



Procedures for Reporting
Non-Governmental Survey/Reports to
External Organizations/Agencies

**Institutional Research
Reporting Responsibilities for
Non-Governmental Surveys/Reports to
External Organizations/Agencies**

External organizations/agencies are defined as non-governmental entities requesting information regarding any campus within the Troy University system. Requests for information come in the following formats: written, email, or telephone requests. All surveys to be completed should be directed to Institutional Research, Planning, and Effectiveness (IRPE).

Not all surveys/reports forwarded to IRPE are completed. Criteria for selecting which surveys/reports to be completed for TROY University will need to be established. At this time, the criteria utilized for establishing which surveys/reports to be completed is time constraints, workload, and importance of survey.

Some information and data gathered for the completion of surveys and reports are retrieved through queries written in the Datatel system. Other information is obtained from various completed Federal and State reports. Because of the need for expertise within other areas and for verification of data and information, some reports and surveys or portions of reports are distributed to personnel in appropriate Troy offices for completion and subsequently returned to IRPE. The information is then compiled and submitted to the appropriate organizations/agencies by the Coordinator of Non-Governmental Surveys and Data Clean-up. A copy of each survey should be filed in a location to be determined.

One survey that contains the majority of questions included within other surveys/reports is the Common Data Set. This survey is distributed by The Princeton Review.

Some agencies have multiple surveys to be completed. Below is a list of the more prominent, recurring surveys/reports completed at Troy University, Montgomery Campus, and the agency which distributes them.

SURVEY/REPORT

Institutional Data Questionnaire
Faculty Compensation Survey
Profiles of American Colleges
GCP Institutional Charts
GCP Majors
Annual Survey of Colleges
CUPA – HR
Survey of Graduate Enrollment
Higher Education Directory
Key Fact
Schedule of College/University Dates

Annual Census of International Students
Graduate Student Survey
Higher Education Personnel
Undergraduate Financial Aid
Graduate and Professional Institutions

ORGANIZATION/AGENCY

ACT¹
AAUP
Barron's
Chronicle Guidance
Chronicle Guidance
College Board
CUPA
CGS/GRE
HEP¹
Hobson³
NACS²
Institute of International
Education³
NSF-NIH¹
Peterson's
Peterson's
Peterson's

Undergraduate Institutions Common Data Set	Peterson's Princeton Review
Peer Assessment of Colleges & Universities - Master's (South)	US News & World Report
Best Colleges - Main	US News & World Report
IPEDS Finance (Report based on IPEDS Finance report)	US News & World Report
Financial Aid	US News & World Report
Graduate School Update	Wintergreen/Orchid House
College/University Update	Wintergreen/Orchid House

¹Completed for Montgomery and Troy campuses but not Dothan in 2004

²Completed for Montgomery and Dothan but not Troy in 2004

³Completed for Montgomery but not for Dothan and Troy in 2004

Some agencies conduct national surveys/reports and publish their results. One such example is US News & World Report "Best Colleges". In publications such as this, colleges and universities are nationally ranked. It is for this reason that it is imperative that the data submitted in the surveys/reports are accurate.

Each non-governmental survey/report will be completed as the requirements of the survey/report dictate. In general, however, the procedures for completing these survey/report requests follow: Once survey/report instruments become available, blank copies of the instruments and due dates will be forwarded to Coordinators located at the Dothan and Troy campuses for completion and return to the Coordinator for Non-Governmental Surveys of the Montgomery campus two weeks prior to the due date. Over time, the surveys may be completed totally by the Coordinator for Non-Governmental Surveys but, initially, information will be collected from each campus as a means of data confirmation and so that each campus will have its own information. Completed surveys/reports will be reviewed jointly by the Coordinator for IRPE at Dothan, the Coordinator for IRPE at Montgomery, and the Associate Vice Chancellor for IRPE who will be assisted by the Director of Institutional Research at Troy. Once approved by the IRPE staff, the Senior Vice Chancellors will be given an opportunity to review the surveys/reports (revised 11-14-2005). After each TROY University non-governmental survey/report has been reviewed and approved for submission, copies will be forwarded to the TROY University Campus IRPE Coordinators of each campus for their records.