

# ORDER FORM

# RUFFALO NOEL LEVITZ<sup>SM</sup>

## Institutional Priorities Survey™

**YES!** We want to use the Institutional Priorities Survey™ to assess our personnel's perceptions on items that parallel the Student Satisfaction Inventory™.

### 4 ways to order

**PHONE**  
800.876.1117

**FAX**  
319.362.7457

**MAIL**  
1025 Kirkwood Parkway SW  
Cedar Rapids, Iowa 52404

**EMAIL**  
Shannon.Cook@RuffaloNL.com  
Julie.Bryant@RuffaloNL.com

### CLIENT INFORMATION

(DR / MR / MS / MRS)

NAME		TITLE	
INSTITUTION NAME		STREET ADDRESS	
CITY	STATE	ZIP	
TELEPHONE	FAX	EMAIL	DATE

### SURVEY MATERIALS

- PLEASE INDICATE:**  Version for four-year colleges/universities  
 Version for community, junior, and technical colleges
- ALSO INDICATE:**  Form A (50+ items)  
 Form B (40+ items)

	UNIT PRICE	QUANTITY	SUBTOTAL
<b>INVENTORY MATERIAL</b> <b>INVENTORY/TEST LICENSE</b> — Order one paper survey for each person to be surveyed: * Online surveying, any quantity — Ruffalo Noel Levitz will contact you to set up your online account. Note: Online surveys are charged at the rate listed above based on the number of completed surveys. You will be billed for this expense after the survey has been administered. Please leave the quantity blank at right and go on to the next item.	\$ 1.70		
<b>PROCESSING AND SETUP FEE</b> Covers the cost of processing surveys and producing an electronic Campus Report to be delivered via email. The report includes the results for the campus personnel surveyed and the standard national comparison group for the appropriate institution type. A Strategic Planning Overview listing your institution's strengths and challenges is also included, as well as breakouts for faculty, administration and staff. Each subsequent request for processing and/or reports is subject to the same fee.	\$ 250	1	\$ 250
<b>ADDITIONAL ONLINE ADMINISTRATION FEE</b> — Charged per invited individual and equals the number of numeric passcodes in the online system. Includes the email invitation to complete the survey and up to two additional reminders. This is a required fee. NOTE: For invitations to more than 5,000 individuals, the fee is \$0.15 each.	\$ 0.25		\$
<b>OPTIONAL MATERIALS</b> NOTE: All reports below are delivered in an electronic format via email along with your Main Campus Report, unless otherwise requested. Please indicate here if reports also should be shipped hard copy in a three-binder. An additional fee of \$250 applies for paper reports.	\$ 250		\$
<b>YEAR-TO-YEAR COMPARISON REPORT</b> — Please indicate approximate timeframes for comparison (example fall 2017 with fall 2015): _____ with _____.	\$ 100		\$
<b>DEMOGRAPHIC GROUP REPORTS</b> See reverse to indicate choice of target demographic group(s): <input type="checkbox"/> <b>Target Group Analysis</b> — A report that highlights the scores of your selected target groups. Presents all scores in multi-column grids for easy comparison. <input type="checkbox"/> <b>Custom Reports</b> — Custom reports for Cross-tab and Multivariable Target Group Reports are available upon request. Please contact Ruffalo Noel Levitz to discuss options and applicable fees.	\$ 55		\$
<b>COMBINATION IPS/SSI REPORT</b> — Presents the data from your most recent Student Satisfaction Inventory™ surveying alongside your IPS data for easy comparison in one document.	\$ 150		\$
<b>RAW DATA</b> (Provides raw data for all individuals responses in SDF and tab delimited formats. SPSS syntax is included. Composite mean average results for all items also included in a text file.)	\$ 175		\$

SUBTOTAL \$

PLUS 5% SERVICE FEE (\$5 MINIMUM) \$

OPTIONAL OVERNIGHT DELIVERY (ACTUAL CARRIER RATE PER POUND) \$

**TOTAL** \$

Orders are typically processed by the next business day. Please allow at least five business days for materials to arrive on campus or for online account setup.

### PAYMENT OPTIONS

PAYMENT ENCLOSED  PURCHASE ORDER NUMBER: \_\_\_\_\_

BILL ME

PLEASE NOTE: Our credit card processing system is temporarily suspended due to service maintenance. Please choose payment option above.

# Demographic Group Reports

## Target Group Analysis

Cost: \$55 per box checked

This report presents all scores for your chosen target group(s) in simple multi-column grids. The report includes all the mean satisfaction scores, mean importance scores, and performance gap scores for the inventory scales and items. At a glance, you'll be able to compare your overall campus scores with such groups as males, females, full-time, part-time, etc.

# How to Request Reports

1. Check the boxes below indicating the reports and demographic(s) you want.
2. Count the boxes you checked.
3. Write the total on the front of the order form (reverse).

Follow these steps to request reports focusing on specific groups of personnel on your campus. Note that to request a Target Group report, use only one box to define each group. (For example, you can request a report on female personnel and one on African-American personnel, but not a Comparative Summary report on female African-American personnel.) Also, be sure each group you indicate is amply represented in the overall population of personnel you survey.

Multivariable and Cross-tab reports allow you to capture more than one demographic variable at a time (such as female African-American staff or staff employed six years or more) and are available within the Custom Report options. Please contact Ruffalo Noel Levitz to discuss the options and applicable fees.

Target Group		Target Group		Target Group	
<input type="checkbox"/>	<b>Gender</b>	<input type="checkbox"/>	<b>Tenure Status (for faculty)</b>	<input type="checkbox"/>	<b>Department or Office</b>
<input type="checkbox"/>	Female	<input type="checkbox"/>	Tenured	<input type="checkbox"/>	Fill in your 4-digit code
<input type="checkbox"/>	Male	<input type="checkbox"/>	Tenure-track	<input type="checkbox"/>	as provided on the survey:
<input type="checkbox"/>	Prefer not to respond	<input type="checkbox"/>	Non-tenure track	<input type="checkbox"/>	_____
	<b>Ethnicity/Race</b>	<input type="checkbox"/>	Other	<input type="checkbox"/>	_____
<input type="checkbox"/>	African-American		<b>Teaching Assignment</b>	<input type="checkbox"/>	_____
<input type="checkbox"/>	American Indian or Alaskan Native		<b>(for faculty at 4-year</b>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Asian or Pacific Islander		<b>institutions only)</b>	<input type="checkbox"/>	_____
<input type="checkbox"/>	Caucasian/White	<input type="checkbox"/>	Undergraduate courses	<input type="checkbox"/>	_____
<input type="checkbox"/>	Hispanic	<input type="checkbox"/>	Graduate courses	<input type="checkbox"/>	(Attach additional page if needed)
<input type="checkbox"/>	Other	<input type="checkbox"/>	Both undergraduate and	<input type="checkbox"/>	<b>Campus-Defined Item #1</b>
<input type="checkbox"/>	Prefer not to respond	<input type="checkbox"/>	graduate courses	<input type="checkbox"/>	1. _____
	<b>Employment Status</b>		Other	<input type="checkbox"/>	2. _____
<input type="checkbox"/>	Full-time		<b>Teaching Assignment</b>	<input type="checkbox"/>	3. _____
<input type="checkbox"/>	Part-time		<b>(for faculty at 2-year</b>	<input type="checkbox"/>	4. _____
<input type="checkbox"/>	Temporary		<b>institutions only)</b>	<input type="checkbox"/>	5. _____
	<b>Position</b>	<input type="checkbox"/>	Credit courses	<input type="checkbox"/>	6. _____
<input type="checkbox"/>	Board member/trustee	<input type="checkbox"/>	Non-credit courses	<input type="checkbox"/>	} Optional item on inventory defined by your campus
	Note: Target group reports for faculty, administrators, and staff will be included automatically in the special IPS Campus Report.	<input type="checkbox"/>	Both credit and non-credit courses	<input type="checkbox"/>	
	<b>Years Employed at</b>	<input type="checkbox"/>	Other	<input type="checkbox"/>	<b>Campus-Defined Item #2</b>
<input type="checkbox"/>	<b>Institution</b>		<b>Rank (for faculty)</b>	<input type="checkbox"/>	1. _____
<input type="checkbox"/>	Less than one year	<input type="checkbox"/>	Professor	<input type="checkbox"/>	2. _____
<input type="checkbox"/>	1-5 years	<input type="checkbox"/>	Associate professor	<input type="checkbox"/>	3. _____
<input type="checkbox"/>	6-10 years	<input type="checkbox"/>	Assistant professor	<input type="checkbox"/>	4. _____
<input type="checkbox"/>	11-20 years	<input type="checkbox"/>	Instructor/lecturer	<input type="checkbox"/>	5. _____
<input type="checkbox"/>	More than 20 years	<input type="checkbox"/>	Adjunct	<input type="checkbox"/>	6. _____
					} Optional item on inventory defined by your campus
					<b>Total boxes checked</b>
				_____	(Enter here and on front of order form.)