Human Resources

Human Resources Screening Questions				
Does your institution have any part-time staff?				
If you answer Yes to this question, you will be provid Assigned Position (EAP) section.	led the screens to report part	-time staff in	the Employ	rees by
	j m	Yes	j m	No
Do ALL of the instructional staff at your institutio	n fall into any of the follow	ing categori	es?	
If you answer Yes to any of the questions below, the NOT be required to report data for the Salaries secti		licable to yo	ur institution	and you will
jn No jn Yes Are ALL of the instructional	al staff military personnel?			
jn No jn Yes Do ALL of the instructional	staff contribute their services	s (e.g., meml	pers of a reli	igious order)?
jn No jn Yes Do ALL of the instructional	staff teach pre-clinical or clir	nical medicin	e?	
The completion of the Fall Staff section is option	al this year as it is in even-	numbered y	ears.	
Do you wish to complete the Fall Staff section this y If you answer No , screens to report Fall Staff data w If you answer Yes , screens to report Fall Staff data w screens.	rill not be displayed.	st complete A	ALL applicat	ole Fall Staff
jn No, I will not complete Fall Staff				
Yes, I will complete Fall Staff				
You may use the space below to provide context	for the data vou've reporte	d above.		
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Human Resources Screening Questions

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2008 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, 2008? (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 and your institution has 15 or more full-time staff, you will be provided the screens to report full-time permanent new hires in the Fall Staff section (long version).

Yes	m	No
Yes	m	

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

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

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

<u>Asian</u>

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

Race and ethnicity unknown

OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

<u>Hispanic</u>

White, non-Hispanic

Race and ethnicity unknown

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, non-medical school

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

		racuity sta	tus		
Primary function/ occupational activity (mutually exclusive categories)	<u>Tenured</u>	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total
Primarily instruction					
Instruction/research/public service					
Primarily instruction + Instruction/research/public service					
Primarily research					
Primarily public service					
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					

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

		Faculty stat	tus		
Primary function/ occupational activity (mutually exclusive categories)	<u>Tenured</u>	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total
Primarily instruction					
Instruction/research/public service]
Primarily instruction + Instruction/research/public service					
Primarily research]
Primarily public service]
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 the other health-related disciplines here.	d with your i	medical sch	ool employees	s, please I	ist
1		▶			

Total from prior year

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, 2008

Faculty status

Primary function/ occupational activity (mutually exclusive categories)	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total	Graduate assistants
Primarily instruction						
Instruction/research/public service						
Primarily instruction + Instruction/research/public service						
Primarily research]	
Primarily public service						
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)						

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

	ı	Faculty state	us			
Primary function/ occupational activity (mutually exclusive categories)	<u>Tenured</u>	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total	Graduate assistants
Primarily instruction						
Instruction/research/public service/clinical						
Primarily instruction + Instruction/research/public service/clinical						
Primarily research						
Primarily public service						
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 the other health-related disciplines here.	grouped	with your m	edical scho	ol employ	ees, pl	ease list
1			A V			

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

Full-Part-Total including Full-Graduate Part-Primary function/occupational activity Graduate time time time time assistants ру ру assistants

Primarily instruction

Instruction/research/public service

Primarily instruction + Instruction/research/public service

Primarily research

Primarily public service

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

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, 2008 Gender and academic rank Less-than-9-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 + Instruction/research/public service lines) Total from prior year (Salaries section)

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

**** Applicable to 4-year degree-granting institutions only ****

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

Faculty status						
Gender and academic rank	<u>Tenured</u>	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total from Part D (Headcount screen)	
Men						
Professors						
Associate Professors						
Assistant Professors						
Instructors						
Lecturers						
No academic rank						
Total men						
Total men prior year						
Women						
Professors						
Associate Professors						
Assistant Professors						
Instructors						
Lecturers						
No academic rank						
Total women						
Total women prior year						
Total (men + women)						

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

**** Applicable to 4-year degree-granting institutions only ****

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

As of November 1, 2008 **Faculty status** Without Total from Part D Not on faculty (Headcount screen) Gender and academic rank tenure track/ status **Tenured** On tenure track no tenure system Men **Professors Associate Professors Assistant Professors** Instructors Lecturers No academic rank **Total men** Total men prior year Women **Professors Associate Professors Assistant Professors** Instructors Lecturers No academic rank **Total women** Total women prior year

Total (men + women)

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, 2008 Prior year Gender and academic rank Number Salary outlays Average salary 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 (men + women)

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, 2008 Prior year Gender and academic rank Number Salary outlays Average salary 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)

Total expenditures

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

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 taxes]	
Worker's compensation taxes]	
Other benefits in kind with cash options]	

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

Fringe benefits	Number covered	Expenditures	Average expenditures	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 taxes]	
Worker's compensation taxes]	
Other benefits in kind with cash options]	
Total expenditures				

Part G - Fall Staff - Full-time professional staff

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

- Report Hispanic/Latino individuals of any race as Hispanic/Latino

□ Report race for non-Hispanic/Latino individuals only							
Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/ administrative/ managerial	Other professionals (support/service)				
Men							
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							
Total men							
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							
Total women							
Total (men+women)							
Total from EAP							

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

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

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

Report race for non-inspanic/Latino	ilidividuais Olliy				
Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Full-time grand total
Men					
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					
Total men					
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					
Total women					
Total (men+women)					
Total from EAP					

Part H - Fall Staff - Part-time professional staff

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

□ Report Hispanic/Latino individuals of any race as Hispanic/Latino □ Report race for non-Hispanic/Latino individuals only						
Staff whose primary responsibility is instruction, research, and/or public service	Executive/ administrative/ managerial	Other professionals (support/service)				
	Staff whose primary responsibility is instruction, research,	Staff whose primary responsibility is Executive/ instruction, research, administrative/				

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

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

- Report Hispanic/Latino individuals of any race as Hispanic/Latino

Report race for non-Hispanic/Latino individuals only									
Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Part-time grand total				
Men									
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/ethnicity unknown									
Total men									
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/ethnicity unknown									
Total women									
Total (men+women)									
Total from EAP									

Part H - Fall Staff - Graduate assistants and part-time staff 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>Subtotal</u>	Graduate assistants	Part-time grand total (including graduate assistants)					
Men								
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/ethnicity unknown								
Total men								
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/ethnicity unknown								
Total women								
Total (men+women)								
Total from EAP								

Part I - Fall Staff - Total number of staff

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

As of November 1, 2008

Full-time	Full-time	Part-time	Part-time	Total	Total
men	women	men	women	men	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/ethnicity unknown

Grand total

Human Resources Survey Evaluation

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



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