

NSOPF:04
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American Association for
Higher Education

American Association of
Collegiate Registrars and
Admissions Officers

American Association of
Community Colleges

American Association of
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Universities

American Association of
University Professors

American Council on
Education

American Federation of
Teachers

Association for Institutional
Research

Association of American
Colleges and Universities

Association of Catholic
Colleges and Universities

Career College Association

The Carnegie Foundation for
the Advancement of
Teaching

College and University
Professional Association for
Human Resources

The College Board

The College Fund/UNCF

Council of Graduate Schools

The Council of Independent
Colleges

Hispanic Association of
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National Association of
College and University
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National Association of
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Universities

National Association of State
Universities and
Land-Grant Colleges

National Association of
Student Financial Aid
Administrators

National Education
Association

January __, 2004

FACULTY NAME
ADDR 1
ADDR 2
CITY STATE ZIP

Dear Colleague,

I am writing to ask for your participation in an important study of postsecondary faculty and instructional staff in the United States. The National Center for Education Statistics (NCES) is conducting the fourth cycle of the National Study of Postsecondary Faculty (NSOPF) to collect data on the background characteristics, workloads, and career paths of faculty and instructors. You were selected as part of a nationally representative sample of faculty and instructional staff to take part in the study. A brochure about the study and instructions for completing the survey are enclosed. Your participation, while voluntary, is critical to the study's success.

As part of your participation, we are asking that you complete a questionnaire over the Internet about your background and experiences, and your job at <<INSTITUTION NAME>>. All responses that relate to or describe identifiable characteristics of individuals may be used only for statistical purposes and may not be disclosed, or used, in identifiable form for any other purpose, unless otherwise compelled by law. Additional information on the laws and procedures protecting confidentiality may be found in the enclosed brochure.

On average, the questionnaire takes about 30 minutes to complete. If you complete the questionnaire by <<DATE TBD>>, you will receive either a \$__ check or gift certificate from Amazon.com as a token of our appreciation.

To respond to the questionnaire over the Internet:

- Go to: <https://surveys.nces.ed.gov/nsopf/>
- Type the study ID and password (see below) on the Home/Login page, and
- Press "Enter" or click "Login" to begin the questionnaire.

To respond to the questionnaire by telephone with one of our trained interviewers, or ask questions about the study:

- Call 1-866-NSOPF04 (1-866-676-7304).

The study is being conducted for the National Center for Education Statistics by our contractor, RTI International. If you have questions or comments regarding the study, you may contact the RTI Project Director, Dr. Maggie Cahalan, at 1-866-676-7304 (e-mail address: nsopf@rti.org) or the NCES Project Officer, Linda Zimbler, at 1-202-502-7481 (e-mail address: Linda.Zimbler@ed.gov).

Thank you for your participation in this important and useful study.

Sincerely,



C. Dennis Carroll, Ph.D.
Associate Commissioner
Postsecondary Studies Division

Enclosures

Go to: <https://surveys.nces.ed.gov/nsopf/>

Your study ID: <<ID FILL>>

Your password: <<PASSWORD FILL>>