

May 5, 2009

Dear Faculty Member:

Thank you for participating in the sixteenth annual faculty non-instructional productivity survey. All full-time faculty members at every USM institution must complete the survey each year. A web-based collection tool has been developed for your use as an alternative to completing a paper survey form.

University System and State decision makers continue to place a great deal of emphasis on the results of this survey. Based on your responses last year, UMB performance as measured by this survey has improved, but further increases are needed to meet performance goals.

The data for two specific performance indicators are derived entirely from this survey and should be given particular attention:

- Number of scholarly activities per full-time faculty (Survey Questions 2 - 6)
- Number of days in public service per full-time faculty (Survey Questions 13 - 16)

The survey relates to your activities during the period June 1, 2008 through May 31, 2009. All full-time faculty members regardless of funding source, employed as of December 31, 2008 should complete the survey. The survey questions have not changed from last year. If you believe you have received this survey request in error or if you are unable to complete this survey by the due date, please inform us.

Please complete the survey so that the content is available for review and approval by your department chair or dean no later than June 12, 2009 for inclusion in the official report. If you prefer to fill out the paper version of this survey, printable forms are available on the survey website: www.umaryland.edu/institutionalresearch/surveys/index.html Paper forms must be signed by your Department Chair or Dean who will then forward the form to the appropriate administrator so that your participation is recorded.

Survey completion will be monitored by Departmental Administrators or your Dean's designee. As in past years, data on non-instructional productivity for individual faculty are confidential and will only be reported to outside constituencies aggregated for the entire university. Basic definitions prepared by the University System of Maryland Office for certain survey questions and additional information can be found on the Institutional Research and Planning web page.

I want to thank you for your time and effort. I cannot overemphasize the importance of your cooperation in our efforts to show that the State's investment in higher education is well spent.

Sincerely,

Gregory C. Spengler, MPA
Assistant Vice President for Academic Affairs
Office of Institutional Research and Planning