2010-11 Survey Materials

Human Resources

date: 1/13/2011

Form: Human Resources for 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.*

○ Yes ○ No

The reporting of data by gender and race/ethnicity is optional this year as it is in even-numbered years.

Do you wish to report data by gender and race/ethnicity this year?
If you answer **No**, screens to report data by employment status (full-time and part-time) and primary function/occupational activity will be displayed.
If you answer **Yes**, screens to report data by employment status (full-time and part-time), primary function/occupational activity, gender, and race/ethnicity will be displayed and you must complete all applicable screens.

○ No, I will not report data by gender and race/ethnicity this year

○ Yes, I will report data by gender and race/ethnicity this year

You may use the space below to provide context for the data you've reported above.

Required if you elect to report staff by gender and Race/Ethnicity.

Part A - Full-time professional staff

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

As of November 1, 2010

- **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 (men+women) from prior year			

Part A - Full-time non-professional staff and full-time grand total

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

As of November 1, 2010

- **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	Full-time grand total (includes Professionals and Non-professionals)
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 (men+women) from prior year					

Part B - Part-time professional staff

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

As of November 1, 2010

- **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 (men+women) from prior year			

Part B - Part-time non-professional staff and part-time grand total

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

As of November 1, 2010

- **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 (includes Professionals and Non-professionals)
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 (men+women) from prior year					

Part C - Total number of staff

Total number of staff by employment status, gender, and race/ethnicity As of November 1, 2010						
	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						

Required if you elect not to report staff by gender and Race/Ethnicity

Part A - Full-time staff by Assigned Position

Number of full-time staff by primary function/occupational activity **As of November 1, 2010**		
Primary function/ occupational activity (mutually exclusive categories)	Full-time	Full-time from prior year
Staff whose primarily responsibility is instruction, research, and/or public service		
Executive/administrative/managerial		
Other professionals (support/service)		
Technical and paraprofessionals		
Clerical and secretarial		
Skilled crafts		
Service/Maintenance		
Total full-time		

Part B - Part-time staff by Assigned Position

Number of part-time staff by primary function/occupational activity **As of November 1, 2010**		
Primary function/ occupational activity (mutually exclusive categories)	Part-time	Part-time from prior year
Staff whose primarily responsibility is instruction, research, and/or public service		
Executive/administrative/managerial		
Other professionals (support/service)		
Technical and paraprofessionals		
Clerical and secretarial		
Skilled crafts		
Service/Maintenance		
Total part-time		

Part C - Total number of staff

Total number of staff by employment status and primary function/occupational activity As of November 1, 2010					
Primary function/ occupational activity (mutually exclusive categories)	Full-time	Full-time from prior year	Part-time	Part-time from prior year	Total
Staff whose primarily responsibility is instruction, research, and/or public service					
Executive/administrative/managerial					
Other professionals (support/service)					
Technical and paraprofessionals					
Clerical and secretarial					
Skilled crafts					
Service/Maintenance					
Total					

Human Resources Survey Evaluation

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

Human Resources Component Applicable to Non-degree-granting Institutions

date: 1/13/2011

Instruction

Instructions for the 2010-11 Integrated Postsecondary Education Data System (IPEDS) Human Resources (HR) Component Applicable to Non-degree-granting Institutions and Related Administrative Offices ONLY

Purpose of Component

Changes in Reporting

General Instructions
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Reporting Staff by Primary Function/Occupational Activity

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Where the Data Will Appear

Detailed Instructions
Screening Questions
Reporting Persons by Racial/Ethnic Category
Descriptions of Primary Functions/Occupational Activities
- Staff whose primary function is instruction, research, and/or public service

  - Primarily instruction
  - Primarily research
  - Primarily public service
  - Instruction combined with research and/or public service
- Executive/administrative/managerial
- Other professionals (support/service)
- Technical and paraprofessionals
- Clerical and secretarial
- Skilled crafts
- Service/Maintenance

Purpose of Component

The primary purpose of the Human Resources (HR) component that is applicable to non-degree-granting institutions and related administrative offices is to collect the number of staff by employment status (full time and part time) and primary function/occupational activity. In odd-numbered years (e.g., 2009-10), the purpose is also to collect data by race/ethnicity and gender. The reporting of data by race/ethnicity and gender is optional this year (2010-11) as it is in even-numbered years.

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Changes in Reporting

There were no changes to this survey form this year; however, the reporting of faculty and staff by race/ethnicity and gender is optional this year (2010-11) as it is even-numbered years. There is a screening question that asks, "Do you wish to report data by gender and race/ethnicity this year?"

- If you answer "No" to the above screening question, screens to report data by employment status (full -time and part-time) and primary function/occupational activity will be displayed.
- If you answer "Yes" to the above screening question, screens to report data by employment status (full-time and part-time), primary function/occupational activity, gender, and race/ethnicity will be displayed and you must complete all applicable screens.

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General Instructions

Context Boxes

Context boxes (previously known as caveat boxes) are provided on several screens to give institutions the opportunity to provide more information about survey items. The context box called, "Human Resources Survey Evaluation," which is located at the end of the HR component is used to assess whether future changes should be made to definitions, instructions, and/or items collected and is also used to list any staff who were difficult to categorize.

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Reporting period covered

The period of reporting is intended to provide a snapshot of your human resources/payroll data at one point in the fall. Persons on the payroll of the institution as of **November 1, 2010** should be reported in the HR component.

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Reporting Staff by Primary Function/Occupational Activity

- Staff members are counted only once even if employed in multiple ways (e.g., a full-time staff member who also teaches part time on a per course basis is counted only as full time). In other words, report a full-time staff member only once as full time, even if the staff member has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The staff member's term of contract/teaching period is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.
- For IPEDS purposes, **Librarians** and **Counselors** must be classified as Other professionals (support/service) only.
- **Standard Occupational Classification (SOC) codes and categories** are based on the 2000 revision and are provided to aid institutions in their classification of staff by primary functions/occupational activities. Information on each primary function/occupational activity can be found under the section called, "Detailed Instructions."
- Staff must be assigned to **ONE** category based on work performed, skills, education, training, and credentials.
- If a staff member performs in more than one occupation, he/she should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, the staff member should be included in the functional category (occupation) in which they spend the most time.
- **Supervisors of professional and technical workers** usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales, and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise.
- **First-line managers and supervisors of production, service, and sales workers who spend more than 80 percent of their time performing supervisory activities** are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work.
- **Hospitals, medical centers, and other entities that offer postsecondary education programs** as part of their mission should report only those staff who work full time or part time in the **postsecondary education division or component of the institution**. If a staff member works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that person should be reported as part time in his or her primary function/occupational activity in the postsecondary education division or component.

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Coverage

Who to Include in this Report

- Staff who are on sabbatical leave and staff who are on leave, but remain on the payroll.
- Staff whose primary responsibility is instruction, research, and/or public service and who are hired to temporarily replace staff whose primary responsibility is also instruction, research, and/or public service AND who are also on sabbatical leave or on leave without pay.
- "Visiting" staff whose primary responsibility is instruction, research, and/or public service and who are paid by your institution.
- Adjunct staff whose primary responsibility is instruction, research, and/or public service and who are employed on a full-time or on a part-time basis in the primary function/occupation activity for which they were hired.
- Staff in Workforce Development training programs and Adult Basic Education (ABE) programs.
- Staff at off-campus centers associated with the campus covered by this report. (Do not include staff who work at branch campuses located in a foreign country.)

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Who *NOT* to Include in this Report

- Staff on leave without pay.
- Staff in the military or religious orders who are not paid by your institution.
- Staff whose services are contracted by or donated to the institution.
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Staff who work strictly in hospitals associated with medical schools.

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Where to Get Help

IPEDS Data Collection Help Desk

Phone: 1-877-225-2568
Email: ipedshelp@rti.org

AIR Website

You can also consult the AIR website that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

IPEDS Resources Page

In addition, the IPEDS Resources Page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

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Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- College Navigator Website
- IPEDS Data Center
- IPEDS Data Feedback Reports

At the aggregate-level, data will appear in:

- IPEDS First Looks
- IPEDS Table Library
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

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Detailed Instructions

Screening Questions

Responents MUST answer a few screening questions before providing detailed data. Responses to the screening questions will determine which screens will be displayed and which parts of each section must be completed. There are two screening questions for this HR version.

- The *first* question asks, "**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.

- The *second* question asks, "**Do you wish to report data by gender and race/ethnicity this year**?"
    - If you answer **No**, screens to report data by employment status (full-time and part-time) and primary function/occupational activity will be displayed.
    - If you answer **Yes**, screens to report data by employment status (full-time and part-time), primary function/occupational activity, gender, and race/ethnicity will be displayed and you must complete all applicable screens.

[Reminder - The reporting of data by gender and race/ethnicity is optional this year as it is in even-numbered years.]

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NOTE: Institutions can no longer report data using the old race/ethnicity categories; therefore, these instructions include the new race/ethnicity categories only. (see below)

Reporting Persons by Racial/Ethnic Category

Reporting Persons by Racial/Ethnic Category- New categories (1997 OMB)

This information is being collected in compliance with Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972 and Sec. 421(a)(1) of the Carl D. Perkins Vocational Education Act. These instructions correspond with the Final Guidance on Maintaining, Collecting, and Reporting Racial and Ethnic Data to the U.S. Department of Education, published in the Federal Register on October 19, 2007.

Method of collection - Institutions must collect race and ethnicity information using a 2-question format. The first question is whether the respondent is Hispanic/Latino. The second question is whether the respondent is from one or more races from the following list: American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, and White. Institutions should allow students and staff to self-identify their race and ethnicity. For further details on the guidance for collecting data, please see the full Federal Register notice.
Method of reporting aggregate data - Institutions must report aggregate data to the U.S. Department of Education using the NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White
- Two or more races

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

Racial/ethnic descriptions - Racial/ethnic designations as used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- American Indian or Alaska Native- A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
- Asian- A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- Black or African American- A person having origins in any of the black racial groups of Africa.

- Native Hawaiian or Other Pacific Islander- A person having origins in any of the original peoples of Hawaii, Guan, Samoa, or other Pacific Islands.
- White - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely. NOTE - Nonresident aliens are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States and who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.
- **Race and ethnicity unknown** - This category is used only if the person did not select EITHER a racial or ethnic designation.

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Descriptions of Primary Functions/Occupational Activities

Staff whose primary responsibility is instruction, research, and/or public service

If a staff member falls in one of the following categories, the staff member should be reported in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service."

- **Primarily instruction (PI)**

Report persons whose specific assignments customarily are made for the purpose of **providing instruction or teaching** and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads or equivalent) **IF** their principal activity is **instruction**.

- **Primarily research (PR)**

  Report persons whose specific assignments customarily are made for the purpose of **conducting research** and who may hold academic rank titles of professor, associate professor, assistant professor, or titles such as research associate or postdoctoral fellow. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **research**.
- **Primarily public service (PPS)**

  Report persons whose specific assignments customarily are made for the purpose of **carrying out public service activities** such as agricultural extension services, clinical services, or continuing education and who may hold academic rank titles of professor, associate professor, or assistant professor. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads ,or equivalent) **IF** their principal activity is **public service**. (This category includes employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).
- **Instruction combined with research and/or public service (IRPS)**

  Report persons for whom it is not possible to differentiate between **instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment**. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **instruction combined with research and/or public service**.

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Executive/administrative/managerial

Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Report in this category persons holding the following titles:

11-1000 Top Executives
11-1010 Chief Executives
11-1020 General and Operations Managers
11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
11-3000 Operations Specialties Managers
11-3010 Administrative Services Managers
11-3020 Computer and Information Systems Managers
11-3030 Financial Managers
11-3040 Human Resources Managers
11-3060 Purchasing Managers
11-9033 Education Administrators, Postsecondary - includes
- presidents
- vice presidents (including assistants and associates)
- deans (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
- directors (including assistants and associates)
- department heads (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
- assistant, associate managers *(including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities)*

11-9040 Engineering Managers
11-9050 Food Service Managers
11-9080 Lodging Managers
11-9112 Medical and Health Services Managers

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Other professionals (support/service)

Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Include persons with such titles as:

13-1000 Business Operations Specialists
13-1020 Buyers and Purchasing Agents
13-1070 Human Resources, Training, and Labor Relations Specialists
13-1110 Management Analysts
13-1120 Meeting and Convention Planners
13-1190 Miscellaneous Business Operations Specialists
13-2000 Financial Specialists
13-2011 Accountants and Auditors
13-2030 Budget Analysts
13-2050 Financial Analysts and Advisors
13-2060 Financial Examiners
13-2070 Loan Counselors and Officers
15-1000 Computer Specialists
15-1010 Computer and Information Scientists, Research
15-1020 Computer Programmers
15-1030 Computer Software Engineers
15-1040 Computer Support Specialists
15-1050 Computer Systems Analysts
15-1060 Database Administrators
15-1070 Network and Computer Systems Administrators
15-1080 Network Systems and Data Communications Analysts
21-1000 Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010 Counselors
21-1020 Social Workers
21-1091 Health Educators
21-2010 Clergy
21-2020 Directors, Religious Activities and Education
23-1010 Lawyers
25-4000 Librarians, Curators, and Archivists
25-4013 Museum Technicians and Conservators
25-4020 Librarians
27-1010 Artists and Related Workers
27-1020 Designers
27-2020 Athletes, Coaches, Umpires
27-2030 Dancers and Choreographers
27-2041 Music Directors and Composers
29-1010 Chiropractors
29-1020 Dentists
29-1030 Dietitians and Nutritionists
29-1040 Optometrists
29-1050 Pharmacists
29-1060 Physicians and Surgeons
29-1080 Podiatrists
29-1110 Registered Nurses
29-1120 Therapists
29-1130 Veterinarians

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Technical and paraprofessionals

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000 Mathematical Technicians
19-4000 Life, Physical, and Social Science Technicians
19-4011 Agricultural and Food Science Technicians
19-4030 Chemical Technicians
19-4040 Geological and Petroleum Technicians
19-4050 Nuclear Technicians

23-2010 Paralegals and Legal Assistants
23-2090 Miscellaneous Legal Support Workers
29-2000 Health Technologists and Technicians
29-2051 Dietetic Technicians
29-2052 Pharmacy Technicians
29-2060 Licensed Practical and Licensed Vocational Nurses
29-2070 Medical Records and Health Information Technicians
29-2080 Opticians, Dispensing
31-0000 Healthcare Support Occupations
31-1012 Nursing Aides, Orderlies, and Attendants
31-2020 Physical Therapist Assistants and Aides
31-9010 Massage Therapists
31-9091 Dental Assistants
31-9092 Medical Assistants
31-9095 Pharmacy Aides

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Clerical and secretarial

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010 Switchboard Operators, including Answering Service
43-2020 Telephone Operators
43-3010 Bill and Account Collectors
43-3020 Billing and Posting Clerks and Machine Operators
43-3030 Bookkeeping, Accounting, and Auditing Clerks
43-3050 Payroll and Timekeeping Clerks
43-3060 Procurement Clerks
43-4070 File Clerks
43-4120 Library Assistants, Clerical
43-4160 Human Resources Assistants, except Payroll and Timekeeping
43-5070 Shipping, Receiving, and Traffic Clerks
43-6000 Secretaries and Administrative Assistants
43-9010 Computer Operators
43-9020 Data Entry and Information Processing Workers
43-9031 Desktop Publishers
43-9051 Mail Clerks and Mail Machine Operators, except Postal Service
43-9060 Office Clerks, General
43-9070 Office Machine Operators, except Computer
43-9080 Proofreaders and Copy Markers

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Skilled crafts

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

51-4121 Welders, Cutters, Solderers, and Brazers
51-5010 Bookbinders and Bindery Workers
51-5020 Printers
51-7010 Cabinetmakers and Bench Carpenters
51-8000 Plant and System Operators
51-8020 Stationary Engineers and Boiler Operators
51-8030 Water and Liquid Waste Treatment Plant and System Operators
51-9020 Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9080 Medical, Dental, and Ophthalmic Laboratory Technicians
51-9120 Painting Workers
51-9130 Photographic Process Workers and Processing Machine Operators
51-9194 Etchers and Engravers

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Service/Maintenance

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010 Fire Fighters
33-3000 Law Enforcement Workers
33-3040 Parking Enforcement Workers
33-3050 Police Officers
33-9030 Security Guards
33-9092 Lifeguards, Ski Patrol
35-2000 Cooks and Food Preparation Workers
35-3000 Food and Beverage Serving Workers
35-3020 Fast Food and Counter Workers
35-3030 Waiters and Waitresses
35-9000 Other Food Preparation and Serving Related Workers
37-2000 Building Cleaning and Pest Control Workers
37-3000 Grounds Maintenance Workers
49-2000 Electrical and Electronic Equipment Mechanics, Installers, and Repairers
49-2020 Radio and Telecommunications Equipment Installers and Repairers
49-2091 Avionics Technicians
49-2092 Electric Motor, Power Tool, and Related Repairers
49-3000 Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-9010 Control and Valve Installers and Repairers
49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-2000 Air Transportation Workers
53-3000 Motor Vehicle Operators
53-6021 Parking Lot Attendants

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Term	Definition
Adjunct faculty	Non-tenure track faculty serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both faculty who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time faculty (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach non-credit courses exclusively.
American Indian or Alaska Native (new definition)	A person having origins in any of the original peoples of North and South America (including Central America) who maintains cultural identification through tribal affiliation or community attachment.
Asian (new definition)	A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
Black or African American (new definition)	A person having origins in any of the black racial groups of Africa.
Casual employees	Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session.
Clerical and secretarial	A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.
Executive, administrative, and managerial	A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.
Full-time staff (employees)	As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full time or part time. The employee's term of contract is not considered in making the determination of full or part time.
Hispanic or Latino (new definition)	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Native Hawaiian or Other Pacific Islander (new definition)	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Other professional (support/service)	A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Included in this category are all employees holding titles such as business operations specialists; buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.
Part-time staff (employees)	

	As determined by the institution. The type of appointment at the snapshot date determines whether an employee is full time or part time. The employee's term of contract is not considered in making the determination of full or part time. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) are not considered part-time staff.
Race/ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Service/maintenance	A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.
Skilled crafts	A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs . Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.
Technical and paraprofessional	A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on -the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.
White (new definition)	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

2010-11 Survey Materials

Human Resources

date: 1/13/2011

FAQs

Click one of the following questions to view the answer.

General

1) Since the Equal Employment Opportunity Commission (EEOC) has implemented new race/ethnicity categories and instructions for reporting officials and managers on their EEO-1 survey, will the same changes be reflected in the IPEDS Human Resources (HR) component for the 2010-11 data collection cycle?
2) How do I know if I must complete the Equal Employment Opportunity Commission (EEOC) EEO-1 survey form?
3) Why were the three previous human resources (HR) survey components (Employees by Assigned Position (EAP), Salaries, and Fall Staff) merged into the single HR survey component during the 2005-06 data collection cycle?
4) How often are data for the HR component collected?
5) How is the EAP section related to the Salaries and Fall Staff sections of the HR component?
6) How do the staff whose primary responsibility is instruction, research, and/or public service in the EAP and Fall Staff sections relate to each other?
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8) What type of staff should be included in the IPEDS HR componnent?
9) What type of staff should *NOT* be included in the IPEDS HR component?
10) Should instructional staff who provide instruction in credit and/or non-credit courses be included in the HR component?
11) Where do I classify a professor teaching courses via distance education who is not based out of the college?
12) Do we include guest lecturers when we report to IPEDS?
13) Should I include full-time staff who are paid by another entity or who are paid indirectly by my institution?
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9) How should research assistants, associates, etc. be handled on EAP?
10) My tenured and tenure-track staff whose primary responsibility in instruction, research, and/or public service are generally expected to devote 40 percent time and effort to teaching, 40 percent to research, and 20 percent to service. Where should I report these tenured and tenure-track staff?
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Salaries

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4) What is meant by a restricted tuition plan (dependents only) benefit and a restricted housing plan benefit for the Salaries section?

Staff

1) Since Fall Staff was previously optional in even-numbered years, will it be required every year now that it has been merged into the single HR component?
2) Is the Fall Staff section applicable to all institutions and administrative offices?
3) What information is collected for the Fall Staff section of the HR version that is applicable to degree-granting institutions and related administrative offices that have 15 or more full-time employees?
4) What information is collected for the Fall Staff section of the HR version that is applicable to degree-granting institutions and related administrative offices that have less than 15 full-time employees?

5) If a person currently employed by an institution accepts a new full-time position within the institution, is that person considered a new hire?
6) Since Fall Staff is not required every year, what year's data will be reflected in the Prior Year Data Revision System?
7) What is an EEO-6 form and how does it relate to the collection of Fall Staff data?

Answers:

General

1) Since the Equal Employment Opportunity Commission (EEOC) has implemented new race/ethnicity categories and instructions for reporting officials and managers on their EEO-1 survey, will the same changes be reflected in the IPEDS Human Resources (HR) component for the 2010-11 data collection cycle?

For the 2010-11 IPEDS HR component, there are new race/ethnicity categories, which are very similar to the race/ethnicity codes used by EEOC; however, the IPEDS codes include two additional categories: race/ethnicty unknown and nonresident alien.
Instructions for reporting the executive/administrative/managerial staff in the IPEDS HR component for the 2010-11 data collection cycle have not changed to reflect the new EEO-1 reporting guidelines for officials/managers.

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2) How do I know if I must complete the Equal Employment Opportunity Commission (EEOC) EEO-1 survey form?

Since the EEO-1 survey form is conducted by EEOC, you must contact EEOC directly to find out about their survey reporting requirements. For more information about EEO-1 reporting, please refer to the following EEOC website, which includes contact information: http://www.eeoc.gov/eeo1survey/index.html.

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3) Why were the three previous human resources (HR) survey components (Employees by Assigned Position (EAP), Salaries, and Fall Staff) merged into the single HR survey component during the 2005-06 data collection cycle?

The three previous HR survey components were merged into the single HR component to simplify reporting and ensure data consistency and accuracy. The glossary and instructions were also restructured based on the new design to improve consistency of reporting among the sections, which are now referred to as Employees by Assigned Position (EAP), Salaries, and Fall Staff. A few survey items were also reorganized to be more logical in flow. (The EAP, Salaries, and Fall Staff sections are applicable to degree-granting institutions.)

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4) How often are data for the HR component collected?

- Data for the EAP and Salaries sections are collected annually from degree-granting institutions during the Winter data collection cycle.
- Data for the Fall Staff section can be reported by degree-granting institutiions annually, however, the Fall Staff section is REQUIRED biennially in odd-numbered years (e.g., Fall 2009, Fall 2011, etc.). When the Fall Staff section is optional during even-numbered years (e.g., Fall 2008, Fall 2010, etc.), IPEDS simply serves as a reporting mechanism for those institutions that are required to provide data annually to their states or to other agencies.

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5) How is the EAP section related to the Salaries and Fall Staff sections of the HR component?

The EAP section is related to the Salaries and Fall Staff sections in the following ways:
•**EAP section** versus **Salaries section** -
- Those staff members reported as "Primarily instruction" and/or "Instruction combined with research and/or public service" on the full-time, non-medical school, page in EAP must be reported in the Salaries section.
•**EAP section** versus **Fall Staff section** -
- All staff reported in the EAP section must be reported in the Fall Staff section in the same employment status categories (full time, part time) and primary functions/occupational activities.

(NOTE: There is no direct relationship between the Salaries and Fall Staff sections other than the number of full-time instructional staff (classified as "Primarily instruction" and "Instruction combined with research and/or public service") in the Salaries section MUST be less than or equal to the number of full-time staff classified as staff whose primary responsibility is instruction, research, and/or public service in the Fall Staff section.)

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6) How do the staff whose primary responsibility is instruction, research, and/or public service in the EAP and Fall Staff sections relate to each other?

Staff whose primary responsibility is instruction, research, and/or public service in the Fall Staff section consist of the same group of people in the EAP section; however, in the EAP section, these staff members include the following staff: Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service.

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7) What is the period of reporting for the HR component?

The period of reporting is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

- With the exception of the Fall Staff (long version), Part L (new hires) section, persons on the payroll of the institution as of **November 1, 2010** should be reported in the HR component. (For more details on who to include and exclude from the HR component, refer to the next two FAQs or refer to the sections of the complete instructions called "Who to include in this report" and "Who NOT to include in this report.")
- Part L of the Fall Staff version that is applicable to degree-granting institutions with 15 or more full-time staff has a different reporting period from the other parts of the HR survey. Part L includes full-time permanent new hires on the payroll of the institution between **July 1 and October 31, 2010** either for the *first time (new to the institution)* or *after a break in service* AND who are still on the payroll of the institution as November 1, 2010. For additional details about reporting data for Part L, refer to the complete set of instructions.

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8) What type of staff should be included in the IPEDS HR componnent?

The following types of staff should be included in the HR component:

- Staff who are on sabbatical leave and staff who are on leave, but remain on the payroll.
- Staff whose primary responsibility is instruction, research, and/or public service and who are hired to temporarily replace staff whose primary responsibility is also instruction, research, and/or public service AND who are also on sabbatical leave or on leave without pay.
- "Visiting" staff whose primary responsibility is instruction, research, and/or public service and who are paid by your institution.
- Adjunct staff whose primary responsibility is instruction, research, and/or public service and who are employed on a full-time or on a part-time basis in the primary function/occupation activity for which they were hired.
- Staff at off-campus centers associated with the campus covered by this report. (Do not include staff who work at branch campuses located in a foreign country.)

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9) What type of staff should *NOT* be included in the IPEDS HR component?

The following types of employees should *NOT* be included in the HR component:

- Staff on leave without pay.
- Staff in the military or religious orders who are not paid by your institution.
- Staff whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Staff who work strictly in hospitals associated with medical schools.

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10) Should instructional staff who provide instruction in credit and/or non-credit courses be included in the HR component?

Yes. Instructional staff who provide instruction in credit and/or non-credit courses/activities should be included in the HR component.

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11) Where do I classify a professor teaching courses via distance education who is not based out of the college?

If at least 50 percent of their work is teaching, consider them "Primarily instruction" then evaluate their "faculty status." Staff at off-campus centers/sites associated with the campus covered by this report should be included in the HR component, however, staff who work at branch campuses located in a foreign country should **NOT** be included in the HR component. Also, the staff must be on the payroll of the institution.

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12) Do we include guest lecturers when we report to IPEDS?

If a guest lecturer is hired by the institution and placed on the institution's payroll then the person should be included in the HR component. However, guest lecturers typically are given honoraria or lecture fees and thus are not paid through the institution's payroll accounts.

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13) Should I include full-time staff who are paid by another entity or who are paid indirectly by my institution?

No. Include only paid employees of your institution, recognizing that this may undercount the number of staff.

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14) How do we handle individuals who are employees and also taking courses?

1 - If they are student workers (e.g., College-Work study), exclude them from the HR component.
2 - If they are employed as graduate assistants to assist in the classroom or laboratory or to do research, include them as part-time employees in the graduate assistants category.
3 - If they are employed in regular jobs, either full time or part time, include them according to their primary function/occupational activity.

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15) How do I classify individuals by contract length/teaching period?

Individuals classified as **full-time staff whose primary responsibility is instruction, research, and/or public service** on **Fall Staff (long version)** and as **full-time instructional staff** on **Salaries** should be reported in those two sections on the basis of the contracted (teaching) period **NOT** on the basis of the number of installments in which salaries are paid and as follows:

- **Less-than-9-month** - applies to individuals who are employed full time for **LESS than 2 semesters, 3 quarters, 2 trimesters, or two 4-month sessions**.
- **9/10-month** - applies to individuals who are employed full time for **two semesters, three quarters, two trimesters, two 4-month sessions, or the equivalent**
- **11/12-month** - applies to individuals who are employed full time for **the entire year, usually a period of 11 or 12 months**.

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16) Are there codes and/or categories used to assist in the assignment of employees to the primary function/occupational activity categories?

The Standard Occupational Classification (SOC) codes and categories, which are based on the 2000 revision, are listed in the instructions to aid institutions in their classification of employees by primary function/ occupational activity.

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17) How do I know if my data are consistent across sections?

There are internal edit checks in place to ensure consistency. Also, some cells will be pre-populated from data in other sections to help ensure consistent reporting.

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18) Can I change my data after completing a section?

Yes. Data may be changed after completing any section. Once edit checks are run, errors may be detected that will require keyholders to revise data in one section to agree with what is reported in another section. Data cannot be locked until all errors are resolved.

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19) What HR information must non-degree-granting institutions and related administrative offices report to IPEDS?

Prior to 2009-10, the HR component applicable to non-degree-granting institutions consisted of the following two sections: Employees by Assigned Position (EAP) and Fall Staff. In 2009-10, the EAP and Fall Staff sections were combined into one section. For odd-numbered years (e.g., 2009-10), the reporting of data by race/ethnicity and gender is required, and for even-numbered years (e.g., 2010-11), the reporting of race/ethnicity and gender is optional. Another big change involved consolidating the following four categories into the single category called, "Staff whose primary responsibility is instruction, research, and/or public service:" Primarily instruction, Instruction/research/public service, Primarily research, and Primarily public service.

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EAP

1) Is the EAP section applicable to all institutions and administrative offices?

The EAP section is applicable to degree-granting institutions and administrative offices. The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. programs.

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2) Are there different versions of EAP?

NO. There are different sections to the form. Data are collected separately for full- and part-time employees. Also, employees in the medical school are to be reported separately.

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3) What information is collected in the EAP section?

The EAP section collects the total number of employees at the institution by full- and part-time status, faculty status, and primary function/occupational activity. Medical school employees are reported separately.

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4) What do you mean by "medical school" staff?

Staff employed by or staff working in the medical school (M.D. and/or D.O.) component of a postsecondary institution or in a freestanding medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine, nursing, or dental hygiene unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school. (The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. programs only.)

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5) What is the difference between the "Primarily instruction" and "Instruction combined with research and/or public service" categories on EAP?

Primarily instruction is one of the primary functions/occupational activities that relates to persons whose specific assignments customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads or equivalent) **IF** their principal activity is **instruction**. **Instruction combined with research and/or public service** is one of the primary functions/occupational activities that relates to persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **instruction combined with research and/or public service**.

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6) How should I count Deans and Vice Presidents (VP) who are tenured staff on EAP?

If the Dean's or VP's **primary function is Executive/Administrative**, they should be counted as Executive/Administrative/Managerial on EAP in the Tenured column. Likewise, these employees should be included on Fall Staff as Executive/Administrative/Managerial; they are not to be included in the Salaries section since the Salaries section includes full-time instructional staff only. However, if the Dean's or VP's **primary function is "Instruction" or "Instruction combined with research/public service"** then include them as such AND report them on EAP and Fall Staff as staff whose primary responsibility is instruction, research, and/or public service AND on Salaries, but only if they are full time.

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7) Where do we report research professionals who do not have faculty status?

Report them on the "Primarily research" row in the "Without faculty status" column on EAP.

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8) Where do I place employees such as research scientists and research engineers on EAP?

Place research scientists and research engineers on the "Primarily research" row and in the appropriate column on EAP.

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9) How should research assistants, associates, etc. be handled on EAP?

If they are graduate students at your institution performing research or graduate assistant duties while enrolled, report them in the "Graduate assistants" column and on the "Primarily research" row of Part B (part -time employees) on EAP. If they are not graduate students, but are performing discipline oriented research work (e.g., biology, materials engineering, etc.) generally requiring a bachelor's or higher degree, report them on the "Primarily research" row in either Part A (full-time employees) or Part B (part-time employees) on EAP in the appropriate column.

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10) My tenured and tenure-track staff whose primary responsibility in instruction, research, and/or public service are generally expected to devote 40 percent time and effort to teaching, 40 percent to research, and 20 percent to service. Where should I report these tenured and tenure-track staff?

Report the staff on the Primarily Instruction line on EAP and in the appropriate faculty status category.

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11) Where are postdoctorals reported? Should they follow the job function they are performing?

Postdoctorals primarily conducting research should be reported as "Primarily research" while postdoctorals primarily providing instruction should be reported as Primarily instruction or Instruction combined with research and/or public service on EAP. Since postdoctorals normally do not have faculty status, report them as "Without faculty status."

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12) Who should I report as "Without faculty status" on EAP?

While institutions may use different designations of who is functioning as "faculty," there is generally some designation of whether or not an employee has faculty status. Report employees with faculty status in either the Tenured, On Tenure track, or Not on tenure track column by primary function/occupational activity. Institutions may also employ individuals in the various occupational categories who do not have or are not eligible to have faculty status. Report these individuals in the Without faculty status column. For example, an individual hired as a staff member primarily to do research on a 3-year contract without tenure eligibility should be reported as Primarily research in the Not on tenure track column. A postdoctoral research associate, because they do not have faculty status, would be reported as Primarily research in the Without faculty status column.

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Salaries

1) Is the Salaries section applicable to all institutions?

NO. The Salaries section is only applicable to degree-granting institutions, unless one or more of the following are true:

- All instructional staff are employed on a part time basis.
- All instructional staff are military personnel.
- All instructional staff contribute their services (e.g., are members of a religious order).
- All instructional staff teach pre-clinical or clinical medicine.

All applicable institutions are required to complete the Salaries section annually. The reporting of data by faculty status in Part D of the Salaries section is only applicable to 4-year degree-granting institutions and above.

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2) What information is collected in the Salaries section?

The Salaries section collects the total number of full-time instructional staff at degree-granting institutions, by academic rank, gender, and length of contract or teaching period. The data are collected for full-time instructional staff working less-than-9-month contracts/teaching periods, 9/10-month contracts/teaching periods, and 11/12-month contracts/teaching periods. Salary outlays and fringe benefits are also collected for full-time instructional staff working 9/10-month contracts/teaching periods and 11/12-month contracts/teaching periods, but not for full-time instructional staff working less-than-9-month contracts/teaching periods. The reporting of data by faculty status in the Salaries section is required from 4-year degree-granting institutions and above only.

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3) How should employees on a "confidential payroll" (where salary is unavailable) be handled?

Make the best estimate of the employees' salaries and include the salaries in the corresponding cells of the salary ranges on Fall Staff (long version). Also, if the employee is a full-time instructional staff member who is to be included on the Salaries section, estimate the staff member's salary.

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4) What is meant by a restricted tuition plan (dependents only) benefit and a restricted housing plan benefit for the Salaries section?

A restricted tuition plan is a plan for dependents (including spouses) of instructional staff members that restricts the beneficiary to attendance at only the institution where the instructional staff member is employed.) A restricted housing plan is a plan that restricts beneficiaries to choose from only institution-owned housing.

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Staff

1) Since Fall Staff was previously optional in even-numbered years, will it be required every year now that it has been merged into the single HR component?

NO. Although Fall Staff is now a section within the HR component, it will continue to be required in odd-numbered years and optional in even-numbered years.

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2) Is the Fall Staff section applicable to all institutions and administrative offices?

Applicability to the Fall Staff section is based on the following criteria:
The long version of the Fall Staff section is applicable to degree-granting institutions and related administrative offices that have 15 or more full-time staff. The short version of the Fall Staff section is applicable to degree-granting institutions and related administrative offices that have less than 15 full-time staff.

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3) What information is collected for the Fall Staff section of the HR version that is applicable to degree-granting institutions and related administrative offices that have 15 or more full-time employees?

The Fall Staff section of the HR version that is applicable to ***degree-granting institutions and related administrative offices that have 15 or more full-time employees*** collects the following information: total number of employees at the institution by full- and part-time status, primary function/occupational activity (including graduate assistants - if applicable), faculty status, academic rank, gender, race/ethnicity, salary class intervals, length of contract/teaching period, and full-time permanent new hires.

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4) What information is collected for the Fall Staff section of the HR version that is applicable to degree-granting institutions and related administrative offices that have less than 15 full-time employees?

The Fall Staff section of the HR version that is applicable to ***degree-granting institutions and related administrative offices that have less than 15 full-time employees*** collects the following information: total number of employees at the institution by full- and part-time status, gender, race/ethnicity, and primary function/occupational activity (including graduate assistants - if applicable).

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5) If a person currently employed by an institution accepts a new full-time position within the institution, is that person considered a new hire?

NO. The currently employed person is not considered a new hire. New hires are full-time permanent staff on the payroll of the institution between July 1 and October 31, 2010 either for the first time (new to the institution) or after a break in service AND who are still on the payroll of the institution as November 1, 2010. Also, new hires do not include 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.

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6) Since Fall Staff is not required every year, what year's data will be reflected in the Prior Year Data Revision System?

The Prior Year Data Revision System will reflect Fall Staff data reported by institutions during the LAST data collection period. For example, during the Winter 2010-2011 data collection period, the "2009-2010 Prior Year Data Revision System" will reflect Fall Staff data from the Fall 2009 reporting period, which was collected during the LAST data collection period (Winter 2009-2010).

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7) What is an EEO-6 form and how does it relate to the collection of Fall Staff data?

The Equal Employment Opportunity Commission (EEOC) previously collected these same data on the EEO-6 form. In 1993, IPEDS took over the collection of Fall Staff data. These data are made available to the EEOC and to the Office for Civil Rights.

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2010-11 Survey Materials

date: 1/13/2011

Narrative Edits for Human Resources Component for non-degree-granting institutions and related administrative offices

Edit specifications for the 2010-11 IPEDS Web-Based Data Collection
Human Resources (HR) Component
Applicable to non-degree-granting institutions and related administrative offices ONLY

Screening Questions
Part A: Full-time Staff
Part B: Part-time Staff
Part C: Total number of Staff

Screening Questions

You must respond to the following screening questions. The answers given here will determine which screens your institution are shown.
Your institution must answer **Yes** or **No** to the following questions:

- Does your institution have any part-time staff?
  - If you answer **Yes**, screens for reporting data on part-time staff will be displayed.

•Do you wish to report data by gender and race/ethnicity this year?"

- If you answer **No** to the above screening question, screens to report data by employment status (full-time and part-time) and primary function/occupational activity will be displayed.
- If you answer **Yes** to the above screening question, screens to report data by employment status (full-time and part-time), primary function/occupational activity, gender, and race/ethnicity will be displayed and you must complete all applicable screens.

Part A: Full-time Staff

In ***Part A***, report the total number of full-time staff by primary function/occupational activity on the following screens:

- Professional staff
- Non-professional staff (and full-time grand total)

The system will calculate the total number of full-time men, total number of full-time women, and grand total (full-time men + women) based on the data entered. The system will also sum the data reported on the "Professional" and "Non-professional" screens in the "Full-time grand total" column.
•The **total number of full-time staff** must be greater than 0; otherwise, a *fatal* error will occur.

If you elect to report gender and race/ethnicity data this year, the above calculations and edits also apply with minor changes to take into account the reporting of gender and race/ethnicity.

Part B: Part-time Staff

Applicable to institutions that answer Yes to the part-time staff screening question

In ***Part B***, report the total number of part-time staff by primary function/occupational activity on the following screens:

- Professional staff
- Non-professional staff (and part-time grand total)

The system will calculate the total number of part-time men, total number of part-time women, and grand total (part-time men + women) based on the data entered. The system will also sum the data reported on the "Professional" and "Non-professional" screens in the "Part-time grand total" column.
•The **total number of part-time staff** must be greater than 0; otherwise, a *fatal* error will occur.

If you elect to report gender and race/ethnicity data this year, the above calculations and edits also apply with minor changes to take into account the reporting of gender and race/ethnicity.

Part C: Total Number of Staff

Part C is automatically calculated based on the data entered in ***Part A*** and ***Part B***.

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