

APPENDIX E
DATA SOURCES FOR PREPARATION OF THE SELF-STUDY

Below are data sources and descriptions provided by the Office of Institutional Research (<http://www.unm.edu/~oir/>) for use in preparation of the self-study. The Office of Graduate Studies and Research Development Services/OVPRED will also provide data to the unit, if applicable as noted: Units may use additional available data sources that are relevant to the unit’s self-study. All data used in the self-study should include a source reference and carry an appropriate citation of the relevant data source. Unless otherwise noted, ten years of data will be provided.

Data Category	Data elements
Student enrollment data	<p>a) By major and level (freshman, sophomore, junior, senior, masters, doctoral, etc.). For undergraduates, enrollment reported separately for declared majors in University College and those who have been admitted into program’s college.</p> <p>b) By level (undergraduate/graduate), sex, and ethnicity.</p> <p>c) By level (undergraduate/ graduate) and FT/PT status.</p>
Degrees and certificates awarded	<p>a) Number granted by major and degree (BA, BS, MA, MS, PhD, etc.) and certificate¹.</p> <p>b) By major, sex, and ethnicity.</p> <p>¹ <i>OIR can only report university-approved certificates. Departments are the source for any professional development certificates they issue.</i></p> <p><i>COE will have to report on Post-Baccalaureate program completers. These students do not earn degrees or certificates, so the information is not available centrally.</i></p>
Student credit hour (SCH) generation	<p>a) Credit hours by course discipline and level (freshmen, sophomore, etc.).</p> <p>b) Credit hours delivered to majors, non-majors, and to University College students with declared major in program.</p> <p>c) Credits hours by course level and type of instructor Note: Units may wish to add their own data regarding core curriculum courses, interdisciplinary courses, and other categories of SCH generation relative to their goals.</p>
Graduate student assistantships	<p>Assistantships as of October 31 of each year. One assistantship per person (primary assignment). No dollar amounts. If the unit wishes to report dollar amounts, the unit will generate that report.</p> <p>a) Headcount of assistantships funded by the department/program (regardless of what academic program student is enrolled)</p> <p>b) Headcount of assistantships for students enrolled in department/program</p>

Data Category	Data Elements
Faculty and staff data	<p>a) Number of faculty (broken down by research faculty, instructional faculty, and faculty administrators/directors,). Report by contract type: tenure/tenure-track, regular non-tenure track, contingent faculty, and post-docs.</p> <p>b) List of faculty names for tenure/tenure-track faculty and administrators/directors by contract type. Most recent year only.</p> <p>c) Number of faculty by sex and ethnicity Combine all ranks together and report for tenure/tenure-track only.</p> <p>d) Number of faculty by highest degree obtained (categories: doctorate, professional doctorate, other terminal degree, masters, and other) for tenure/tenure-track faculty only.</p> <p>e) Staff employment. By EEO category (i.e., Executive, Faculty, Professional, Cler/Sec, Tech/ParaProf, Other) Provided by OIR using October 31 HR census files. Most recent year only.</p> <p><i>Academic units will need to provide the following information: Courtesy/adjunct faculty by institution; faculty areas of expertise; peer-reviewed and non-peer-reviewed publication, presentations, exhibits; student advising and mentoring; leadership and governance roles; faculty awards, recognition, and honors received; practices and policies regarding strategic planning for faculty hires, transition for retiring faculty and/or roles for emeriti faculty, support for faculty involvement in interdisciplinary or cross-unit academic programs, support for faculty development, use of adjunct faculty (OIR can provide adjunct faculty numbers), faculty retention efforts.</i></p>
Graduate Student Applications and Admission	Provided by Office of Graduate Studies based upon data provided for Peterson's Annual Survey of Graduate and Professional Institutions.
Research Awards	This information can be accessed on the OVPRED website through the Info Ed Department Tracking (check with your department administrator to see if your department has access). You may also contact your College/School Faculty Research Support Services Representative.
Library Resources	Units can contact the Assistant Dean of University Libraries, 277-4241, to request assistance with gathering information about University Libraries collections, holdings, and educational resources. <i>Units are responsible for compiling information about their own departmental library collections.</i>
Course offerings	<i>Units will provide this information.</i>
Budget allocations and expenditures	<i>To be provided by the unit from financial reports, including all sources of revenue and expenses.</i>
Student Learning Outcomes Assessment	<p><i>Units will provide</i></p> <p><i>a) Three year Academic Program Assessment of Student Learning Plans since last Academic Program Review</i></p> <p><i>b) Annual Progress Reports (apr) on Program Assessment of Student Learning</i></p>
Other Data Resources	<p>UNM Fact Book (http://www.unm.edu/~oir/factbook/webpage.htm)</p> <p>Common Data Set (http://www.unm.edu/~oir/cds/cdspage.htm)</p> <p>OIR Freshman Cohort Tracking Reports (http://www.unm.edu/~oir/FCTReports/FCTIndex.htm)</p> <p>President's Ledgers (http://www.unm.edu/~oir/Ledgers/index.html)</p> <p>Registrar's Data- Official Enrollment Reports (http://www.unm.edu/~unmreg/stats.html)</p> <p>UNM Peer Institutions (http://www.unm.edu/~oir/unm_peer_institutions.htm)</p>