

## 2009 National Study of Instructional Costs and Productivity

### Submitting Data in Excel Fixed Column Format

You may submit your data in an Excel file where each cell in the data input form resides in a particular column. Indicated in each box is the column in the spreadsheet where each individual data is to be inputted. Please find complete instructions for submitting data at [www.udel.edu/IR/cost](http://www.udel.edu/IR/cost) before you proceed.

**Important note: Please differentiate between zeros and blanks for all numeric data fields. Blanks will be treated as missing values.**

Institution's FICE code:

Department/Discipline:

Associated CIP Identifier:

Please indicate the **average** number of degrees awarded in this discipline at each degree level over the period from 2005-06 through 2007-08. If a degree level is not offered, leave as zero. If data are not available, please enter 'm' in the boxes.

Bachelor's:   
 Master's:   
 Doctorate:   
 Professional:

Place an 'X' in the box below if this discipline is non-degree granting.

#### A. INSTRUCTIONAL COURSELOAD: FALL SEMESTER, 2008

Please complete the following matrix, displaying student credit hours and organized class sections taught, by type of faculty, and by level of instruction. Be sure to consult definitions before proceeding.

Faculty				Student Credit Hours									Organized Class Sections			
Classification	FTE Faculty			(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	Other Section Types (Lecture, Seminar, etc.)			(P) Total
	(A)	(B)	(C)	Lower	Upper	Undergrad	Total	Grad	Graduate	Total	Lab/Dsc/	(M)	(N)	(O)		
	Total	Sep. Budg.	Instruc- tional	Div. OC*	Div. OC*	Instruct.	Undergrad SCH	OC*	Instruct.	Graduate SCH	Student Credit Hours	Rec.	Lower Div.	Upper Div.	Graduate	
Regular faculty: - Tenured/Tenure Eligible	I	J		K	L	M	N	O	P	Q		R	S	T	U	
- Other Regular Faculty	V	W		X	Y	Z	AA	AB	AC	AD		AE	AF	AG	AH	
Supplemental Faculty	AI			AJ	AK	AL	AM	AN	AO	AP		AQ	AR	AS	AT	
Teaching Assistants: - Credit Bearing Courses	AU			AV	AW	AX	AY	AZ	BA	BB		BC	BD	BE	BF	
- Non-Credit Bearing Activity	BG											BH	BI	BJ	BK	
<b>TOTAL</b>																

\* OC = Organized Class

In the box to the right, indicate the number of individualized instruction student credit hours from the total that are devoted to supervised doctoral dissertation.

Indicate your academic calendar:

('S' for semester; 'Q' for quarter)

Reminder: Use Fall 2008 semester data as of your official census date.

**Important note:** If you cannot differentiate between "Organized Class" and "Individualized Instruction" student credit hours, assign all credit hours to the appropriate "Organized Class" column. Similarly, if you cannot differentiate between "Lower Division" and "Upper Division" undergraduate student credit hours, report all those hours under "Total Undergraduate SCH."

#### B. COST DATA: ACADEMIC AND FISCAL YEAR 2008-09

- Total student credit hours generated during Academic Year 2008-09 that were supported by the department/discipline instructional budget. (NOTE: Semester calendar institutions will typically report fall and spring student credit hours; quarter calendar institutions will report fall, winter, and spring student credit hours.)

<input style="width: 50px;" type="text" value="BN"/>	A. Undergraduate
<input style="width: 50px;" type="text" value="BO"/>	B. Graduate

- Total direct expenditures for instruction in Fiscal Year 2008-09

<input style="width: 50px;" type="text" value="BP"/>	A. Salaries	Are the benefits included in the number reported for salaries(Y/N)?	<input style="width: 50px;" type="text" value="BS"/>
<input style="width: 50px;" type="text" value="BQ"/>	B. Benefits	If the dollar value is NOT available, what percent of salary do benefits constitute at your inst.	<input style="width: 50px;" type="text" value="BT"/>
<input style="width: 50px;" type="text" value="BR"/>	C. Other than personnel expenditures.		
	D. Total		

- Total direct expenditures for separately budgeted research activities in Fiscal Year 2008-09

- Total direct expenditures for separately budgeted public service activities in Fiscal Year 2008-09