

Human Resources

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)** section.

Yes No

The completion of the Fall Staff section is optional this year as it is in even-numbered years.

Do you wish to complete the **Fall Staff section** this year?

If you answer **No**, screens to report **Fall Staff** data will not be displayed.

If you answer **Yes**, screens to report **Fall Staff** data will be displayed and you must complete ALL applicable **Fall Staff** screens.

No, I will not complete Fall Staff

Yes, I will complete Fall Staff

Screening questions - Method of reporting race and ethnicity for this component

race/ethnicity question

Which method of reporting race and ethnicity will you use for this component?

jm NEW race/ethnicity categories (9 categories):

Notes:

- | Report Hispanic/Latino individuals of any race as Hispanic/Latino
- | Report race for non-Hispanic/Latino individuals only

Nonresident alien

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

Race and ethnicity unknown

jm OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

jm MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

- | Report Hispanic/Latino individuals of any race as Hispanic/Latino
- | Report race for non-Hispanic/Latino individuals only

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

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

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

As of November 1, 2008

| Primary function/ occupational activity (mutually exclusive categories) | Total |
|-------------------------------------------------------------------------------------------------------------|----------------------|
| <u>Primarily instruction</u> | <input type="text"/> |
| <u>Instruction/research/public service</u> | <input type="text"/> |
| Primarily instruction + Instruction/research/public service | |
| <u>Primarily research</u> | <input type="text"/> |
| <u>Primarily public service</u> | <input type="text"/> |
| Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service | |
| <u>Executive/administrative/managerial</u> | <input type="text"/> |
| <u>Other professionals (support/service)</u> | <input type="text"/> |
| <u>Technical and paraprofessionals</u> | <input type="text"/> |
| <u>Clerical and secretarial</u> | <input type="text"/> |
| <u>Skilled crafts</u> | <input type="text"/> |
| <u>Service/Maintenance</u> | <input type="text"/> |
| Total full time | |
| Total from prior year | |

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

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

As of November 1, 2008

| Primary function/ occupational activity (mutually exclusive categories) | Total |
|-------------------------------------------------------------------------------------------------------------|----------------------|
| <u>Primarily instruction</u> | <input type="text"/> |
| <u>Instruction/research/public service</u> | <input type="text"/> |
| Primarily instruction + Instruction/research/public service | |
| <u>Primarily research</u> | <input type="text"/> |
| <u>Primarily public service</u> | <input type="text"/> |
| Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service | |
| <u>Executive/administrative/managerial</u> | <input type="text"/> |
| <u>Other professionals (support/service)</u> | <input type="text"/> |
| <u>Technical and paraprofessionals</u> | <input type="text"/> |
| <u>Clerical and secretarial</u> | <input type="text"/> |
| <u>Skilled crafts</u> | <input type="text"/> |
| <u>Service/Maintenance</u> | <input type="text"/> |
| Total part time | |
| Total from prior year | |

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, 2008

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

Part D - Fall Staff - Full-time professional staff

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

As of November 1, 2008

- | Report Hispanic/Latino individuals of any race as Hispanic/Latino
- | Report race for non-Hispanic/Latino individuals only

| Gender and race/ethnicity | <u>Staff whose primary responsibility is instruction, research, and/or public service</u> | <u>Executive/ administrative/ managerial</u> | <u>Other professionals (support/service)</u> |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------|
| Men | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Race and ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total men | | | |
| Women | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Race and ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total women | | | |
| Total (men+women) | | | |
| Total from EAP | | | |

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

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

As of November 1, 2008

- | Report Hispanic/Latino individuals of any race as Hispanic/Latino
- | Report race for non-Hispanic/Latino individuals only

| Gender and race/ethnicity | <u>Technical and paraprofessionals</u> | <u>Clerical and secretarial</u> | <u>Skilled crafts</u> | <u>Service/ Maintenance</u> | Full-time grand total |
|-------------------------------------------|--------------------------------------------|-------------------------------------|-----------------------|---------------------------------|--------------------------|
| Men | | | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Race/ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Total men | | | | | |
| Women | | | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Race/ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Total women | | | | | |
| Total (men+women) | | | | | |
| Total from EAP | | | | | |

Part E - Fall Staff - Part-time professional staff

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

As of November 1, 2008

- I Report Hispanic/Latino individuals of any race as Hispanic/Latino
- I Report race for non-Hispanic/Latino individuals only

| Gender and race/ethnicity | <u>Staff whose primary responsibility is instruction, research, and/or public service</u> | <u>Executive/ administrative/ managerial</u> | <u>Other professionals (support/service)</u> |
|-------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------|--------------------------------------------------|
| Men | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Race/ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total men | | | |
| Women | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Race/ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Total women | | | |
| Total (men+women) | | | |
| Total from EAP | | | |

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

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

As of November 1, 2008

- | Report Hispanic/Latino individuals of any race as Hispanic/Latino
- | Report race for non-Hispanic/Latino individuals only

| Gender and race/ethnicity | <u>Technical and paraprofessionals</u> | <u>Clerical and secretarial</u> | <u>Skilled crafts</u> | <u>Service/ Maintenance</u> | Part-time grand total |
|-------------------------------------------|--------------------------------------------|-------------------------------------|-----------------------|---------------------------------|--------------------------|
| Men | | | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Race/ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Total men | | | | | |
| Women | | | | | |
| Nonresident alien | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Hispanic/Latino | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| American Indian or Alaska Native | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Asian | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Black or African American | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Native Hawaiian or Other Pacific Islander | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| White | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Two or more races | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Race/ethnicity unknown | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | |
| Total women | | | | | |
| Total (men+women) | | | | | |
| Total from EAP | | | | | |


Part F - Fall Staff - Total number of staff

Total number of staff by employment status, gender, and race/ethnicity**As of November 1, 2008**

| | Full-time men | Full-time women | Part-time men | Part-time women | Total men | Total women |
|----------------------------------------------|------------------|--------------------|------------------|--------------------|--------------|----------------|
| Nonresident alien | | | | | | |
| Hispanic/Latino | | | | | | |
| American Indian or Alaska Native | | | | | | |
| Asian | | | | | | |
| Black or African American | | | | | | |
| Native Hawaiian or Other Pacific Islander | | | | | | |
| White | | | | | | |
| Two or more races | | | | | | |
| Race and ethnicity unknown | | | | | | |
| Grand total | | | | | | |

Human Resources Survey Evaluation

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

A large, empty rectangular text box with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is a scrollable area for text input.

Print Form(s)

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