

The
Phi Beta Kappa
Society

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**Preliminary Information
Requested of Institutions Applying to Shelter
Chapters
of Phi Beta Kappa**

Dear Colleagues:

The application deadline for consideration during the 2015–2018 triennium is November 1, 2015. A complete application consists of a searchable PDF containing a cover page in the format provided and a connected document adhering strictly to the outline provided, giving information regarding the institution in question-and-answer format.

Please provide also two spiral-bound hard copies of the same material, two copies of the institution's most recent catalog, and two copies of each brochure or other publication sent to prospective students.

The application should be accompanied by a check in the amount of \$2,000, payable to Phi Beta Kappa, as an application fee.

The cover page is to be completed with the appropriate information and signed both by the chair of the institution's Phi Beta Kappa Committee and by the President or Chief Executive Officer of the college or university.

The informational document is organized, as far as possible, to allow the institution to supply information already gathered for the Common Data Set (CDS), the American Association of University Professors (AAUP), the National Collegiate Athletic Association (NCAA), or other reports. Do not scan in such reports as parts of this document. Rather, transcribe the information as defined by the referenced items requested by Phi Beta Kappa.

Note: In Sections I and II, the CDS information for the entire institution is requested. The same will be true of Sections III, IV, and V only if the institution as a whole is being described as a college of arts and sciences. If the college of arts and sciences or its equivalent—however

defined or organized—is being presented as a part of a larger, multi-focused institution, the information presented in Sections III, IV, and V should be assembled according to the relevant criteria of the CDS, but for the college of arts and sciences or its equivalent rather than for the entire institution. Please put all numerical data in table format.

For assistance in interpreting this form, e-mail or call Ann McCulloch, Director of Chapter and Association Relations, amcculloch@pbk.org, (202) 745-3249.

Sincerely,

A handwritten signature in black ink, appearing to read "John Churchill". The signature is fluid and cursive, with a large initial "J" and a long horizontal stroke extending to the right.

John Churchill, Secretary

Instructions for Assembly of the Application Document

The institution is requested to provide, as the body of this application, a document organized in the format specified below, with the information defined in each item. *Please use a plasticcomb binding to hold the pages of the report together for the two paper copies and include a CD, USB drive, or an emailed PDF with the electronic format of the report. Please be sure to add a table of contents and tabs for each section. Pagination should be continuous throughout the report. Please use the headings provided for each section and subsection, and provide the document in a 12-point font with 1.5-line spacing.*

Name of Institution
Date of Application

Section I. General Information

- A. Mission statement or statement of purpose of the institution as published in the catalog, and any other concise published commitment to the centrality of the liberal arts and sciences in the life of the institution.
- B. Description of ownership, sponsorship, or affiliation with any public or private entity, with a precise account of the role of any such entity in shaping institutional policies.
- C. Statement of general and specialized regional accreditations held by the institution; notation of any probationary status or withdrawal of accreditation in the past ten years (2005-2015).
- D. Concise description of the governance and organization of the institution, including precise characterization of the relation of any branch campuses to the main campus.
- E. Carnegie classification of the institution; list all the undergraduate schools and colleges within the institution.
- F. Text of any official, published institutional commitment to nondiscriminatory policies and freedom of inquiry and expression.
- G. Information regarding any restrictions governing membership in the student body, faculty or staff, or governing body that pertains to age, race, ethnicity, religion, gender, sexual orientation, disability, veteran status, or national origin.
- H. Text of any official policy governing events featuring speakers from off campus.
- I. Text of any official policy regarding the immigration status of faculty, staff, and students.
- J. Description of benefits provided to faculty and staff with a statement concerning practice regarding domestic partner coverage.
- K. Information regarding censure, warning, probation, or any other negative action taken toward the institution by any academic professional organization in the past ten years (2005-2015). In the case of any negative action, indicate the response of the institution.
- L. Information regarding any penalties, probations, or other negative actions toward the institution by any athletic organization in the past ten years (2005-2015). In the case of any negative action, indicate the response of the institution.
- M. Link to the most recent accreditation report.

Section II. Students, Enrollment, Admission, and Financial Aid

- A. Information on institutional enrollment conforming to CDS B-1 through B-11, B-22, D-2. *Transcribe this information; do not photocopy or reproduce CDS forms*
- B. Information on applications conforming to CDS C-1.
- C. Information on admission standards conforming to CDS C-5, C-9, C-10, C-11.
- D. Information on matriculants conforming to CDS F-1.
- E. Information on tuition and fees conforming to CDS G-1, G-5.
- F. Information on financial aid conforming to CDS H-1, H-2. Provide a brief statement of the percentage of students receiving need-based aid, merit-based aid, and aid based on athletic participation.
- G. Information concerning percentage of students who received Pell Grants.

Section III. Faculty

Note earlier instructions regarding data for arts and sciences, if applicable.

- A. Information on faculty conforming to CDS I-1, I-2.
- B. Number of full-time faculty in arts and sciences by rank and department.
- C. Number of Phi Beta Kappa members on the full-time arts and sciences faculty or academic staff (excluding *emeriti*). List Φ BK members by name, stating rank, department, tenure status, year of induction into Phi Beta Kappa, and institution. Include full birth names.
Since charters are granted to the Phi Beta Kappa members on the faculty rather than to the institution, it is important that there be an adequate and stable nucleus for organizing a new chapter and efficiently conducting its activities. For that reason, the Phi Beta Kappa group should be at least 10 percent of the full-time arts and sciences teaching faculty, and in no instance fewer than 10 full-time faculty members.
- D. A description of the categories of faculty employment at the institution, e.g., tenured, tenure-track, non-tenure track renewable, adjunct, etc., with an account of the pay, benefits, organization, and governance responsibilities to any categories outside tenured and tenure-track, with a display of the number in each category for each of the last five years.
- E. Information concerning the role of the faculty in governing the institution and determining curriculum.
- F. Percentage of instruction conducted by non tenure/ tenure-track faculty.
- G. Percentage of instruction conducted by faculty with part-time contracts.
- H. Percentage of instruction conducted by graduate assistants.
- I. Five liberal arts programs or courses most commonly taught by part-time faculty or graduate assistants, with percentage of instruction in each.
- J. Typical teaching assignment in courses or credit hours per year for each faculty rank (including non tenure/ tenure-track ranks).
- K. Information regarding undergraduate class size conforming to CDS I-3.
- L. Processes and criteria governing hiring, promotion, tenuring, post-tenure review, and compensation of faculty.
- M. Percentage of faculty reaching eligibility for tenure who are awarded tenure. Give data for each of the most recent ten years.
- N. Sabbatical leave program or other program involving institutional support for creative work and scholarship by individual members of the faculty. Indicate by department the number—not names—of arts and sciences faculty who have taken advantage of these programs or have obtained outside support for research, scholarship, and creative activity in the past five years (2010–2011 through 2014-2015). List separately sabbatical support and non-sabbatical grants. Indicate instructional relevance as applicable. Indicate external grants for faculty development, and state the institution’s policy on support for research.
- O. Information on faculty salaries drawn from reports to the AAUP for each of the five most recent academic years (2010–2011 through 2014-2015). Include only arts and sciences faculty working with full-time contracts; show high, low, and average salaries first by rank and then by gender within rank. Conclude with a statement of the policy regarding compensation and course load of part-time faculty.

Section IV. Curriculum

Note instructions in the cover letter regarding data for arts and sciences, as applicable.

- A. Information describing the common curriculum required of all students for the B.A., B.S., and any other baccalaureate degrees. Display foreign language requirements for each degree. Include any catalog statement pertaining to liberal education.
- B. List of major and minor fields of study, with the number of graduates completing each, for each of the five most recent years ((2010–2011 through 2014-2015).

- C. List of options available for completing requirements in mathematics and foreign languages. (*Prospective Phi Beta Kappa inductees must show work in both areas.*)
- D. Numbers of different courses offered in each of the last five years (2010–2011 through 2014-2015), expressed both as a number and as a percentage of courses listed in the catalog.
- E. Policies concerning student academic credit and faculty teaching credit for laboratory and studio courses.

Section V. Campus Programs

Note instructions in the cover letter regarding data for arts and sciences, if applicable.

- A. Information regarding honors programs. Include admissions criteria, description of requirements and opportunities, percentage participating, and percentage completing.
- B. Information regarding undergraduate research requirements or opportunities.
- C. Information regarding writing programs.
- D. Information regarding campus opportunities conforming to CDS F-2.
- E. Information regarding off-campus opportunities conforming to CDS E-1. List study-abroad opportunities separately and give numbers participating in each for 2014-2015.
- F. Percentage of students in each of the last five graduating classes who participated in credit-bearing domestic off-campus programs and percentage participating in credit-bearing study abroad programs. Explain faculty participation.
- G. Information regarding graduate and professional school placement of graduates, including the numbers of students placed and the names of the schools, for each of the past five academic years (2010–2011 through 2014-2015).
- H. Information regarding nationally recognized scholarship and fellowship recipients (e.g., Rhodes, Marshall, Fulbright, Gates, Watson) for each of the past five academic years (2010–2011 through 2014-2015).

Section VI. Library and Technological Resources

A. Library Collections

	Added during 2014-2015	Held at end of 2014-2015
1. Books, serial backfiles and other paper materials (include government documents)	_____	_____
2. E-Books	_____	_____
3. Microforms	_____	_____
4. Audiovisual materials	_____	_____
5. Current serial titles	_____	_____

B. Electronic Resources

- 1. Number of online electronic journal subscriptions. Include all subscriptions obtained through consortial agreements.
- 2. List of up to twenty electronic databases and indexes subscribed to or licensed by the library. Include any obtained through consortial agreements.
- 3. List of any non-serial electronic resources made available to the campus

through library subscriptions or licenses, for example, e-books, aggregated collections of digitized materials, etc.

4. List of any electronic collections to which the library subscribes not included in the above categories.

C. Number of Permanent Library Staff

D. Annual Library Budget for the past ten years for these three categories:

1. Acquisitions: _____
2. Operations: _____
3. Staff: _____

E. Facilities

1. Number of library or information centers, main and branch.
2. Number of seats per FTE student.
3. Hours of operation.
4. Percentage of collections housed in the library (i.e., not in storage).

F. Reference and Instruction

1. Number of instruction sessions annually and number of participants.
2. Are reference services provided by e-mail?
3. Are chat reference services provided? What are the hours of operation?
4. Is the reference desk staffed by a professional reference librarian during all hours of library operation? If not, how is the desk staffed at other hours?
5. List programs at your institution related to information literacy, including how the instructional role of the library/librarians accommodates the changing nature of resources accessed.

G. Give the number of items loaned through circulation. Do not include items loaned through Interlibrary Loan.

H. Computer infrastructure for users

1. Number of computer workstations.
2. Does the library share any facilities with the campus information technology services (computer labs, for example)? Describe.
3. Does the library have laptops available for checkout?

I. Access to collections in other institutions

1. List consortial partnerships. List any benefits obtained through these consortial memberships.
2. Number of items borrowed annually through Interlibrary Loan. These can include electronically transmitted materials.
3. Number of items loaned annually. These can include electronically transmitted materials.
4. Are funds available for access to other libraries? (For example, does your library pay for faculty/students to use larger research libraries when your collections do not meet particular research needs?)
5. Do you participate in a shared storage facility arrangement?

J. In no more than one paragraph, describe how the library's collections and services support the institutional mission.

Section VII. Financial Information

A. Information regarding the market value of the institution's endowment, with a statement of the spending policy and an indication of the contribution made by the endowment to the institution's

revenues in each of the past five academic years (2010-2011 through 2014-2015), expressed both as a U.S. dollar figure and as a percentage of total revenue (excluding auxiliaries).

B. Information regarding revenues derived from public or private sources other than endowment (e.g., religious organization, legislative appropriation) in each of the past five academic years (2010-2011 through 2014-2015), expressed as U.S. dollar figures and as percentages of total revenue (excluding auxiliaries), with a statement of the policies governing these revenue sources.

C. Information regarding revenues derived from tuition and fees in each of the past five academic years (2010-2011 through 2014-2015), with an indication of the tuition discount rate in each year. (Show total institutionally funded financial aid as a percentage of total tuition and fee income.)

D. Information regarding other income (excluding auxiliaries) in each of the past five academic years (2010-2011 through 2014-2015).

E. Information regarding total institutional revenues (excluding auxiliaries) compared to total expenditures in each of the past five academic years (2010-2011 through 2014-2015), with a statement of excess of revenues over expenditures or the reverse.

F. Information regarding total instructional expenditures in arts and sciences (compensation, operating budgets, capital outlays) in each of the past five academic years (2010-2011 through 2014-2015), as a U.S. dollar figure and as a percentage of total institutional instructional expenditures.

Section VIII. Campus Facilities

A. In a paragraph, provide an updated narrative of institutional facilities since the latest accreditation report.

B. Information regarding capital expenditures in each of the past five academic years (2010-2011 through 2014-2015) in support of each of the following: laboratories, foreign language facilities, computers available for student use, and other instructional equipment.

C. Information regarding policies related to the sustainability in the operation and maintenance of buildings and grounds. Indicate LEED certified buildings.

Section IX. Athletics

A. Statement of athletic memberships and affiliations

B. Information regarding the governance and organization of the intercollegiate athletic program, including lines of responsibility from athletics administrators to the President and governing body.

C. Information regarding varsity sports participation conforming to NCAA Gender Equity Survey, Table 1, indicating in each of the past five academic years (2010-2011 through 2014-2015) the number of sports offered by gender, and the total number of participants in all sports by gender.

D. Information regarding sports operating expenses, recruiting expenses, and revenues in each of the past five academic years (2010-2011 through 2014-2015), conforming to NCAA Gender Equity Survey, Tables 4, 5, and 7.

E. Information regarding athletically related student aid in each of the past five academic years (2010-2011 through 2014-2015), conforming to NCAA Gender Equity Survey, Table 6.

F. Table showing the graduation rates for varsity athletes by gender, and their rates for each sport individually, over the past five years (2010-2011 through 2014-2015).

- G. Table comparing the graduation rates for varsity athletes over the past five years (2010-2011 through 2014-2015) with those of the general undergraduate population.
- H. Briefly describe any programs designed to provide academic support for athletes.

Section X. Institutional support

- A. Description of institutional commitment to assure the success of a chapter of Phi Beta Kappa by providing administrative and budgetary support.