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1. Do you know how many graduate degrees are offered by your institution?
 - a. no
 - b. yes (please specify)
2. Is electronic submission of theses and/or dissertations required, or optional?
 - a. required
 - b. optional
 - c. varies by academic unit
3. Please give the year in which ETDs were allowed and/or required at your institution:
4. Which departments are involved in administering ETD at your institution?
 - a. Graduate School
 - b. Library
 - c. Academic Departments
 - d. IT Department
 - e. Other (please specify)
5. Who was responsible for determining the division of labor between libraries, graduate schools, and IT departments? Please supply position title, not an individual's name.
6. Which personnel perform what ETD tasks? Please supply position title, not an individual's name.
 - a. Student training
 - b. Thesis review and approval
 - c. Creation/maintenance of website for submission/storage of files
 - d. Uploading of files (to ProQuest or to institutional repository)
 - e. Metadata creation (including cataloging)
 - f. Other
7. Please describe the amount of collaboration and communication existing between departments involved in ETD.
 - a. The amount of collaboration is:
 - i. none,
 - ii. occasional,
 - iii. or frequent
 - b. The amount of communication is:
 - i. none,
 - ii. occasional,
 - iii. or frequent
 - c. Explain (optional)

Current ETD Practices and Workflows in North Carolina: The Survey

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8. Are there written procedures and/or workflows for the ETD process? If yes, please consider sending us a copy via Email
9. What is the mechanism for student submission of ETDs?
 - a. Institution-built submission site,
 - b. Vendor-built site,
 - c. Other (please specify)
10. Once submitted and approved, are ETDs uploaded to the vendor and/or server:
 - a. Singly, as they are completed;
 - b. All at once, as a batch;
 - c. Other (please specify)
11. Who performs these uploads?
 - a. Library,
 - b. Graduate school,
 - c. Academic unit/department,
 - d. Other (please specify)
12. Destination of uploads: Does your institution provide digital storage of ETDs? (If no, skip to next question)
 - a. Yes, institutional repository –
 - i. Institution-built software,
 - ii. Purchased software (specify below)
13. If your institution outsources digital storage/archiving of ETDs, please specify the vendor/provider:
14. How do you know when uploads reach their destination? Please describe communications surrounding this part of the process.
15. Please describe ETD workflows at your institution from the point of a document's approval until it is accessible to the public.
16. Do you have any other information or comments you would like to provide?