**[INSERT SCHOOL] (STATE)** **/ DATA SHEET**

We typically include much of the following statistical information in the Position Description we prepare for candidates. Your assistance in providing any of the information that is readily available would be greatly appreciated. Please return this form to your consultants.

|  |  |
| --- | --- |
| Total number of students |  |
| Number of faculty members |  |
| Student/Teacher Ratio |  |
| % of faculty holding advanced degrees (master's or beyond) |  |
| Number of trustees on Board of Trustees |  |
| Acreage of physical plant |  |
| Total square feet of buildings under cover |  |
| Newest buildings, date and purpose |  |
| Value of endowment |  |
| Annual operating budget for current school year |  |
| Amount of indebtedness |  |
| Development: annual giving total, most recent year |  |
| Development: capital giving most recent year |  |
| Development: most recent capital campaign (dates, $$ raised, purpose) |  |
| % of parent participation in giving |  |
| % of alumni participation in giving |  |
| Financial aid: total amount awarded this year $$ |  |
| Financial aid: FA$ as % of total revenue |  |
| Financial aid: FA students as % of total enrollment |  |
| % of student body of color |  |
| % of faculty of color |  |
| # of applicants and # of available places |  |
| Admissions yield (% of students accepting offer of admission) |  |
| Year of most recent accreditation |  |
| Year of next accreditation |  |

In addition, please send electronic copies of the following materials, if available:

□ Admission packet (view book, etc.)

□ Curriculum guide and/or school handbook

□ Most recent Strategic Plan

□ Most recent annual report, school-wide

newsletter

□ Annual Giving Campaign brochure/mailings

□ Summary of current operating budget

□ Capital campaign brochure/material