

Human Resources - Degree-granting institutions and related administrative offices that

have less than 15 full-time staff

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

Do ALL of the instructional staff at your institution fall into any of the following categories?

If you answer Yes to any of the questions below, the Salaries section is NOT applicable to your

institution and you will NOT be required to report data for the Salaries section.

No Yes Are ALL of the instructional staff military personnel?

No Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

No Yes Do ALL of the instructional staff teach pre-clinical or clinical medicine?

Did your institution hire any full-time permanent staff who were included on the

payroll of the institution between July 1 and October 31, 2006 either for the first

time or after a break in service AND who were still on the payroll of the institution as of November 1, 2006? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

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

permanent new hires in the Fall Staff section (long version), Part L.

Yes No

CAVEATS

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Part A - Employees by Assigned Position - Full-time staff, non-medical school

Number of full-time staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2006

Faculty status

Not on

Primary function/ tenure track/

Without

occupational activity On tenure no tenure

faculty

(mutually exclusive categories) Tenured track system

status Subtotal

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 (non medical)

Total from prior year

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Part A - Employees by Assigned Position - Full-time staff, medical school

\*\*\*\* Applicable to institutions with M.D. or D.O. programs \*\*\*\*

Number of full-time staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2006

Primary function/  
occupational activity  
(mutually exclusive categories)

Faculty status

Without

faculty

status

Subtotal

Tenured

On tenure

track

Not on

tenure

track/

no tenure

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 (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

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Part B - Employees by Assigned Position - Part-time staff, non-medical school

Number of part-time staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2006  
Faculty status

Not on  
Primary function/  
occupational activity  
(mutually exclusive categories) Tenured  
On  
tenure  
track  
tenure  
track/  
no tenure  
system  
Without  
faculty  
status Subtotal  
Graduate  
assistants

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 (non medical)

Total from prior year

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

11/20/2006

Part B - Employees by Assigned Position - Part-time staff, medical school

\*\*\*\* Applicable to institutions with M.D. or D.O. programs \*\*\*\*

Number of part-time staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2006

Primary function/  
occupational activity  
(mutually exclusive categories)

Faculty status

Without

faculty

status

Subtotal

Graduate

assistants

Tenured

On

tenure

track

Not on

tenure

track/  
no tenure

system

Primarily instruction

Instruction/research/public

service/clinical

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 (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

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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			

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

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Salaries

The Salaries section is applicable to all degree-granting institutions, unless one or more of the following are true:

Z  
All of the instructional staff at your institution are employed on a part-time basis.

Z  
All of the instructional staff at your institution are military personnel.

Z  
All of the instructional staff at your institution contribute their services (e.g., are members of a religious order)

Z  
All of the instructional staff at your institution teach pre-clinical or clinical medicine.

NOTE: The faculty status screens in the Salaries section are applicable only to 4-year degree-granting institutions.

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Part D - Salaries -Full-time instructional staff by contract length/teaching period - Headcount

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank

As of November 1, 2006

Less-than-9

Gender and academic rank month 9/10-month 11/12-month Total

Men

Professors  
Associate professors  
Assistant professors  
Instructors  
Lecturers  
No academic rank

Total men

Women

Professors  
Associate professors  
Assistant professors  
Instructors  
Lecturers  
No academic rank

Total women

Total (men + women)

Total from EAP, full-time non-medical section  
(Primarily instruction and  
Instruction/research/public service lines)

Total from prior year (Salaries section)

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

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Part D - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Faculty status

\*\*\*\* The reporting of data for this screen is optional this year, but will be mandatory next year for 4-year degree-granting institutions \*\*\*\*

Number of full-time instructional staff on 9/10-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2006  
Faculty status

Not on Without  
Gender and academic  
rank Tenured On tenure track  
tenure track/  
no tenure system  
faculty  
status Subtotal

Men

Professors  
Associate Professors  
Assistant Professors  
Instructors  
Lecturers  
No academic rank

Total men

Women

Professors  
Associate Professors  
Assistant Professors  
Instructors  
Lecturers  
No academic rank

Total women  
Total (men + women)

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

11/20/2006

Part D - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Faculty status

\*\*\*\* The reporting of data for this screen is optional this year, but will be mandatory next year for 4-year degree-granting institutions \*\*\*\*

Number of full-time instructional staff on 11/12-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2006  
Faculty status

Not on Without  
Gender and academic  
rank Tenured On tenure track  
tenure track/  
no tenure system  
faculty  
status Subtotal

Men

Professors  
Associate Professors  
Assistant Professors  
Instructors  
Lecturers  
No academic rank

Total men

Women

Professors  
Associate Professors  
Assistant Professors  
Instructors  
Lecturers  
No academic rank

Total women  
Total (men + women)

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

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Part E - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 9/10-month contracts/teaching periods by gender and academic rank

As of November 1, 2006

Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

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Part E - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 11/12-month contracts/teaching periods by gender and academic rank

As of November 1, 2006

Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

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Part F - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Fringe benefits

Fringe benefits of full-time instructional staff on 9/10-month

contracts/teaching periods

As of November 1, 2006

Fringe benefits Number

covered Expenditures

Average

expenditures

Prior year

Average

expenditures

Retirement plans (other than Social

Security) -Vested within 5-years

Retirement plans (other than Social

Security) - Vested after 5-years

Medical/dental plans

Group life insurance

Other insurance benefits (cafeteria

plan, etc.)

Guaranteed disability income

protection

Tuition plan (dependents only)

Unrestricted

Restricted

Housing plan

Unrestricted

Restricted

Social Security taxes

Unemployment compensation

Worker's compensation

Other benefits in kind with cash

options

Total expenditures

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

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Part F - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Fringe benefits

Fringe benefits of full-time instructional staff on 11/12-month

contracts/teaching periods

As of November 1, 2006

Fringe benefits Number

covered Expenditures

Average

expenditures

Prior year

Average

expenditures

Retirement plans (other than Social Security) -Vested within 5-years

Retirement plans (other than Social Security) - Vested after 5-years

Medical/dental plans

Group life insurance

Other insurance benefits (cafeteria plan, etc.)

Guaranteed disability income protection

Tuition plan (dependents only)

Unrestricted

Restricted

Housing plan

Unrestricted

Restricted

Social Security taxes

Unemployment compensation

Worker's compensation

Other benefits in kind with cash options

Total expenditures

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

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Part G - 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

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Part G - 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 H - 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

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Part H - 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

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

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Part H - Fall Staff - Graduate assistants and part-time staff 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

Gender and race/ethnicity Subtotal Graduate assistants Part-time 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

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

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Part I - 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
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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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