-scale study. Forms, instructions and a complete data collection schedule for the two component studies are contained in this binder.

As the NSoFaS:04 Institution Coordinator for the faculty component (NSOPF), we are asking you to:

- Prepare and send a complete data file listing of all full- and part-time faculty, adjunct faculty and instructional staff (including available contact and all available demographic information) by December 6, 2002. The file should be current as of November 1, 2002 or the date at your institution when faculty rosters for the Fall Academic term are complete. Data files for NSoFaS may be uploaded on the secure NSoFaS Web Site, sent by e-mail, or mailed using the pre-addressed Federal Express air bill provided (see complete instructions in this binder).

Appendix B: Data Collection Notification Materials
Institutional Contacting Letters

- Complete the *Institution Questionnaire* online at the NSoFaS Web Site by December 6, 2002. To do this, use your IPEDS UNITID and password printed at the bottom of this letter. The questionnaire may be completed in multiple sittings; however, Question 1 (which asks for counts of full- and part-time faculty and instructional staff at your institution) should be answered at the time you send your list of faculty. A facsimile of the questionnaire is included in your binder.

As the NSoFaS:04 Institution Coordinator for the student component (NPSAS), we are asking you to:

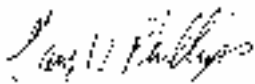
- Complete the *Coordinator Response Sheet* online at the NSoFaS Web Site, within the next two weeks, using your IPEDS UNITID and password printed at the bottom of this letter. We will schedule data collection for your institution based on the information you provide. A facsimile of the *Coordinator Response Sheet* is included in your binder.
- Coordinate collection of your institution's student enrollment list. Prepare and send a data file to include all students enrolled at any time between July 1, 2002 and April 30, 2003.
- Provide the information requested for each student who is sampled. This includes specific information on their enrollment status, financial assistance and demographic characteristics.

Additional information may be found in the materials enclosed; we have provided a copy of the brochures to be mailed to faculty and students, as well as an NSoFaS brochure. If you have further questions, please contact the NSoFaS Help Desk at 1-866-NSOFAS4 (1-866-676-3274).

Federal law authorizes this data collection and protects the confidentiality of all data that would identify individuals. Details on data collection procedures (including a full description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information and demographic data) are provided in the materials enclosed. Questions about the study or procedures should be directed to Brian Kuhr, the Project Coordinator at RTI, by telephone, at 1-866-676-3274 or e-mail (nsofas@rti.org). You may also direct questions to NCES by contacting James Griffith, at 1-202-502-7387 (e-mail address: James.Griffith@ed.gov) or Linda Zimbler at 1-202-502-7481 (e-mail address: Linda.Zimbler@ed.gov).

An RTI representative will contact you to discuss the study procedures for your institution. Go to the NCES Web Site at <https://surveys.nces.ed.gov/nsofas> for survey forms and detailed information about NSoFaS, including reports based on data from previous NSOPF and NPSAS studies. We look forward to <<INSTITUTION NAME>>'s participation in this important study. Thank you for your cooperation.

Sincerely,



Gary W. Phillips, Ph.D.
Deputy Commissioner

Enclosures

Complete the *Coordinator Response Sheet* and *Institution Questionnaire* at:

<https://surveys.nces.ed.gov/nsofas>

IPEDS UNITID: <<ipded number>>

Password: <<password>>

FIELD TEST INSTITUTIONAL COORDINATOR LETTER
TO NPSAS ONLY SAMPLE

NSoFaS Endorsed by

American Association for
Higher Education

American Association of
Collegiate Registrars and
Admissions Officers

American Association of
Community Colleges

American Association of
State Colleges and
Universities

American Association of
University Professors

American Council on
Education

American Federation of
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Association for Institutional
Research

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Colleges and Universities

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Colleges and Universities

Career College
Association

The Carnegie Foundation
for the Advancement of
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Commission of
Cosmetology
Arts and Sciences

National Association of
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Business Officers

National Association for
Equal Opportunity in
Higher Education

National Association of
Independent Colleges and
Universities

National Association of
State Universities and
Land-Grant Colleges

National Association of
Student Financial Aid
Administrators

National Education
Association

<<DATE>>

<<COORD NPSAS ONLY NAME>>, <<TITLE>>

<<INST NAME>>>

<<ADDR 1>>

<<ADDR2>>

<<CITY STATE ZIP>>

Dear <<NAME>>:

The Chief Administrative Officer of your institution has selected you as Institution Coordinator for the field test of the 2004 National Postsecondary Student Aid Study (NPSAS:04), a component study of the 2004 National Study of Faculty and Students (NSoFaS:04). NSoFaS:04 is being conducted for the National Center for Education Statistics, part of the U.S. Department of Education, by Research Triangle Institute (RTI). NSoFaS is designed to collect data from nationally representative samples of students, faculty, and instructional staff. This study provides vital information on changes over time in two pivotal areas of national concern:

- How do students and their families finance education after high school?
- Who teaches in our colleges and universities and how do they conduct their work?

In response to the continuing need for the data provided by NSoFaS, Congress has authorized the National Center for Education Statistics (NCES) to collect this data periodically. Information on student financial aid was previously collected in 1987, 1990, 1993, 1996 and 2000 as part of the National Postsecondary Student Aid Study (NPSAS).

The purpose of the field test is to evaluate survey forms and procedures so that the full-scale study is as effective as possible. Your institution's participation is crucial to the success of the field test. Institutions selected for the field test will not be asked to participate in the full-scale study. Forms, instructions and a complete data collection schedule for the study are enclosed.

As the Institution Coordinator for NPSAS, we are asking you to:

- Complete the *Coordinator Response Sheet* online at the NsoFaS Web Site within the next two weeks. To do this, use your IPEDS UNIID and password printed at the bottom of this letter. We will schedule data collection for your institution based on the information you provide. A facsimile of the *Coordinator Response Sheet* is included in your binder.
- Coordinate collection of your institution's student enrollment list. Prepare and send a data file to include all students enrolled at any time between July 1, 2002 and April 30, 2003.

Provide the information requested for each student that is sampled. This includes specific information on their enrollment status, financial assistance and demographic characteristics.

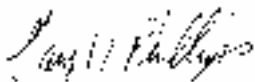
Appendix B: Data Collection Notification Materials
Institutional Contacting Letters

Additional information may be found in the materials enclosed; we have provided a copy of the brochure to be mailed to students as well as an NSoFaS brochure. If you have further questions, please contact the NSoFaS Help Desk at 1-866-NSOFAS4 (1-866-676-3274).

Federal law authorizes this data collection and protects the confidentiality of all data that would identify individuals. Details on data collection procedures (including a full description of the laws and procedures safeguarding the confidentiality of questionnaire responses, contact information and demographic data) are provided in the materials enclosed. Questions about the study or procedures should be directed to Brian Kuhr, the Project Coordinator at RTI, by telephone, at 1-866-676-3274 or e-mail (nsofas@rti.org). You may also direct questions to NCES by contacting James Griffith, at 1-202-502-7387 (e-mail address: James.Griffith@ed.gov).

An RTI representative will contact you to discuss the study procedures for your institution. Go to the NSoFaS Web Site at <https://surveys.nces.ed.gov/nsofas> for survey forms and detailed information about NSoFaS, including reports based on previous NPSAS studies. We look forward to <<INSTITUTION NAME>>'s participation in this important study. Thank you for your cooperation.

Sincerely,



Gary W. Phillips, Ph.D.
Deputy Commissioner

Enclosures

Complete the *Coordinator Response Sheet* online at:

<https://surveys.nces.ed.gov/nsofas>

IPEDS UNITID:

Password:

Student Contacting Letters

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NPSAS Lead Letter

Date

NPSAS:04

Endorsed by

American Association for
Higher Education

American Association of
Collegiate Registrars and
Admissions Officers

American Association of
Community Colleges

American Association of
State Colleges and
Universities

American Association of
University Professors

American Council on
Education

American Federation of
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Association for Institutional
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Association of American
Colleges and Universities

Association of Catholic
Colleges and Universities

Career College Association

The Carnegie Foundation for
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College and University
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The College Board

The College Fund/UNCF

Council of Graduate Schools

The Council of Independent
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National Accrediting
Commission of Cosmetology
Arts and Sciences

Hispanic Association of
Colleges and Universities

National Association of
College and University
Business Officers

National Association for
Equal Opportunity in Higher
Education

National Association of
Independent Colleges and
Universities

National Association of State
Universities and
Land-Grant Colleges

National Association of
Student Financial Aid
Administrators

National Education
Association

Name
Address 1
Address 2
City, State Zip

Dear Name:

I am writing to ask you to participate in an important study of postsecondary education students in the United States and Puerto Rico. The purpose of the study is to determine how students and their families meet the cost of education beyond high school. As part of your participation, we are asking you to complete a questionnaire over the Internet about how you paid for your school expenses during the 2002–2003 school year, whether you received financial aid, and if you did receive financial aid, whether the amount of aid was enough to meet your school expenses. If you did not receive financial aid during the 2002–2003 school year, you will be asked about how you paid for your education. On average, the questionnaire takes about 25 minutes to finish.

Students from all types of postsecondary institutions and all financial situations have been randomly selected to participate in the field test for this study—the 2004 National Postsecondary Student Aid Study. RTI International (RTI) of North Carolina is conducting the study for the U.S. Department of Education.

To complete the questionnaire over the Internet:

- Go to: <https://surveys.nces.ed.gov/npsas>
- Type the study ID and password (provided below) on the Home/Login page, and
- Press “Enter” or click “Login” to begin the questionnaire.

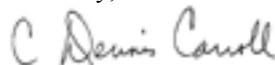
Participation in this study is voluntary and will not affect any aid or any other benefits you may receive. While you may decline to answer any question on the survey, your involvement in this study is critical to its success. We have enclosed a pamphlet that answers common questions about the field test and full-scale studies, and contains additional information on laws and procedures protecting your confidentiality.

If you do not complete the questionnaire over the Internet, an RTI interviewer will call you to complete the questionnaire by telephone.

If you have questions about the study, you can visit our web site at <https://surveys.nces.ed.gov/npsas>, you can call us toll free at 1-866-NPSAS04 (1-866-677-2704), or you can e-mail us at npsas@rti.org. Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD).

We sincerely appreciate your participation and thank you in advance for helping us conduct this very important study.

Sincerely,



C. Dennis Carroll, Ph.D.
Associate Commissioner
Postsecondary Studies Division

Go to: <https://surveys.nces.ed.gov/npsas>

Your study ID: <<ID FILL>>

Your password: <<PASSWORD FILL>>

Enclosures

HOW TO COMPLETE THE NPSAS:04 FIELD TEST QUESTIONNAIRE

To complete the self-directed web questionnaire:

1. Go to: <https://surveys.nces.ed.gov/npsas>
2. At the login and password prompts, enter your study ID and password.
3. Press “Enter” or click “Login” to begin the questionnaire.

If you need assistance in completing the self-directed web questionnaire or if you would like to complete the questionnaire over the phone, please call our Help Desk at 1-866-NPSAS04 (1-866-677-2704) for assistance.

You may complete the NPSAS web questionnaire at any time during the data collection period. We will also begin making calls asking study participants to complete the questionnaire over the phone starting on March 17, 2003.

For more information about this study visit the web site at:

<https://surveys.nces.ed.gov/npsas>

NOTE: The study has been approved by the Office of Management and Budget (OMB). The valid OMB control number for this information collection is 1850-0666. The expiration date is 06/30/2004. Public reporting burden for this information request in its entirety is estimated at 25 minutes per response. You may send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the U.S. Department of Education, Information Management and Compliance Division, Washington, DC 20202-4651; and to the Office of Management and Budget, Paperwork Reduction Project 1850-0608, Washington, DC 20503.

NPSAS Nonresponse Letter

«npsasid»
«fname» «mname» «lname» «suffix»
«Addr1»
«Addr2»
«City», «State» «Zip»-«Zip4»

Dear «sPretty_name»:

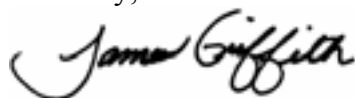
On behalf of the U.S. Department of Education, we would like to interview you for the National Postsecondary Student Aid Study (NPSAS). The purpose of the study is to determine how students and their families meet the cost of education beyond high school.

Your participation in this study is very important, regardless of whether you have received financial aid or not. Your opinions and experiences financing your education after high school will represent the thousands of students like you who also lead busy lives. Because the results from this study will help develop policy related to financing higher education, your experiences and opinions will help decide how our future tax dollars are spent. Be assured that your answers will be kept confidential and protected to the fullest extent allowable under law.

We have been unable to reach you by telephone to complete the interview; therefore, we urge you to contact us by calling toll free at 1-866-NPSAS04 (1-866-677-2704), or e-mailing us at npsas@rti.org. If you have questions about the study or would rather complete the interview on the internet, you can visit our web site at <https://surveys.nces.ed.gov/npsas>. Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD). **{IF IN INCENTIVE GROUP:}** Upon completion of the interview, you will receive your choice of a **\$20 check or a gift certificate from Amazon.com**, as a token of our appreciation.

Thank you for your time and willingness to participate.

Sincerely,



James Griffith, Ph.D.
NCES Project Officer

Go to: https://surveys.nces.ed.gov/npsas Your study ID: <<ID FILL>> Your password: <<PASSWORD FILL>>
--

NPSAS Refusal Letter

Date

NPSAS ID:«npsasid»

«fname» «mname» «lname» «suffix»

«Addr1»

«Addr2»

«City», «State» «Zip»-«Zip4»

Dear «sPretty_name»:

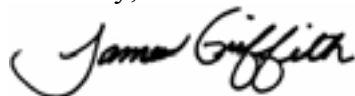
I understand that you recently spoke with a member of our project staff for the National Postsecondary Student Aid Study (NPSAS) that we are conducting for the U.S. Department of Education. The purpose of the study is to determine how students and their families meet the cost of education beyond high school.

Your participation in this study is very important, regardless of whether you have received financial aid or not. Your opinions and experiences financing your education after high school will represent the thousands of students like you who also lead busy lives. Because the results from this study will help develop policy related to financing higher education, your experiences and opinions will help decide how our future tax dollars are spent. Be assured that your answers will be kept confidential and protected to the fullest extent allowable under law.

If you have questions about the study or would like to complete the interview on the internet, you can visit our web site at <https://surveys.nces.ed.gov/npsas>. To contact us directly you can call us toll free at 1-866-NPSAS04 (1-866-677-2704), or you can e-mail us at npsas@rti.org. Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD). **{IF IN INCENTIVE GROUP:}** Upon completion of the interview, we would like to send you **your choice of a \$20 check or a gift certificate from Amazon.com**, as a token of our appreciation.

Thank you for your time and willingness to participate.

Sincerely,



James Griffith, Ph.D.
NCES Project Officer

Go to: <https://surveys.nces.ed.gov/npsas>

Your study ID: <<ID FILL>>

Your password: <<PASSWORD FILL>>

Final Letter

Date

«address_name»
«addr1»
«addr2»
«city», «state» «zip»«zip4»

Dear «sPretty_name»:

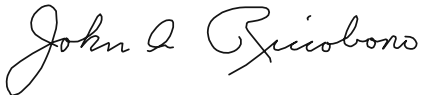
On behalf of the U.S. Department of Education, we would like to interview you for the National Postsecondary Student Aid Study (NPSAS). The purpose of the study is to determine how students and their families meet the cost of education beyond high school.

Your participation in this study is very important, regardless of whether you have received financial aid or not. By completing the study questionnaire, which asks about your experiences and opinions, you will help congress develop more effective policies related to how students and families finance higher education. Be assured that your responses will be kept confidential and protected to the fullest extent allowable under law.

Data collection for NPSAS is coming to a close, so we urge you to contact us this week, by calling toll free at 1-866-NPSAS04 (1-866-677-2704), or e-mailing us at npsas@rti.org. If you have questions about the study or would rather complete the interview on the internet, you can visit our web site at <https://surveys.nces.ed.gov/npsas>. Persons who are hearing or speech-impaired can call us at 1-877-212-7230 (TDD). Upon completion of the interview, you will receive your choice of a **\$20 check or a gift certificate from Amazon.com**, as a token of our appreciation.

Thank you for your time and willingness to participate.

Sincerely,



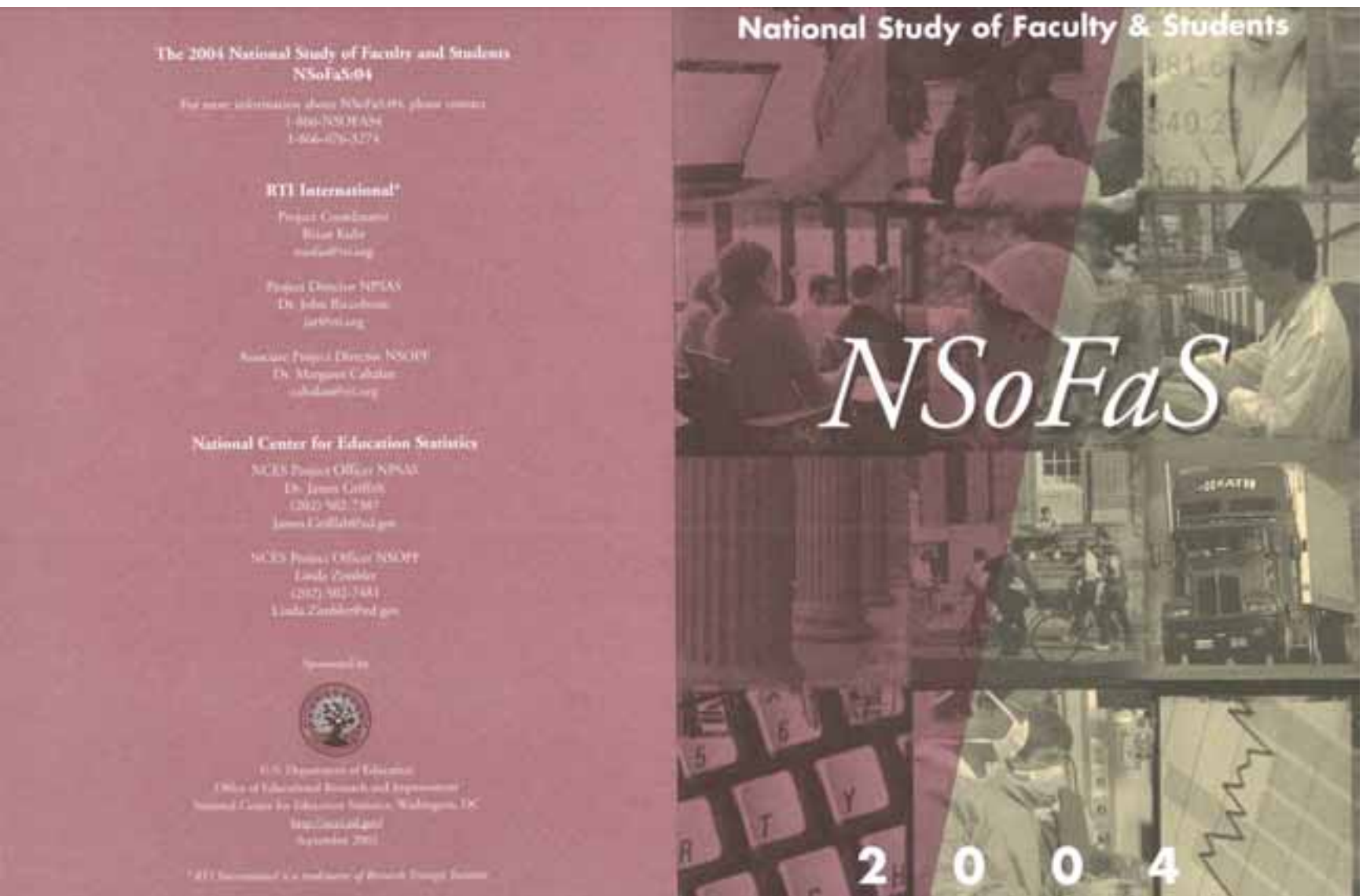
John Riccobono, Ph.D.
NPSAS Project Director

Go to: https://surveys.nces.ed.gov/npsas Your study ID: «caseid» Your password: «password»
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Brochures

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About the Study

The 2004 National Study of Faculty and Students NSoFaS:04

The National Center for Education Statistics (NCES), part of the U.S. Department of Education, is authorized by federal law to collect, analyze, and publish statistics and other data related to education in the United States and other nations. As part of its program NCES conducts large national surveys involving students enrolled in and faculty employed by postsecondary institutions. Two of these studies, the National Postsecondary Student Aid Study (NPSAS) and the National Study of Postsecondary Faculty (NSOPF), have been combined to realize efficiencies and reduce overall burden associated with institutional participation.

NSOPF is the major source of comprehensive information about faculty. It includes a nationally representative sample of full- and part-time faculty and instructional staff at public and private non-for-profit 2- and 4-year institutions in the United States. NSOPF is a widely recognized resource for researchers and policymakers in postsecondary education. It captures change over time in the background characteristics, workloads and career paths of postsecondary faculty and instructional staff. Policy issues addressed by NSOPF include: institutional reliance on part-time faculty; age composition of faculty; retirement incentives; representation of women and minorities in postsecondary institutions; and changes in workload caused by fiscal constraints and other factors.

NPSAS is the only comprehensive, nationally representative survey of student financial aid. No other single national database contains student-level records for students receiving aid from the numerous and disparate programs funded by the federal government, the states, postsecondary institutions, employers, and private organizations. The purpose of NPSAS is to compile a research data set with information about all of these programs, together with demographic and enrollment data. In addition, NPSAS provides vital information about the affordability of postsecondary education and the effectiveness of existing financial aid programs that will inform public policy at all levels. NPSAS includes students enrolled at public, private non-for-profit, private for-profit less-than-2-year, 2-year, and 4-year postsecondary institutions. NPSAS also provides comprehensive data on undergraduate, graduate, and first-professional students, both those who receive aid and those who do not.

The quality and affordability of postsecondary education are vital concerns for students and their families. That is why the information gathered by the 2004 National Study of Faculty and Students (NSoFaS:04) is so important. NSoFaS:04 explores how families with varying resources are able to pay for education after high school, and provides comprehensive data on the enrollment status, education goals, employment and demographic characteristics of postsecondary students. It also provides critical data on those individuals who are most pivotal to a quality education—faculty and instructional staff—including information on their training, experience, and duties, as well as the key policy issues affecting them and their work.

Basic Issues

National Study of Postsecondary Faculty (NSOPF)

NSOPF responds to the continuing need for data on postsecondary faculty. Research questions that can be studied using the data from NSOPF include:

- How many full- and part-time faculty are employed by distinct types of institutions?
- What are the background characteristics of full- and part-time faculty and instructional staff?
- What career paths do faculty pursue and what retirement plans are available to faculty and instructional staff?
- What are the workloads of faculty and instructional staff, and how much time is allocated to instruction?



National Postsecondary Student Aid Study (NPSAS)

NPSAS data provide information on the cost of postsecondary education, the distribution of financial aid, and the characteristics of both aided and unaided students and their families. Research questions that can be studied using the data from NPSAS include:

- What is the "net price" of education to the student and family?
- How is student "need" for financial aid being met?
- How much are students borrowing?
- What are the characteristics of students beginning their postsecondary education in 2004 and how many of them persist in postsecondary education?



Data Analysis and Dissemination

To make the data as useful as possible, NCES will publish information in several ways:

- Descriptive reports on selected topics
- Special tabulations
- Data files
- Conferences on study findings

You may view publications from previous NSOPF and NPSAS studies at the NSoFas Web Site: <http://surveys.nces.ed.gov/nsopf>

How will the Study be Conducted?

The NSoFas-04 field test will sample about 200 institutions that will be asked to provide lists of enrolled students and current faculty/instructional staff. Over 1,200 postsecondary students and faculty/instructional staff will be randomly selected from these lists. Some institutions will have only students or faculty sampled while others will have both.

The study will include the following sequence of events:

1. The Chief Administrative Officer (CAO) at each institution is asked to designate an NSoFas-04 Institutional Coordinator(s) to work with RTI.
2. RTI contacts the Institutional Coordinator(s) to clarify the tasks, time-line and responsibilities.
3. The Institutional Coordinator supplies RTI with student and/or faculty lists (depending on whether the institution is sampled for one or both components—NSOPF or NPSAS). Lists will include contact and basic demographic information.
4. RTI selects a sample of students and/or faculty from those lists.
5. The Institutional Coordinator, or other designated staff, completes a Web-based questionnaire about institutional policies/practices related to faculty at their institution (NSOPF).
6. The Institutional Coordinator, or other designated staff, provides record information (e.g., enrollment status, major, aid package received) for only the students sampled for the study (NPSAS).
7. Sampled students and faculty complete Web-based or telephone interviews.

These activities may differ somewhat according to your type of institution and method of record keeping. Web-based data entry applications have been developed to facilitate faculty participation and to minimize the burden on institutional staff in gathering the data for selected students. The software is user-friendly and efficient. For NPSAS, RTI field staff will be available for assistance during the record abstraction phase.

Schedule

The field test will evaluate all procedures and systems to ensure that the main study, which begins one year later, is successful. Timeline for key activities during the field test include:

BEGINNING DATE	TYPE OF ACTIVITY
September 2002	RTI contacts Chief Administrative Officer
October 2002	RTI requests Faculty Lists from Institutional Coordinator (NSOPF)
November 2002	Web-based questionnaire completed by Institutional Coordinator (NSOPF)
December 2002	RTI samples faculty to be included in NSOPF
January 2003	Web-based faculty questionnaire begins (NSOPF)
January 2003	RTI requests Student Enrollment Lists from Institutional Coordinator (NPSAS)
February 2003	RTI samples students to be included in NPSAS
February 2003	Records on sampled students abstracted by Institutional Coordinator (NPSAS)
March 2003	Web-based student questionnaire begins (NPSAS)

Endorsements

American Association for Higher Education
American Association of Collegiate Registrars and Admissions Officers
American Association of Community Colleges
American Association of State Colleges and Universities
American Association of University Professors
American Council on Education
American Federation of Teachers
Association for Institutional Research
Association of American Colleges and Universities
Association of Catholic Colleges and Universities
Career College Association
The Carnegie Foundation for the Advancement of Teaching
College and University Professional Association for Human Resources
The College Board
The College Fund/UNCF
Council of Graduate Schools
The Council of Independent Colleges
Hispanic Association of Colleges and Universities
National Accrediting Commission of Cosmetology Arts & Sciences NIPASAS only
National Association of College & University Business Officers
National Association for Equal Opportunity in Higher Education
National Association of Independent Colleges and Universities
National Association of State Universities & Land-Grant Colleges
National Association of Student Financial Aid Administrators
National Education Association

Confidentiality Issues

ED International, as the contractor for NCEA, has been given the authority to collect information from institutional records under the provisions of The National Education Statistics Act of 1994. The National Education Statistics Act (NESAs) of 1994, as amended by the USA PATRIOT Act of 2001, authorizes NCEA to collect and disseminate information about education in the United States. Collection is most often done through surveys. This Act, which incorporates and expands upon the Privacy Act of 1974, requires strict procedures to protect the **confidentiality of persons in the collection, reporting, and publication of data.** The Family Education Rights and Privacy Act of 1974 (FERPA) (20 U.S.C. 1232g) allows for the release of institutional record information to the Secretary of Education or his agent without prior consent of survey members (20 U.S.C. 1232g(b)(1)).

All responses that refer to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law.

Protection of Electronic Files (e-files)

All e-files from institution records and students, parents, and faculty interviews will be carefully protected. Computer accounts used to access e-data will be password protected with multi-level access controls to ensure that only those individuals with a need to access confidential information are allowed access to it. For the Web-based data collection, proven methods of protection for online sessions and data security over the Internet will be used. Secure Socket Layer (SSL) protocol is used to encrypt the data over the internet. All the data entry modules on this site are password protected, when the user is required to login to the site before accessing confidential data. The system automatically logs the user out after 30 minutes of inactivity on the session. This prevents any unauthorized user from browsing through the site.

Protection of Paper Records

All paper records will be maintained in locked storage cabinets. A unique study identification variable (not the social security number or school ID) will be created and maintained for each survey participant to protect against disclosure of confidential data.

Preparation of Data for Public Release

All data released to the general public (for example, statistical tables) will be designed so that it will not be possible to identify specific individuals.

Violations

Anyone who violates the confidentiality provisions of this Act when using the data shall be found guilty of a **class E felony** and can be **imprisoned up to five years, and/or fined up to \$250,000.**

What is NPSAS?

The 2004 National Postsecondary Student Aid Study (NPSAS) is designed to describe how students and families meet the cost of education beyond high school. The study includes students from all types of postsecondary schools—less than 2-year institutions, community colleges, 4-year colleges, and major universities. NPSAS collects information on students who receive any type of financial assistance (grants, scholarships, loans, awards, stipends) as well as those who do not. Information collected includes

- Demographics
- Employment and family income
- Education and living expenses
- Financial aid
- Community service activities

Students who are beginning their postsecondary education—attending a postsecondary school for the first time—will be part of a special follow-up study in subsequent years. This will help us to learn more about the students who complete their postsecondary education and the factors that influence their success.

If you have additional questions or concerns about the study, please contact the NPSAS Project Director at RTI or the NCES Project Officer listed on the back of this leaflet.

Who?

Where can I get

more information about NPSAS?

If you have questions about *your rights* as a study participant, please call RTI's Office of Research Protection at 1-866-214-2043 (a toll-free number).

If you have *comments* or concerns about the study, contact:

Dr. John Riccobono
RTI NPSAS Project Director
1-866-NPSAS04 (1-866-677-2704)
NPSAS@rti.org

Dr. James Griffith
NCES Project Officer
1-202-502-7387
James.Griffith@ed.gov

You may complete your interview or simply learn more about NPSAS by visiting our Web Site.
<http://www.nces.nps.ed.gov/npsas>

For more information about NPSAS publications and other educational research, point your browser to the NCES Web Site.
<http://nces.ed.gov/NPSAS>

Sponsored by



National Center for Education Statistics
U.S. Department of Education
Washington, DC
September, 2003

2004

NATIONAL POSTSECONDARY STUDENT AID STUDY



Conducted under contract by
RTI International[®]
Research Triangle Park, NC

RTI International is a trade name of Research Triangle Institute.

Who is conducting the study?

NPSAS is sponsored by the U.S. Department of Education's National Center for Education Statistics (NCES) and conducted under contract by RTI International (RTI). RTI is a not-for-profit research organization with headquarters in North Carolina.

Who is included in the study?

About 1,200 students have been randomly selected from enrollment lists at 150 postsecondary institutions in the United States and Puerto Rico.

When will the study be conducted?

Beginning in spring 2003, a field test of 200 institutions and 1,500 randomly sampled students will be conducted to refine the data collection procedures and questionnaires that will be used during the full scale study one year later with over 1,500 institutions and 120,000 students.

Why should I participate?

By participating, you have the opportunity to help policy makers, researchers, counselors, and others better understand and meet the financial needs of postsecondary students in the United States and Puerto Rico.

In addition to describing "who" is enrolling in postsecondary institutions, the data you and others provide will be used to decide future student financial aid policy.

Participation in this study is voluntary. Your participation, however, is essential to making this study a success.

How Long will this take?

On average, you should complete the Web-based questionnaire in about 25 minutes.

How can I Participate?

You may complete the study in one of two ways:

1. Log-in to the Web Site at:
<https://survey.nces.ed.gov/npsas>

Once at the site, select "complete student interview" from the main menu and follow the options. A user ID and password will be provided to you separately. For assistance with accessing the interview via the Web Site, please call the NPSAS Help Desk at 1-866-NPSAS04 (1-866-677-2704).

2. Complete the interview over the phone.

When our staff calls, you may choose to do the interview at that time or set an appointment. We will attempt to identify a convenient time to call. Students may e-mail staff with questions or call the Help Desk at 1-866-NPSAS04 (1-866-677-2704) with best times to do the interview.

Will my answers be kept Confidential?

All your answers will be completely confidential and will not be released in any form that could be identified with you and will be protected to the fullest extent allowable under law. The answers that you provide are put together with the responses from other students, and reported to the general public in statistical forms (The graphs in this brochure are good examples of how data are reported).

The following procedures have been implemented to ensure the confidentiality of your responses:

- Your answers are secured behind firewalls and are encrypted during Internet transmission.
- Any information that identifies you individually is maintained in a separate file, and never linked to the answers you provide.
- Project staff can be severely fined or imprisoned for disclosure of individual responses.
- Confidentiality procedures are reviewed and approved by RTI's Committee for Protection of Human Subjects.

How can I get a copy of the Results?

Publications from previous studies are currently available from the NCES Web Site:
<http://nces.ed.gov/NPSAS>

Reports can be downloaded or ordered at no charge. Once available, data from the current NPSAS will be posted at the above Web Site. Some current titles of interest are:

Profile of Undergraduates in U.S. Postsecondary Institutions

Student Financing of Undergraduate Education

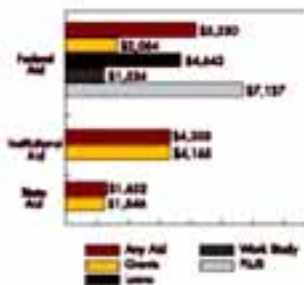
Student Financing of Graduate and First Professional Education

What have we learned from recent studies?

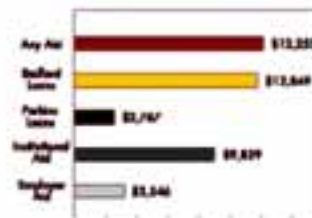
The following are estimates based on information from 50,000 undergraduates, 11,000 graduates, and 1,000 first-professional students enrolled at approximately 1,000 postsecondary institutions during the 1999-2000 academic year:

- Fifty-five percent of undergraduates (about 9.2 million) received some type of financial aid, averaging \$6,265.
- About two out of five undergraduates (39 percent) received some type of federal aid, averaging about \$5,230.

Average amounts of selected types of aid for undergraduates: 1999-2000



Average amounts of selected types of aid for graduate and first-professional students: 1999-2000



Endorsements

The following organizations recognize the study's contribution to the body of knowledge about faculty in higher education and have endorsed NSOFF-04.

- American Association for Higher Education
- American Association of Collegiate Registrars and Admissions Officers
- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Association of University Professors
- American Council on Education
- American Federation of Teachers
- Association for Institutional Research
- Association of American Colleges and Universities
- Association of Catholic Colleges & Universities
- Career College Association
- The Carnegie Foundation for the Advancement of Teaching
- College and University Professional Association for Human Resources
- The College Board
- The College Fund/UNCF
- Council of Graduate Schools
- The Council of Independent Colleges
- Hispanic Association of Colleges and Universities
- National Association of College and University Business Officers
- National Association for Equal Opportunity in Higher Education
- National Association of Independent Colleges and Universities
- National Association of State Universities and Land-Grant Colleges
- National Association of Student Financial Aid Administrators
- National Education Association

Confidentiality

The 2004 *National Study of Postsecondary Faculty* (NSOFF-04) is being conducted by the National Center for Education Statistics (NCES) of the U.S. Department of Education in compliance with the National Education Statistics Act as amended by the USA PATRIOT Act of 2001, Public Law 107-307 (22 U.S.C. 3001) and E-Data Card Act, Public Law 106-58, and the Privacy Act of 1974 (5 U.S.C. 552a). Confidentiality of all information obtained from individuals surveyed in NSOFF is assured by current Federal laws and regulations and will be protected to the fullest extent allowable under law.

Any faculty data released to the general public (for example, statistical tables) are designed so that it is not possible to identify specific individuals.

If you have questions about your rights as a study participant, you can call RTI's Office of Research Protection at (919) 316-8100 in Durham, NC, or 1-866-314-2047 (toll free outside the U.S.).

For More Information Contact

Project Director
Dr. Margaret Genuso
mgenu@rti.org

1-866-NSOFF04
1-866-675-7264

You may consider more interviews or simply learn more about NSOFF by visiting our Web Site.

www.education.npsas.ed.gov/nsoff

If you have additional questions, please call

NCES Project Office
Lynita Lumbie
1-202-902-1433



National Center for Education Statistics
U.S. Department of Education
Washington, DC
September, 2002

Sponsored by the National Center for Education Statistics, United States Department of Education, Washington, DC

2004

NATIONAL STUDY OF POSTSECONDARY FACULTY



Conducted by
RTI International®
Research Triangle Park, NC

RTI International is a trade name of Research Triangle Institute.

Study Summary

Faculty members and instructional staff are those individuals in a postsecondary institution who are most pivotal to a quality education. They determine curriculum content, student performance standards, and the quality of students' preparation for careers. Faculty members perform research and development work upon which much of this nation's technological and economic advancement depend. Through their public service activities, they also contribute to the public good. For these reasons, it is essential to understand who they are, what they do, and if, how, and why they are changing.

The National Center for Education Statistics (NCES) is conducting the fourth cycle of the National Study of Postsecondary Faculty (NSOFF) to respond to the continuing need for data on higher education faculty and instructors—those who directly affect the quality of education in postsecondary institutions.

The studies conducted previously in 1988, 1993, and 1999 (called NSOFF-88, NSOFF-93, NSOFF-99, respectively) are the primary sources of comprehensive information on this key professional group. These previous studies generated immediate interest in the postsecondary community. They provided national profiles of faculty and instructional staff in postsecondary institutions in the United States, national benchmarks for faculty productivity and workload, and information on institutional policies and practices affecting faculty.

This fourth cycle of the study will expand the information about faculty and instructional staff in two important ways: (1) it will allow for comparison to be made over an extended period of time, and (2) it will examine critical issues concerning faculty that have developed since the last study.

Study Summary (continued)

The study is designed to address a variety of policy-relevant issues for both faculty and institutions, including:

- How many full- and part-time faculty and instructional staff are there?
- What are the background characteristics of full- and part-time faculty and instructional staff?
- What are the workloads of faculty and instructional staff and how is their time allocated between classroom instruction and other activities?
- What are the compensation and fringe benefit packages provided to faculty and instructional staff by their institutions? How important are other sources of income?
- What are the faculty's and instructional staff's attitudes and perceptions about their professional status, student preparation for college-level work, student achievement, etc.?
- What are the career and retirement plans of faculty and instructional staff?
- What retirement plans are available to faculty and instructional staff?
- How institutions changed their policies on granting tenure to faculty members? Are changes anticipated in the future?



How NSOPF Will Be Conducted

The National Center for Education Statistics (NCES) has contracted with RTI International to collect the data for this study.

NSOPF:04 includes both a field test and a full-scale study. The field test of 150 institutions and 1,200 faculty will be conducted in the fall and spring of 2002-2003 to refine the data collection procedures and questionnaires. The full-scale study will be conducted in 2003-2004.

Data Analysis And Dissemination

Data collected from NSOPF are made available to the public in various ways:

- Descriptive reports are published by NCES on selected topics. NSOPF publications and data can also be accessed electronically through NCES's Web Site at: <http://survey.nces.ed.gov/nsopf>
- Special tabulations are provided on request.
- Data files (without identifying information) are available; and
- Presentations at conferences are made on study findings.

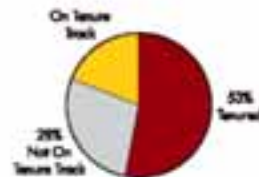
Findings From NSOPF:99

The following are examples of what we learned about faculty characteristics and compensation from NSOPF:99:

- There were about 1.1 million faculty and instructional staff in 4- and 2-year postsecondary institutions in the fall of 1998. Approximately, 58 percent were employed full-time and 42 percent were employed part-time by their postsecondary institutions.

- Across all institutions of higher education, Whites accounted for 85 percent of full-time instructional faculty and staff and 88 percent of part-time instructional faculty and staff. Asians comprised about 6 percent of the full-time instructional faculty and staff, African-Americans about 5 percent, Hispanic/Latino about 3 percent, and American Indian less than 1 percent. Minorities accounted for similar proportions of part-time instructional faculty and staff.
- Men made up 64 percent of full-time instructional faculty and staff and 52 percent of part-time instructional faculty and staff. Among full-time instructional faculty and staff, private-not-for-profit research universities employed a significantly higher percentage of men (74 percent), than women (26 percent); whereas public, two-year institutions employed similar percentages of men and women.
- Full-time instructional faculty and staff spent an average of 11 hours a week in the classroom in the fall of 1998.
- The average base salary for full-time instructional faculty and staff during the 1998 calendar year was \$36,851. The average total income—base salary, other institutional income, consulting, and other outside income—was \$68,697. For part-time instructional faculty and staff, the average base salary was \$11,614, and the average total income was \$46,124, including income from other (perhaps full-time) employment.

Figure 1: Status of Postsecondary Faculty, Fall 1998



Faculty Participation

To find out more about the 2004 NSOPF, visit the study Web Site at: <http://survey.nces.ed.gov/nsopf>

Faculty selected for the field test will be able to complete the interview on the Web beginning in January 2003, or they may wait until an interviewer calls to complete the interview over the telephone. An individual user ID and password will be provided to those faculty that are randomly sampled. Any faculty or instructional staff with questions may call the NSOPF Help Desk at 1-866-676-7204 (1-866-NSOPF04).

