

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

- | 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/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.



Print Form(s)

GoBack