ALISE Statistic Questionnaire 2010

Instructions and Definitions

Please also read the instructions included in the questionnaires. The instructions and definitions here are also embedded in the questionnaires as comments; comments are denoted by red triangles in the corners of cells.

Ia. Confidential Faculty Salary Grid

Use the appropriate title for the program administrator to whom faculty in the unit report directly.

Please do not use abbreviations for titles/ranks.

I.   Faculty

2.   Full-Time Faculty

In this section include:

1) Full-time members of the school's faculty, including administrative persons holding academic rank (or equivalent), whose salaries were at least in part from the school's budget as appropriate;

2) Instructional staff who gave full-time to the school, but whose salaries were paid from outside the school's budget (e.g., full-time faculty paid from the president's discretionary fund, an endowment, etc.); and

3) Faculty on leave if at least partial salaries were paid during the leave. "Visiting faculty" should be included here if they were full-time during the term specified. Persons who devoted only a portion of their time to instruction (including research and service), even though they held academic titles (e.g., a library science librarian who taught one course) should not be included here but among part-time faculty in question number 3. Do not include unfilled positions.

On line 24, report total full-time faculty exclusive of faculty members who have no responsibility for teaching in the ALA-accredited degree(s).

3.   Part-Time Faculty

In this section include:

1) Individuals who have had the major share of the teaching responsibility for at least one credit course in the school. If a doctoral student was engaged by the school to assume the

major share of the teaching of a credit course, that person should also be considered part-time faculty for the purpose of this survey.

2) A faculty member with a joint appointment in the school should also be included here. "Adjunct faculty" are often practicing librarians (including retired persons) who teach an occasional course for the school - they should also be counted here.

The following should not be included as part-time faculty:
1) students who assist a regular faculty in the teaching of a course;
2) a technician in charge of a laboratory session for such courses as cataloging or media production;
3) a librarian who instructs students in the use of the library; and
4) a librarian who provides internships for library and information science students.

In computing the full time equivalent (FTE) of part-time faculty, follow the institutional formula for this purpose.

6.   Unfilled Positions

If the funding for these positions was used by choice or default to hire part-time faculty, still count them as unfilled, full-time faculty positions.

8.   Full-Time Faculty Positions Lost

Were there faculty who retired, resigned, etc., before or during 2009 - 2010 who could not be replaced because funding for those positions was not available in 2010 - 2011?

10.   Percentage Value of Fringe Benefits

The financial worth of the institution's contribution to retirement, health insurance, etc. This percentage figure is usually required in grant applications where faculty salaries are to be covered.

11-12. Support for Faculty Travel

Includes Summer 2010.

Exclude travel by the dean or director.

Funding, whether or not part of your school's budget, that was provided through your institution for this purpose should be included when calculating the answer.

Do not include here travel to teach in extension, distance learning, workshops, etc.

14(A). Support Staff

Do not include student assistance.

Definitions for computations:

(a) Administrative support: Secretarial and other assistance provided to the dean, assistant dean, etc., in the administration of the school.

(b) Instructional support: Clerical and other assistance provided to faculty in their course preparation and teaching.

(c) Research assistance: Secretarial and other support provided to the faculty in their research activity.

(d) Media Services: Media technicians, graphic artists, and others who provide assistance in the production and use of non-print media.

(e) Library Personnel: Librarians and library assistants who serve in the library and information science library, whether their salaries are paid from the school's budget or from that of the central library.

(f) Other: Any support staff beyond those listed above.

Any individual working full-time who has also enrolled in a course or two should be listed below in A, not B

II. Students

The terms "library science" and "information science" should be interpreted in their broadest sense. Thus, these terms would also apply to degrees in library service, library studies, information studies, information systems, etc.

Table II-1: Student Enrollment by Program and Gender in Fall 2010

Line 25: Bachelor's

Include here only those students who are working toward a bachelor's degree in library and information science, regardless of whether offered on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Undergraduate."

Line 26: Master in Library and Information Studies – ALA-Accredited

Include here only those students working towards a separate master's degree in library science or a combined library and information science degree accredited by ALA, regardless of whether offered on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate."

Line 27: Master in Library and Information Studies – Not ALA-Accredited

Include here only those students working towards a separate master's degree in library science or a combined library and information science degree not accredited by ALA, regardless of whether offered on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate." Data for master's programs in library and information science with pre-candidate or candidate status should be reported here.

Line 28: Master's in Information Science – ALA-Accredited

Include here only those students working towards a separate master's degree in information science accredited by ALA. Include students taking courses on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate."

Line 29: Master's in Information Science – Not ALA-Accredited

Include here only those students working towards a separate master's degree in information science not accredited by ALA. Include students taking courses on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate." Data for master's programs in information science with pre-candidate or candidate status should be reported here.

Line 30: Other Master's Degree

Specify degree names. Add lines if necessary. Include here those students working towards a separate master's degree (other than the MLIS, MLS or MIS listed above) offered by your school, regardless of whether offered on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate."

Line 31: Post-Master's

Include here only those students who are working toward a post-master's degree or certificate in library and information science, regardless of whether offered on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate."

Line 32: Doctoral

Include here only those students who are working toward a doctoral degree in library and information science, regardless of whether offered on or off campus. Do not include students taking courses as cognate or service courses. Report them as "Other Graduate."

Line 33: Other Undergraduate

Include here students taking library and information science courses as cognate or service courses for undergraduate credit, regardless of whether offered on or off campus. Do not include students who are in an established undergraduate program in library and information science.

Line 34: Other Graduate

Include here students taking graduate library and information science courses as cognate or service courses or for professional development, regardless of whether offered on or off campus.

Table II-2: Number of Courses by Number of Students Enrolled in Fall 2010

Do not include independent studies or individual reading courses in the table. Enter them only in the space provided below the table.

Table II-3: Degrees and Certificates Awarded by Gender and Ethnic Origin Academic Year 2009 − 2010

Use program definitions from Table II-2.

Table II-3: Degrees and Certificates Awarded by Gender and Ethnic Origin Academic Year 2009 − 2010

Use program definitions from Table II-2

AI: American Indian or Alaskan Native -- a person having origin in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

AP: Asian or Pacific Islander -- a person having origin in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, Samoa, and Taiwan. The Indian subcontinent includes the countries of India, Pakistan, Bangladesh, Sri Lanka, Nepal, Sikkim, and Bhutan.

B: Black, not of Hispanic Origin -- a person having origin in any of the black racial groups of Africa.

H: Hispanic -- a person of Cuban, Central or South American, Mexican, Puerto Rican, or other Spanish culture or origin, regardless of race. Only those persons from Central and South American countries who are of Spanish origin, descent, or culture should be included in this category. Persons from Brazil, Guyana, Surinam, or Trinidad, for example, would be classified according to their race and would not necessarily be

included in the Hispanic category. In addition, the category does not include persons from Portugal, who would be classified according to race.

W: White, not of Hispanic origin -- a person having origin in any of the original peoples of Europe, North America, or the Middle East.

I: International students -- all students who are not U. S. (or Canadian, for Canadian schools) citizens, permanent residents, or landed immigrants.

NA: Information not available. Please use this category sparingly. Where at all possible, report ethnicity.

Please check the totals for each program level in this table and the numbers reported for each gender against the numbers reported for the same levels in Table II-1. If the totals do not agree, please explain below. Please also check to ensure that the number of international students reported agrees with the number reported later in Table II-6 and Table II-7.

Table II-4: Enrollment by Gender and Ethnic Origin for Fall 2010

Use program definitions from Table II-2 and ethnic origin definitions from Table II-3.

Table II-5: Number of In-State/In-Province and Number of Out-of-State/Out-of-Province Students Enrolled for Fall 2009

Use program definitions from Table II-2.

Table II-6: International Students Enrolled by Program Level and Gender for Fall 2010

Use program definitions from Table II-2.

Table II-7: International Students Enrolled by Country of Origin and Program Level for Fall 2010

Use program definitions from Table II-2.

Table II-8: Students Enrolled by Age and Gender for Fall 2010

Use program definitions from Table II-2.

Table II-11: Scholarship and Fellowship Aid for Academic Year 2009 – 2010

Use program definitions from Table II-2.

Table II-12: Assistantships for Academic Year 2009 – 2010

Use program definitions from Table II-2.

Table II-13: Tuition and Fees for Fall 2010

Use program definitions from Table II-2.

III. Curriculum

17.A: Course Offered by Mode of Delivery

Please use the following category list for the media or service delivery mechanism. In cases where more than one mechanism is used, use the category that is used most frequently.

Off-Campus	Regular or adjunct faculty-offered course at a location off campus
Video	Course delivered in video format and cassette or DVD mailed to student
V-2 way	Audio Video both ways
Internet	Includes computer conferencing, computer tutorial, electronic mail, web-based, WebCT or Blackboard or other authoring system, and the like.
Hybrid Multimedia	Combination of several formats and methods of delivery.
TV Delivery	Course delivered via live television (broadcast, cable, or satellite)
Other	Please specify

IV: Income and Expenditures

Reporting Period: indicate the 12-month period that includes the 2009-2010 academic year.

Line 21: Report the beginning and ending dates for the fiscal year that included the 2009-2010 academic year.

Table 1: Salaries and Wages

The total in Column 1 should equal the sum of the totals in Columns 2, 3, 4, 5, 6 and 7: (01) = (02) + (03) + (04) + (05) + (06)+ (07).

Line 31: Faculty

This category includes all individuals in the educational program who hold the title of lecturer, instructor, or professor (all levels), including those with titles preceded by the term "visiting", "adjunct", "clinical", or any other designation. This category would normally include program deans or directors unless they do not hold professorial rank. In allocating the funds spent for faculty, salaries, administrative or research activities that

are considered to be a normal responsibility of teaching faculty (e.g., committee work, unfunded research) should not be prorated unless individuals have been given specific release time for such work; otherwise, faculty salaries should be listed entirely under "Instruction". Student teaching assistants and other graduate assistants funded by the library school SHOULD BE included here and NOT be included under Student Aid, A.2.d.ii.

Line 32: Specialist

This includes all LIS school staff members who serve in support activities such as librarians, technology specialists, laboratory technicians, administrative assistants, publication program directors, editors, placement officers, admissions officers, and other personnel.

Line 35: Fringe Benefits

Include total of fringe benefits if NOT already included in lines 31 to 24 (items a to d).

Table 2: Operating Expenses

Section (A): Teaching and Administration

Report library and computer labs separately if funded by the School in Sections B and C.

Line 42: Communications

Include telephone, Internet, postage, shipping, etc.

Lines 44-46: Equipment

Report equipment for faculty, staff, or classroom use only.

Line 51: Travel – Other

Include visitors, prospective faculty visits, field trips, etc.

Section (B): LIS School Library

Lines 68-70: Equipment

Report equipment for faculty, staff, or classroom use only.

Section (E): Student Aid

Exclude teaching assistants and graduate assistants.

V.   Continuing Education

Table 1.A: Type, Number, Duration, Location, etc. of Non-Credit Activities.

Do not include degree-seeking students.

Please provide all information for each type of activity reported.

Column 2: Total # Contact Hours

This is the total number of hours during which events categorized in Column A took place; do not multiply by Column 3.

Column 7: Number delivered by alternative methods [specify].

Use the alternative delivery method codes identified in lines 18-27.

Table 1.B. Type, Number, Duration, Location, etc. of Credit-Bearing CE

Post-masters' enrollments in degree courses should NOT be reported here; enter those in the chapter on students.