MOBIUS Policy on
FTE for Academic Library
Member Assessments

Created by: Finance Committee
Adopted: MOBIUS Board of Directors; February 6, 2015
Revised: n/a
Replaces: n/a

Purpose of the policy: To outline the annual procedure and timetable for collecting Student Full-Time Equivalent (FTE) data.

Background: MOBIUS utilizes several common factors to determine academic library member assessments each year. For academic libraries, the student FTE data is retrieved from the Department for Higher Education's (DHE) website. This is standard data that is self-reported by institutions using a formula established by the DHE.

Content of the policy. The assessment model uses student FTE data for fall of the fiscal year 2 years prior to the assessment year (e.g. Fall 2013 FTE data is used for the FY15/16 Assessments). The FTE data is captured in early January of each year by MOBIUS staff and supplied to the Member Representative for review. If no inconsistencies are brought forward by January 31st, the FTE data is automatically applied to the assessment model. In the event that MOBIUS is unable to collect the assessment data on a given local system, MOBIUS staff will contact the system's site coordinator and request that the necessary data be provided to MOBIUS as soon as possible.

If an institution identifies a difference of plus or minus 3%, or a price difference of plus or minus $1500, whichever is greater, the difference will be investigated by MOBIUS staff and the MOBIUS Executive Board. The MOBIUS Executive Board will make a determination on the final data to be used in the assessment.

In the event that MOBIUS is unable to collect the assessment data on a given local system, MOBIUS staff will contact the system's site coordinator and request that the necessary data be provided to MOBIUS as soon as possible.

Compliance:

Forms: n/a

Related documents: MOBIUS Member Assessment Data Capture Procedure