

Human Resources - Nondegree-granting institutions and related administrative offices

Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer Yes to this question, you will be provided the screens to report part-time staff

in the Employees by Assigned Position (EAP) and Fall Staff sections.

Yes No

CAVEATS

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Part A - Employees by Assigned Position - Full-time staff

Number of full-time staff by faculty status and primary function/occupational activity

As of November 1, 2006

Faculty status

Primary function/ Not on  
occupational activity tenure Without  
(mutually exclusive categories) track/ faculty

Tenured On tenure no tenure status Subtotal

track

system

Primarily instruction

Instruction/research/public service

Primarily research

Primarily public service

Executive/administrative/managerial

Other professionals  
(support/service)

Technical and paraprofessionals

Clerical and secretarial

Skilled crafts

Service/Maintenance

Total full time

Total from prior year

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Part B - Employees by Assigned Position - Part-time staff

Number of part-time staff by faculty status and primary function/occupational activity

As of November 1, 2006

Faculty status

Primary function/ Not on  
occupational activity tenure Without  
(mutually exclusive categories) track/ faculty

On tenure no tenure status Subtotal

Tenured track

system

Primarily instruction

Instruction/research/public service

Primarily research

Primarily public service

Executive/administrative/managerial

Other professionals  
(support/service)

Technical and paraprofessionals

Clerical and secretarial

Skilled crafts

Service/Maintenance

Total part time

Total from prior year

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Part C - Employees by Assigned Position -Total number of staff

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2006

| Primary function/occupational activity | Full-time | Part-time | Total |
|--|-----------|-----------|-------|
| Primarily instruction                  |           |           |       |
| Instruction/research/public service    |           |           |       |
| Primarily research                     |           |           |       |
| Primarily public service               |           |           |       |
| Executive/administrative/managerial    |           |           |       |
| Other professionals (support/service)  |           |           |       |
| Technical and paraprofessionals        |           |           |       |
| Clerical and secretarial               |           |           |       |
| Skilled crafts                         |           |           |       |
| Service/Maintenance                    |           |           |       |
| Grand total                            |           |           |       |

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Part D - Fall Staff - Full-time professional staff

NOTE: These data are optional this year.

Number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Staff whose primary

Gender and race/ethnicity

responsibility is

instruction,

research,

and/or public

service

Executive/

administrative/

managerial

Other professionals

(support/service)

Men

Nonresident alien

Black, non-Hispanic

American Indian/ Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total men

Women

Nonresident alien

Black, non-Hispanic

American Indian/ Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total women

Total (men+women)

Total from EAP

Total (men+women) from Fall

2005

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Part D - Fall Staff - Full-time non-professional staff and totals

NOTE: These data are optional this year.

Number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Technical and Clerical and Skilled Service/ Full-

Gender and time

race/ethnicity paraprofessionals secretarial crafts Maintenance total

Men

Nonresident alien

Black, non-Hispanic

American Indian/

Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity

unknown

Total men

Women

Nonresident alien

Black, non-Hispanic

American Indian/

Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity

unknown

Total women

Total (men+women)

Total from EAP

Total (men+women)

from Fall 2005

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Part E - Fall Staff - Part-time professional staff

NOTE: These data are optional this year.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Staff whose primary

Gender and race/ethnicity

responsibility is

instruction,

research,

and/or public

service

Executive/

administrative/

managerial

Other professionals

(support/service)

Men

Nonresident alien

Black, non-Hispanic

American Indian/ Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total men

Women

Nonresident alien

Black, non-Hispanic

American Indian/ Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race/ethnicity unknown

Total women

Total (men+women)

Total from EAP

Total (men+women) from Fall

2005

<http://surveys.nces.ed.gov/ipeds/PrintForms.aspx>

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Part E - Fall Staff - Part-time non-professional staff and totals

NOTE: These data are optional this year.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2006

Technical and Clerical Service/ Part-  
and Skilled time

Gender and race/ethnicity paraprofessionals secretarial crafts Maintenance total

Men

Nonresident alien  
Black, non-Hispanic  
American Indian/ Alaska

Native  
Asian/Pacific Islander  
Hispanic  
White, non-Hispanic  
Race/ethnicity unknown

Total men

Women

Nonresident alien  
Black, non-Hispanic  
American Indian/ Alaska

Native  
Asian/Pacific Islander  
Hispanic  
White, non-Hispanic  
Race/ethnicity unknown

Total women

Total (men+women)

Total from EAP

Total (men+women) from  
Fall 2005

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Part F - Fall Staff - Total number of staff  
NOTE: These data are optional this year.

Total number of staff by employment status, gender, and race/ethnicity

As of November 1, 2006

| Full-time men | Full-time women | Part-time men | Part-time women | Total men | Total women |
|---------------|-----------------|---------------|-----------------|-----------|-------------|
|---------------|-----------------|---------------|-----------------|-----------|-------------|

Nonresident alien  
Black, non-Hispanic  
American

Indian/Alaska Native  
Asian/Pacific Islander  
Hispanic  
White, non-Hispanic  
Race/ethnicity

unknown

Grand total

Total from Fall 2005

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Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

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