

THE COLLABORATIVE ON ACADEMIC CAREERS IN HIGHER EDUCATION
Tenure-Track Faculty Job Satisfaction Survey

Instructions for compiling the database of your eligible faculty

The data you deliver to us in advance of the survey not only allows us to reach your faculty by email, but also provides information about your survey population that will allow us to correct for disproportionate representation of demographic categories among survey respondents.

Format & content. Prepare the database in an Excel or otherwise standard delimited format.

Eligibility. Please include only the faculty who fit all of the following criteria:

- full-time
- tenure-track/ladder rank
- pre-tenure
- hired on tenure-track position prior to current year (new hires are unable to answer many survey questions)
- not *clinical* faculty in such areas as Medicine, Dentistry, Nursing, Pharmacy, and Veterinary Medicine
- not in terminal year after being denied tenure

Headers. The first row should include the headers listed under the “Headers” column in the table below. Accepted values for rows following the header row should correspond to their column labels. For “Academic Area” and race/ethnicity data, please follow the instructions below.

Header	Accepted values	Description
version	1 = University; 2 = College	Type of institution
doption	1 = No record-level data; 2 = Record-level data	Institution’s choice of data disclosure
email	[user]@[domain]	E-mail address
lname	<i>Text</i>	Last name
fname	<i>Text</i>	First name (and middle name, if necessary)
institution	<i>Text</i>	Full institution name
nickname	<i>Text</i>	Abbreviated institution name (e.g., Virginia Tech)
school	<i>Text</i>	School or College (if applicable)
dept	<i>Text</i>	Department (if applicable)
cip	01 – 60 [first two digits only]	See http://nces.ed.gov/pubs2002/cip2000
acarea	11 - 22	Academic Area code, as described see below
gender	0 = Male; 1 = Female	Gender
race	0 - 6	Race or ethnicity, as described below
yearhire	YYYY	The year entered into current tenure-track position

▪ **AcademicArea.** Please provide the 2-digit code corresponding to the faculty member’s primary discipline, as defined by the following categories set by COACHE.

- | | |
|--|---|
| 11 Humanities | 17 Health & Human Ecology |
| 12 Social Sciences | 18 Agriculture/Natural Resources/Env. Science |
| 13 Physical Sciences | 19 Business |
| 14 Biological Sciences | 20 Education |
| 15 Visual & Performing Arts | 21 Medical Schools & Health Professions |
| 16 Engineering/Computer Science/Mathematics/Statistics | 22 Other Professions (e.g. Law, Journalism) |

▪ **RaceEthnicity.** Please organize your data into the following race/ethnicity categories.

- | | |
|---|----------------------|
| 0 American Indian/Native Alaskan | 4 Hispanic or Latino |
| 1 Asian, Asian American, Pacific Islander | 5 Other |
| 2 White (non-Hispanic) | 6 Multiracial |
| 3 Black or African American | |

If you have any questions about database preparation, please contact us at coache@gse.harvard.edu or 617-496-9348.