

## BUILDING THE POPULATION FILE

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The file that you deliver to COACHE in advance of the survey allows us to reach eligible faculty and gives us information critical to analyzing the results and understanding patterns of nonresponse.

### Eligible Survey Population

*Include the following appointment types:*

- Tenure-stream assistant, associate and full professors who are full-time

*... and optionally – selectively -- (see [Terms of Research Participation](#)):*

- Non-tenure-track “senate” (i.e. voting) faculty who are full-time

*... with the following employment status:*

- Was employed at your institution in the prior academic year (July 2022 – June 2023), but was no longer employed by your institution at the start of the current academic year (the “departures”)
- Renegotiated terms of employment in the prior year (July 2022 – June 2023) as a result of an outside offer (the “retentions”)
- Received preemptive retention actions (the “preemptives”) in the prior year (July 2022 – June 2023) without presenting an outside offer, if known

*... with the following separation types:*

- Voluntary resignations
- Retirements who go on to continued full-time employment in the academy (if known)

*Do not include:*

- Faculty in their terminal year after being denied tenure
- Senior administrators, e.g., Dean, Assistant Dean, Associate Provost (but chairs may be included)
- “Natural” retirements, that is, who are not engaged in comparable employment elsewhere
- Involuntary separations (including confidentially negotiated settlements and tenure denials)
- Faculty who were retained or departed prior to July 1 of the most recently completed academic year (2022- 23), even if their official separation date may be within the eligible range. Faculty are only eligible for the survey if they left or decided to stay within the eligibility window (i.e., between July and June of the prior academic year).

### Format and content:

Prepare the database in Excel format and only include faculty who meet the above eligibility criteria. The following data dictionary describes the required (R), important (I), and optional (O) variables that participating institutions will prepare. The first row should include the headers listed under the “Variable” column in the table below. Accepted values for rows following the header row should correspond to their column labels. For “Academic Area” (acarea), please follow the instructions provided later in this toolkit.

*When formatting the Excel file, be certain to format all cells as text, not numbers. Formatting as numbers can result in formatting problems, such as when the value begins with a zero.*

### Faculty Retention & Exit Study Population Variables

| Group Category | Variable    | Description   | Value labels or examples                   | (N)umeric/<br>(S)tring | (R)eq<br>(I)mp<br>(O)pt |
|----------------|-------------|---|--|------------------------|-------------------------|
| 0_Sample       | localid     | Record ID number from campus administrative personnel data. This is a unique identifier (NOT SSN!) that will allow COACHE to link each record to additional, faculty-level data from your campus at a later date.                               | var.                                       | N                      | R                       |
| 1_Institution  | institution | Partner institution, i.e., your institution, as the name would appear in an official document.  | e.g., University of California Los Angeles | S                      | R                       |
| 1_Institution  | nickname    | Nickname of partner institution, as it would appear in an email to faculty.   | e.g., UCLA                                 | S                      | R                       |
| 1_Institution  | unitid      | IPEDS "Unit I.D." of partner institution  | 000001-999999                              | N                      | R                       |
| 1_Institution  | school      | School, College, or Division of partner institution (if applicable). Exclude eponyms (e.g., "Government," not "Kennedy School of Government").  | e.g., Arts & Sciences                      | S                      | R                       |
| 1_Institution  | dept        | Department of partner institution (if applicable). Avoid acronyms like "MCB". Exclude "Department of".  | e.g., Molecular and Cellular Biology       | S                      | R                       |
| 1_Institution  | dept_NRC    | NRC Program ID of department/program at partner institution, if applicable (see Excel file in the toolkit folder for details)   | 00000000-99999999                          | N                      | O                       |
| 2_Name         | lname       | Last name / Surname of faculty member.  |  | S                      | R                       |
| 2_Name         | fname       | First name of faculty member (and middle name, if necessary)  |  | S                      | R                       |
| 2_Email        | email       | Current primary email address. Please search exhaustively for a current email for departures. (COACHE is not responsible for locating email addresses. Please work with Department Chairs to locate individuals who have left the institution). |  | S                      | R                       |

| Group Category | Variable      | Description   | Value labels or examples  | (N)umeric/<br>(S)tring | (R)eq<br>(I)mp<br>(O)pt |
|----------------|---------------|---|---|------------------------|-------------------------|
| 2_SurveyPath   | path          | Departure, Retention, and Preemptive Retention categories will determine the survey pathway that respondents receive. | 1 = Left Partner Institution (“departure,” non-retiree)<br>2 = Received external offer and decided to stay at partner institution (“retention”)<br>3 = Received a preemptive retention (“preemptive”)   | N                      | R                       |
| 3_Demographic  | race          | Racial/ethnic identification  | 1 = Asian or Asian American<br>2 = White (non-Hispanic)<br>3 = Black or African American<br>4 = Hispanic or Latino/a<br>6 = More than one race/ethnicity<br>7 = Pacific Islander or Native Hawaiian<br>8 = Middle Eastern or North African<br>9 = American Indian or Native Alaskan | N                      | R                       |
| 3_Demographic  | gender        | Gender identification   | 1 = Woman or Trans Woman<br>2 = Man or Trans Man<br>4 = Genderqueer/Gender non-conforming<br>91 = Not listed above  | N                      | R                       |
| 3_Demographic  | citizen       | Citizenship status  | 1 = US Citizen<br>3 = Permanent Resident<br>4 = A visa holder (F-1, J-1, H1-B, A, L, G, E, and TN)<br>91 = Other  | N                      | R                       |
| 3_Professional | rank          | Rank<br><i>(at time of external offer)</i>  | 1 = Instructor/Lecturer;<br>2 = Assistant Professor<br>3 = Associate Professor<br>4 = Full Professor<br>5 = Emeritus<br>9 = Other   | N                      | R                       |
| 3_Professional | tenure        | Tenure status<br><i>(at time of external offer)</i>   | 1 = Not tenured, not on tenure track<br>2 = Not tenured, on tenure track<br>3 = Tenured   | N                      | R                       |
| 3_Professional | title_primary | Primary title(s) <i>(at time of external offer)</i>   |   | S                      | I                       |

| Group Category | Variable         | Description   | Value labels or examples   | (N)umeric/<br>(S)tring | (R)eq<br>(I)mp<br>(O)pt |
|----------------|------------------|---|--|------------------------|-------------------------|
| 3_Professional | title_admin      | Title for any administrative appointment ( <i>at time of external offer</i> )   | e.g., Center Director, Department Chair  | S                      | O                       |
| 3_Professional | yearhire         | Year of hire at partner institution   | YYYY   | N                      | R                       |
| 3_Professional | apptyear         | Year in which most recent faculty appointment began   | YYYY   | N                      | R                       |
| 3_Professional | cip              | Classification of Instructional Programs code from NCES (see <a href="https://nces.ed.gov/ipeds/cipcode/">https://nces.ed.gov/ipeds/cipcode/</a> ). | 00.0000 – 99.9999  | S                      | R                       |
| 3_Professional | acarea           | COACHE "Academic Area" code. (See below.)   | 11 - 24  | N                      | R                       |
| 3_Professional | clinical         | Clinical status (at time of external offer)   | 0 = None<br>1 = Clinical faculty<br>2 = Adjunct<br>3 = In residence<br>4 = Other | N                      | R                       |
| 3_Professional | clinical_loc     | Clinical site   | e.g., Midtown Clinic - West  | S                      | O                       |
| 3_Professional | employactiondate | Date of relevant employment action (e.g., separation, retention, termination)   | YYYYMMDD   | N                      | R                       |
| 4_Investment   | salary_annual    | Salary (annualized) prior to departure/retention  |  | N                      | R                       |
| 4_Investment   | startup          | Startup funds (total)   |  | N                      | I                       |

| Group Category    | Variable      | Description   | Value labels or examples  | (N)umeric/<br>(S)tring | (R)eq<br>(I)mp<br>(O)pt |
|-------------------|---------------|---|---|------------------------|-------------------------|
| 5_Contribution    | teachingload  | Number of courses taught in most recent complete academic year  |   | N                      | O                       |
| 5_Contribution    | grants_number | Number of grants from external sources in past 5 years  |   | N                      | O                       |
| 5_Contribution    | grants_value  | Total value of grants from external sources in past 5 years   |   | N                      | O                       |
| 5_Contribution    | aa_quintile   | Academic Analytics Productivity Quintile (if a client of Academic Analytics)  | 1 = First Quintile<br>2 = Second Quintile<br>3 = Third Quintile<br>4 = Fourth Quintile<br>5 = Fifth Quintile                      | N                      | O                       |
| 5_Contribution    | aa_fspi       | Academic Analytics Faculty Scholarly Productivity Index, expressed as a z-score (if a client of Academic Analytics) | e.g., -0.97   | N                      | O                       |
| 99_NewInstitution | new_org       | Current organization of employment (Departures) or recruiting/offering institution, if known (Retentions).          | e.g., University of North Carolina at Chapel Hill   | S                      | R                       |
| 99_NewInstitution | new_title     | Title at new organization, upon arrival   |   | S                      | O                       |
| 99_NewInstitution | new_rank      | Rank at new organization, upon arrival  | 1 = Instructor/Lecturer;<br>2 = Assistant Professor<br>3 = Associate Professor<br>4 = Full Professor<br>5 = Emeritus<br>9 = Other | N                      | I                       |

| Group Category    | Variable      | Description  | Value labels or examples  | (N)umeric/<br>(S)tring | (R)eq<br>(I)mp<br>(O)pt |
|-------------------|---------------|--|---|------------------------|-------------------------|
| 99_NewInstitution | new_adminappt | Administrative appointment at new organization, upon arrival   | 0 = None<br>1 = President or Chancellor<br>2 = Chief Academic Officer<br>3 = Dean or Division Chief<br>4 = Vice, Associate, Assistant Provost<br>5 = Associate, Assistant Dean<br>6 = Department Head or Chair<br>7 = Center or Program Director<br>10 = Other<br>98 = Missing/Don't Know | N                      | I                       |
| 99_NewInstitution | new_tenure    | Tenure status at new organization, upon arrival  | 1 = Not tenured, not on tenure track<br>2 = Not tenured, on tenure track<br>3 = Tenured   | N                      | I                       |
| 99_NewInstitution | new_school    | School, College, or Division of new organization (Departures) or of offering/recruiting organization (Retentions) (if applicable). Exclude eponyms (e.g., "Government," not "Kennedy School of Government"). | e.g., Arts & Sciences   | S                      | I                       |
| 99_NewInstitution | new_dept      | Department of new organization (Departures) or of offering/recruiting organization (Retentions),if applicable. Exclude "Department of".  | e.g., Molecular and Cellular Biology  | S                      | I                       |
| 99_NewInstitution | new_NRC       | NRC Program ID of department/program at new organization (Departures) or of offering/recruiting organization (Retentions), if applicable. (see Excel file in the toolkit folder for details)                 | 00000000-99999999   | N                      | O                       |