



OFFICE OF INSTITUTIONAL
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Dear Colleagues,

I write to invite your participation in the 2011-12 data collection cycle for the Delaware Study of Instructional Costs and Productivity. The Delaware Study has matured over the past decade and is now generally acknowledged as the “tool of choice” for comparative analysis of faculty teaching loads, direct instructional cost, and separately budgeted scholarly activity, all at the level of the academic discipline. The Delaware Study is used by major data consortia and state agencies, including the Association of American Universities Data Exchange (AAUDE), the Southern Universities Group (SUG), the University of North Carolina System, and the Tennessee Higher Education Commission, among others. It is a versatile and highly useful analytical tool for making management and policy decisions, whether at the level of the academic department, institution, state, or national level.

Since 1992, nearly 600 institutions have elected to participate in the Delaware Study. We highly value our relationship with those colleges and universities who are already working with us, and we are eager to establish new working relationships with institutions that have not yet participated.

In preparing for the 2011-12 data collection cycle, there are two strategies that will prove helpful to both experienced and new participants. First and foremost is a visit to the Delaware Study website, housed on the University of Delaware’s Office of Institutional Research’s home page (www.udel.edu/ir/cost). There you will find a description of the Study; complete data definitions and calculation conventions; sample data collection form and information on how to submit your data; information about fees and payment options; a walk-through for a typical academic department along with frequently asked questions; and sample national benchmarks from the Delaware Study.

A second resource available is Michael Middaugh’s book, *Understanding Faculty Productivity: Standards and Benchmarks for Colleges and Universities*, available from Jossey Bass Publishers (www.josseybass.com). Michael wrote the book to provide readers with a history of the evolution of the Delaware Study; specific and concrete strategies for building a cost and productivity database to support participation in the Delaware Study; and a series of case studies as to how institutions use Delaware Study benchmark data to support academic planning and resource allocation decisions. It is a highly practical book, and a useful resource to those interested in academic benchmarking.

The data collected during the 2011-12 cycle will reflect Fall 2010 faculty teaching loads and 2010-11 academic and fiscal year productivity and cost data consistent with the definitions in the instructions found on the Delaware Study website. We encourage institutions to submit their data no later than December 15, 2011. We will **not** accept data after January 31, 2012.

Please note that I will be on maternity leave from early February through the beginning of May 2012. In my absence, our staff will assist you with your questions and concerns and will progress through the data verification process as in the past. We hope you can facilitate our work by responding to our verification questions in a timely fashion so we can begin completing institutional submissions as early in the spring as possible. Please note that we may be required to delay the release of the final results until later in the summer given my leave from the office. We appreciate your understanding in this matter.

Please see the Delaware Study website for complete instructions for submitting your data in Excel template format, Excel fixed column format, or fixed column ASCII format. Please understand that we intend to strictly adhere to the January 31 deadline. We want to be able to provide national benchmark data to participating institutions during the summer months of 2012, and that necessitates earlier data collection and submission.

The fee for participation in the 2011-12 cycle of the Delaware Study is \$1,000. Payment information, including our on-line payment option, is available on the Delaware Study website.

As always, should you have any questions on any facet of Delaware Study activity, please call me or drop an e-mail note to irp-cost@udel.edu. I look forward to working with you throughout the coming year.

Best Wishes,



Allison M. Walters
Assistant Director
Office of Institutional Research