2010-11 Survey Materials

Human Resources

date: 1/13/2011

Form: Human Resources for degree-granting institutions and related administrative offices that have less than 15 full-time staff

Human Resources Screening Questions

Does your institution have any part-time staff?

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff.*

○ Yes ○ No

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

*If you answer **Yes** to any of the questions below, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.*

○ No	○ Yes	Are ALL of the instructional staff military personnel?
○ No	○ Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
○ No	○ Yes	Do ALL of the instructional staff teach pre-clinical or clinical medicine?

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 the Fall Staff section this year

○ Yes, I will complete the Fall Staff section this year

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

Human Resources Screening Questions

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2010 either for the *first time* or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2010? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

*If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in the **Fall Staff section (long version)**.*

	○	Yes	○	No

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

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

As of November 1, 2010

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction					
Instruction/research/public service					
Primarily instruction + Instruction/research/public service					
Primarily research					
Primarily public service					
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
Executive/administrative/managerial					
Other professionals (support/service)					
Technical and paraprofessionals					
Clerical and secretarial					
Skilled crafts					
Service/Maintenance					
Total full time (non medical)					
Total from prior year					

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

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

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

As of November 1, 2010

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction					
Instruction/research/public service					
Primarily instruction + Instruction/research/public service					
Primarily research					
Primarily public service					
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
Executive/administrative/managerial					
Other professionals (support/service)					
Technical and paraprofessionals					
Clerical and secretarial					
Skilled crafts					
Service/Maintenance					
Total full time (medical school)					
Total from prior year					

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

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

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

As of November 1, 2010

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction						
Instruction/research/public service						
Primarily instruction + Instruction/research/public service						
Primarily research						
Primarily public service						
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part time (non medical)						
Total from prior year						

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

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

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

As of November 1, 2010

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction						
Instruction/research/public service/clinical						
Primarily instruction + Instruction/research/public service/clinical						
Primarily research						
Primarily public service						
Primarily instruction + Instruction/research/public service/clinical + Primarily research + Primarily public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part time (medical school)						
Total from prior year						

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

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, 2010							
Primary function/occupational activity	Full-time	Full-time from prior year	Part-time	Part-time from prior year	Graduate assistants	Graduate assistants from prior year	Total including Graduate assistants
Primarily instruction							
Instruction/research/public service							
Primarily instruction + Instruction/research/public service							
Primarily research							
Primarily public service							
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service							
Executive/administrative/managerial							
Other professionals (support/service)							
Technical and paraprofessionals							
Clerical and secretarial							
Skilled crafts							
Service/Maintenance							
Grand total							

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

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank As of November 1, 2010				
Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Total men from prior year				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total women from prior year				
Total (men + women)				
Total from EAP, full-time non-medical section (Primarily instruction + Instruction/research/public service lines)				
Total from prior year (Salaries section)				

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

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

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

As of November 1, 2010

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

Total (men + women)					

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

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

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

As of November 1, 2010

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

Total (men + women)					

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

Salaries of full-time instructional staff on 9/10-month contracts/teaching periods by gender and academic rank As of November 1, 2010				
Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

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

Salaries of full-time instructional staff on 11/12-month contracts/teaching periods by gender and academic rank As of November 1, 2010				
Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

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

Fringe benefits of full-time instructional staff on 9/10-month contracts/teaching periods				
As of November 1, 2010				
Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years				
Retirement plans (other than Social Security) - Vested after 5-years				
Medical/dental plans				
Group life insurance				
Other insurance benefits (cafeteria plan, etc.)				
Guaranteed disability income protection				
Tuition plan (dependents only)				
Unrestricted				
Restricted				
Housing plan				
Unrestricted				
Restricted				
Social Security taxes				
Unemployment compensation taxes				
Worker's compensation taxes				
Other benefits in kind with cash options				
Total expenditures				

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

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

As of November 1, 2010

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years				
Retirement plans (other than Social Security) - Vested after 5-years				
Medical/dental plans				
Group life insurance				
Other insurance benefits (cafeteria plan, etc.)				
Guaranteed disability income protection				
Tuition plan (dependents only)				
Unrestricted				
Restricted				
Housing plan				
Unrestricted				
Restricted				
Social Security taxes				
Unemployment compensation taxes				
Worker's compensation taxes				
Other benefits in kind with cash options				
Total expenditures				

Part G - Fall Staff - 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 from EAP			

Total (men+women) from prior year			

Part G - Fall Staff - 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 from EAP					
Total (men+women) from prior year					

Part H - Fall Staff - 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 from EAP			

Total (men+women) from prior year			

Part H - Fall Staff - 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 from EAP					
Total (men+women) from prior year					

Part H - Fall Staff - Graduate assistants 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	Total (from previous screen)	Graduate assistants	Part-time grand total (including graduate assistants)
Men			
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total men			
Women			
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
Race and ethnicity unknown			
Total women			
Total (men+women)			

Total from EAP			

Part I - Fall Staff - 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						

Human Resources Survey Evaluation

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

Human Resources Component Applicable to 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 Degree-granting Institutions and Related Administrative Offices ONLY

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Purpose of Component

Changes in Reporting

General Instructions
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Detailed Instructions
Screening Questions
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Descriptions of Primary Functions/Occupational Activities
•Staff whose primary responsibility 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
•Graduate assistants
EAP section only
Salaries section only
Fall Staff section only

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Purpose of Component

The HR component consists of the following three sections: **Employees by Assigned Position (EAP)**, **Salaries (if applicable)**, and **Fall Staff**. The purpose of each section is described below.

EAP -

- The primary purpose of the **EAP section** is to collect the number of staff by employment status (full time and part time), faculty status, and primary function/occupational activity. The EAP section must be completed first and will partially determine which parts of the Salaries section (if applicable) and the Fall Staff section must be completed. Totals from the EAP section will be carried forward to the Salaries section (if applicable) and the Fall Staff section for comparison purposes and to enhance the error resolution process. (Applicability of the Salaries section and the Fall Staff section will also depend on several other factors such as an institution's degree-granting status, number of full-time staff, etc.) The EAP section is applicable to all degree-granting institutions and related administrative offices. The medical school pages of EAP are applicable to degree-granting institutions with M.D. and/or D.O. programs only.

Salaries -

- The primary purpose of the **Salaries section** is to collect the number of full-time instructional staff by contract length/teaching period, gender, and academic rank. The reporting of data by faculty status in the Salaries section is required from 4-year degree-granting institutions and above only. Salary outlays and fringe benefits are also collected for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods. The Salaries section is 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

Fall Staff -

The Fall Staff section is optional this year as it is in even-numbered years. If you wish to complete the Fall Staff section this year, respond Yes to the screening question that asks, "Do you wish to complete the Fall Staff section this year?;" otherwise, repond No to the screening question.

There are two different versions of the Fall Staff section and the following information denotes the purpose of each version:

- The primary purpose of the **Fall Staff section that is applicable to degree-granting institutions and related administrative offices that have *15 or MORE* full-time staff** is to collect the number of staff by employment status (full time and part time), primary function/occupational activity, gender, race/ethnicity, faculty status, contract length/teaching period, academic rank, and salary class intervals. Data on newly hired full-time permanent staff are also collected.
- The primary purpose of the **Fall Staff section that is applicable to degree-granting institutions and related administrative offices that have *LESS THAN 15* full-time staff** is to collect the number of staff by employment status (full time and part time), primary function/occupational activity, gender, and race/ethnicity.

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Changes in Reporting

There were no changes to this survey form this year; however, the completion of the Fall Staff section is optional this year (2010-11) as it is even-numbered years. There is a screening question that asks, "Do you wish to complete the **Fall Staff section** this year?

- If you answer "***No***" to the above screening question, screens to report **Fall Staff** data will not be displayed.
- If you answer "***Yes***" to the above screening question, screens to report **Fall Staff** data will be displayed and you must complete ALL applicable **Fall Staff** 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.

Degree-granting institutions that have *15 or MORE* full-time staff AND responded "Yes" to the screening question about full-time permanent new hires will be required to complete Part L of the HR component that is applicable to degree-granting institutions and related administrative offices that have *15 or MORE* full-time staff. Part L has different reporting criteria from the other parts. For example, Part L includes the number of full-time permanent staff who were included 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 were still on the payroll of the institution as of November 1, 2010**. Additional information about the reporting of new hires can be found under the section called, "Detailed Instructions."

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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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Faculty Status

If, by institutional definition, a staff member has faculty status, categorize the staff member according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.

•**On tenure track:** Personnel positions that lead to consideration for tenure.
•**Not on tenure track:** Positions that are considered non-tenure earning positions.
If a staff member does **NOT** have faculty status, include the staff member in the "**Without faculty status**" category.

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Contract Length/Teaching Period

Staff should be reported by contract length/teaching period on the basis of the contracted (teaching) period, **NOT** on the basis of the number of installments in which salaries are paid. The definitions of the three contract lengths/teaching periods follow:

- **Less-than-9-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **less than 2 semesters, 3 quarters, 2 trimesters, or two 4-month sessions**.

•**9/10-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **2 semesters, 3 quarters, 2 trimesters, two 4-month sessions, or the equivalent**.
•**11/12-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **the entire year, usually for a period of 11 or 12 months**.

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Academic Rank

When reporting staff whose primary responsibility is instruction, research, and/or public service by academic rank (e.g., professor, associate professor, etc.), use the institution's designations. Institutions without standard academic ranks should report all staff whose primary responsibility is instruction, research, and/or public service in the "No Academic Rank" category.

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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. The four screening questions are listed below.

- 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 ALL of the instructional staff at your institution fall into any of the following categories?"**

- Are ALL of the instructional staff military personnel?
- Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
- Do ALL of the instructional staff teach pre-clinical or clinical medicine?

If you answer "**Yes**" to any of the questions above, the Salaries section is NOT applicable to your institution and you will NOT be required to report data for the Salaries section.

Also, if all instructional staff are part time, the Salaries section is NOT applicable to your institution.

- The *third* question asks, "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.

[Reminder - The Fall Staff section is optional this year as it is in even-numbered years.]

- The *fourth* question asks, "Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **July 1 and October 31, 2010** either for the ***first time*** or ***after a break in service*** AND **who were still on the payroll of the institution as of November 1, 2010**? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.) If you answer "**Yes**" to this question and your institution has 15 or more full-time staff, you will be provided the screens to report full-time permanent new hires in Part L of the HR component that is applicable to degree-granting institutions and administrative offices that have 15 or *MORE* full-time staff.

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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

The following four primary functions/occupational activities are collected separately in the EAP section, but are collected jointly in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service," in the Fall Staff section.

- **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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Graduate assistants

Report students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. If your institution has graduate assistants who are classified as full time, for IPEDS purposes, classify those graduate assistants as PART TIME only.

Do **NOT** include students in the College Work-Study Program. Employees hired on a full time basis (not students) are to be reported as Other professionals (support/service).

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EAP section only

The **EAP section** is applicable to all degree-granting institutions and related administrative offices and collects the number of staff by employment status (full time and part time), faculty status, and primary function/occupational activity. Additional information about reporting staff by employment status and primary functions/occupational activities can be found in the section called, "Reporting Staff by Primary Function/Occupational Activity," under the "General Instructions" section while additional information about reporting staff by faculty status can be found in the section called, "Faculty Status," also under the "General Instructions" section. The EAP section must be completed first and will partially determine which parts of the Salaries section (if applicable) and the Fall Staff section must be completed. (Applicability of the Salaries section and the Fall Staff section will also depend on several other factors such as an institution's degree-granting status, number of full-time staff, etc.) The medical school pages of EAP are applicable to degree-granting institutions with M.D. and/or D.O. programs only.

Listed below is a summary of each part in the EAP section.

- **Part A, full-time (non-medical school) staff, *page* -** Collects the number of full-time staff by faculty status and primary function/occupational activity.

- **Part B, part-time (non-medical school) staff, page -** Collects the number of part-time staff by faculty status and primary function/occupational activity.

- **Part C, total number of (non-medical school) staff, *page*** - Automatically sums the data reported in Part A and Part B.

(Note: The following pages are also applicable to medical schools: **Part A, full-time (medical school) staff, page**, and ***Part B, part-time (medical school) staff, page***.)

Listed below is additional information on reporting medical school staff.

Medical School Staff

All staff affiliated with (housed in or under the authority of) the medical school should be reported with the medical school.

Example: If an institution's medical school staff are housed with the institution's staff in other health-related disciplines (e.g., dentistry, veterinary medicine, nursing, dental hygiene, etc.), the institution should report both sets of staff in the medical school part of EAP and list the other health-related disciplines in the designated comment box in the EAP section in the data collection system.

Staff that are in health disciplines that are **NOT** considered part of a medical school must be reported on the non-medical school page(s) of EAP.

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Salaries section only

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

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

Note: While items 2 through 4 above are listed on the screening question page and must be answered on the screening question page, item 1 (e.g., all instructional staff are employed on a part time basis) is determined based on the data reported in the EAP section. For example, if an institution reported part-time instructional staff only or full-time, medical school, staff only, in the EAP section then the Salaries section is not applicable. Additional information about the relationship between the Salaries and EAP sections follows.

Relationship between the Salaries section and EAP section

The total number of "Primarily instruction" and "Instruction/research/public service" staff reported on the full-time, non-medical school page, in the EAP section MUST be reported in Part D (headcount page) of the Salaries section.

Example: If two staff members are reported on the full-time, non-medical school, page in the EAP section as "Primarily instruction" and three staff members are reported on the full-time, non-medical school page, in the EAP section as "Instruction/research/public service," a total of five full-time instructional staff will automatically be carried forward to the page in the Salaries section called, "Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount."

Relationship between the Salaries section and Fall Staff section

The total number of full-time instructional staff reported in the Salaries section MUST be less than or equal to the total number of full-time staff whose primary responsibility is instruction, research, and/or public service in the Fall Staff section.

Example: If four full-time instructional staff members are reported in the Salaries section, there cannot be more than four staff members whose primary responsibility is instruction, research, and/or public service in the Fall Staff section.

Listed below is a summary of each part in the Salaries section.

- **Part D, *headcount, page* -** Collects the number of full-time instructional staff on the following contract lengths/teaching periods: less-than-9-month, 9/10-month, and 11-12-month. (For additional information on reporting full-time instructional staff by contract length/teaching period, refer to the section called, "Contract Length/Teaching Period," under the "General Instructions" section.)
- **Part D, *faculty status, page* -** Collects the number of 9/10- and 11/12-month full-time instructional staff by faculty status, gender, and academic rank. (Note: This page ONLY applies to 4-year degree-granting institutions and above.) (For additional information on reporting full-time instructional staff by faculty status, refer to the section called, "Faculty Status," under the "General Instructions" section.)

- **Part E, *salary outlays, page -*** Collects the salary outlays for 9/10- and 11/12-month full-time instructional staff. (Salary outlays are NOT collected for full-time instructional staff reported as less-than-9-month.)
- **Salary outlays** should be reported only for those salaried full-time instructional staff who have already been classified in Part D (headcount page) of the Salaries section as 9/10- and 11/12-month instructional staff. When reporting staff on sabbatical leave and staff who are on leave, but remain on the payroll of the institution, report such persons at their regular salaries even though the staff may be receiving a reduced annuity while on leave. (Additional stipends for administrative, managerial or other responsibilities should NOT be included in the salary calculation.)

Part F, *fringe benefits,* page - Collects fringe benefit data for 9/10- and 11/12-month full-time instructional staff. (Fringe benefit data are NOT collected for full-time instructional staff reported as less-than-9-month.)

- **Fringe benefits** should be reported only for those salaried full-time instructional staff who have already been classified in Part D (headcount page) of the Salaries section as 9/10- and 11/12-month instructional staff.

Report the projected fringe benefit expenditures, which will be paid by the institution, state and/or local government, to full-time instructional staff during the full academic year. Report the number of instructional staff covered (except for the tuition plan (dependents only) benefit) and the total expenditures for each benefit. (Refer to the tuition plan benefit below for more details.)

Fringe benefits are defined as cash contributions, in the form of supplementary or deferred compensation, other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. When reporting expenditures for a fringe benefit, the number of persons receiving the benefit should also be reported.

Note: The number covered in the Salaries section, Part F, cannot exceed the number reported in the Salaries section, Part E, except for Tuition plan (dependents only).

Types of Fringe Benefits -

Retirement plans (other than Social Security): Report contributions by the institution, state and local government toward retirement according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by institution, state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

- Vested within 5-years - Report contributions toward retirement if they become vested in the instructional staff members not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan even though some instructional staff members may have been employed less than 5 years.

- Vested after 5-years - Report expenditures for retirement plans in which the employer's contribution becomes vested in the instructional staff members after 5 years or only upon retirement.

Medical/dental plans: Report contributions to insurance plans which provide for hospital, medical, surgical or dental care.

Group life insurance: Report expenditures by the institution to support the group life insurance program.

Other insurance benefits (cafeteria plan, etc.): Report contributions to insurance plans which cannot be reported separately for medical/dental plans and group life insurance (hospital, medical, surgical, dental care and group life insurance) or plans which provide employee selected care options.

Guaranteed disability income protection: Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick leave benefits.

Tuition plan (dependents only): Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of instructional staff members to attend another institution or this institution. The number covered by this benefit should be the number of dependents of instructional staff members receiving tuition benefits, rather than the number of instructional staff members covered by this benefit. If the number of dependents who will receive this benefit in the academic year covered by this report is unknown, apply the tuition benefit to the number receiving the tuition in the previous academic year to derive an estimate. (NOTE: A restricted tuition plan is a plan for dependents (including spouses) of instructional staff members which restrict the beneficiary to attendance at only the institution where the instructional staff member is employed.)

Housing plan: Report the expenditures in the form of cash payments or subsidies to instructional staff members for off-campus or institution-owned housing. If the number of instructional staff members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate. (NOTE: A restricted housing plan is a plan that restricts beneficiaries to receive housing support only in institution-owned housing.)

Social Security taxes: If covered by Social Security, report the Federal Insurance Contributions Act (F.I.C.A.) taxes calculated at the rate effective January 1, 2010. This amount should include taxes for Medicare and Old-Age, Survivors and Disability Insurance (OASDI).

Unemployment compensation taxes: Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

Worker's compensation taxes: Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

Other benefits in kind with cash options: Report personal benefits in kind only if the instructional staff member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

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Fall Staff only -

- The **Fall Staff section that is applicable to degree-granting institutions and related administrative offices that have *15 or MORE* full-time staff** collects the number of staff by employment status (full time and part time), primary function/occupational activity, gender, race/ethnicity, faculty status, contract length/teaching period, academic rank, and salary class intervals. Data on newly hired full-time permanent staff are also collected.

For additional information on reporting staff in the Fall Staf section, refer to the section called, "Descriptions of Primary Functions/Occupational Activities" under the "Detailed Instructions" section. Information on reporting staff by race/ethnicity can be found in the section called, "Reporting Persons by Racial/Ethnic Category" under the "Detailed Instructions" section.

Listed below is a summary of each part in this Fall Staff section.

- **Part G, *full-time instruction/research/public service staff, pages* -** Collects the number of full-time instruction/research/public service staff by faculty status, academic rank, gender, and race/ethnicty. (For additional information on reporting full-time instruction/research/public service staff by faculty status and academic rank, refer to the sections called, "Faculty Status," and "Academic Rank," under the "General Instructions" section.)
- **Part G, *total number of full-time instruction/research/public service staff, page*** - Automatically sums the data reported on the other Part G pages.
- **Part H, *full-time instruction/research/public service staff, headcount, page* -** Collects the number of full-time instruction/research/public service staff by contract length, gender, and race/ethnicty for the following contract lengths/teaching periods: less-than-9-month, 9/10-month, and 11/12-month. (For additional information on reporting full-time instruction/research/public service staff by contract length/teaching period, refer to the section called, "Contract Length/Teaching Period," under the "General Instructions" section.)
- **Part H, *full-time instruction/research/public service staff, salary class interval, pages* -** Collects the number of 9/10- and 11/12-month full-time instruction/research/public service staff by contract length, salary class interval, gender, and race/ethnicty. (For additional information on reporting full-time instruction/research/public service staff by contract length/teaching period, refer to the section called, "Contract Length/Teaching Period," under the "General Instructions" section.)
- **Part I, *full-time executive/administrative/managerial staff, salary class interval, page*** - Collects the number of full-time executive/administrative/managerial staff by salary class interval, gender, and race/ethnicty.
- **Part I, *full-time other professionals (support/service) staff, salary class interval, page*** - Collects the number of full-time other professionals (support/service) staff by salary class interval, gender, and race/ethnicty.
- **Part I, *full-time technical and paraprofessional staff, salary class interval, page*** - Collects the number of full-time technical and paraprofessional staff by salary class interval, gender, and race/ethnicty.
- **Part I, *full-time clerical and secretarial staff, salary class interval, page*** - Collects the number of full-time clerical and secretarial staff by salary class interval, gender, and race/ethnicty.
- **Part I, *full-time skilled crafts staff, salary class interval, page*** - Collects the number of full-time skilled crafts staff by salary class interval, gender, and race/ethnicty.
- **Part I, *full-time service/maintenance staff, salary class interval, page*** - Collects the number of full-time service/maintenance by salary class interval, gender, and race/ethnicty.
- **Part I, *total number of full-time staff (excluding instruction/research/public service staff), page*** - Automatically sums the data reported on the other Part I pages.
- **Part J, *part-time professional and part-time non-professional staff, pages* -** Collects the number of part-time staff by primary function/occupational activity, gender, and race/ethnicty.
- **Part J, *total number of part-time staff, page*** - Automatically sums the data reported on the other Part J pages.
- **Part K, *total number of staff, page*** - Automatically sums the data reported for full-time and part-time staff.
- **Part L, *newly hired full-time permanent instruction/research/public service staff, page* -** Collects the number of full-time permanent instruction/research/public service new hires by faculty status, gender, and race/ethnicty. (For additional information on reporting staff by faculty status, refer to the section called, "Faculty Status," under the "General Instructions" section.)
- **Part L, other *newly hired full-time permanent staff, page* -** Collects the number of other full-time permanent new hires by primary function/occupational activity, gender, and race/ethnicty.
- **Part L, *total number of newly hired full-time permanent staff, page*** - Automatically sums the data reported for all full-time permanent new hires.
    - Additional information on reporting ***newly hired full-time permanent staff in Part L*** follows. Degree-granting institutions that have 15 or *MORE* full-time staff AND responded "Yes" to the screening question about full-time permanent new hires will be required to complete Part L of the HR component that is applicable to degree-granting institutions and related administrative offices that have 15 or *MORE* full-time staff. As mentioned previously, Part L has different reporting criteria from the other parts. In Part L, report the number of **full-time permanent staff who were included 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 were still on the payroll of the institution as of November 1, 2010**. Do not include as new hires 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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- The **Fall Staff section that is applicable to degree-granting institutions and related administrative offices that have *LESS THAN 15* full-time staff** collects the number of staff by employment status (full time and part time), primary function/occupational activity, gender, and race/ethnicity.

For additional information on reporting staff in the Fall Staf section, refer to the section called, "Descriptions of Primary Functions/Occupational Activities" under the "Detailed Instructions" section. Information on reporting staff by race/ethnicity can be found in the section called, "Reporting Persons by Racial/Ethnic Category" under the "Detailed Instructions" section.
Listed below is a summary of each part in this Fall Staff section.

- **Part G, *full-time professional and full-time non-professional staff, pages* -** Collects the number of full-time staff by primary function/occupational activity, gender, and race/ethnicty.
-

Part H, *part-time professional and part-time non-professional staff, pages* - Collects the number of part-time staff by primary function/occupational activity, gender, and race/ethnicty.
•
Part I, *total number of staff, page* - Automatically sums the data reported in Part G and Part H.

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Relationship between the EAP Section and Fall Staff Section (for all degree-granting institutions)

The total number of staff members reported in the EAP section MUST be reported in the Fall Staff section. More specifically, the number of staff members by employment status and primary function/occupational activity for EAP and Fall Staff must match.

Example: If four staff members are reported on the *full-time page(s)* in the EAP section as Other professionals (support/service), these four persons will automatically be carried forward to the corresponding part (e.g., full-time Other professionals (support/service)) in the Fall Staff section. Institutions must then report additional information (race/ethnicity, gender, etc.) for the four full-time Other professionals in the Fall Staff section.

Also, the following four primary functions/occupational activities, which are collected separately in the EAP section, must be reported jointly in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service," in the Fall Staff section: Primarily instruction, Primarily research, Primarily public service, and Instruction combined with research and/or public service.

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Term	Definition
11/12 month salary contract/teaching period	The contracted teaching period of faculty employed for the entire year, usually for a period of 11 or 12 months.
9/10-month salary contract/teaching period	The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.
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.
Fringe benefits	Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.
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.
Graduate assistants	Graduate-level students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions.
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.
Housing plan (restricted)	A fringe benefit that restricts beneficiaries to receive housing support only in institution-owned housing.
Instruction combined with research and/or public service	A primary function or occupational activity category used to classify 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 their regular assignment. These persons may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. This category also includes persons who may 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.

Less than 9/10-month salary contract/teaching period	The contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions.
Medical school staff	Staff employed by or employees working in the medical school component of a postsecondary institution or in a free standing 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.
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.
New hires	Persons who were hired for full-time permanent employment for the first time, or after a break in service, between July 1st and October 31st of the survey year. These do not include persons who have returned from sabbatical leave or full-time faculty with less than 9-month contracts/teaching periods.
Non-professional staff	Employees of an institution whose primary function or occupational activity is classified as one of the following: technical and paraprofessional; clerical and secretarial; skilled crafts; or service/maintenance.
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.
Not on tenure track	Personnel positions that are considered non-tenure earning positions.
Other insurance plan (cafeteria plan)	A benefit plan that allows an employee the option of selecting a combination of health care and insurance benefits (e.g. hospital, medical, surgical, dental care, and group life insurance).
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.
Other than 9/10-month and 11/12-month salary contracts/teaching periods	The contracted teaching period for faculty employed other than for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or 11-12 months, but still considered full-time employees (as defined by the institution).
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.
Primarily instruction	A primary function or occupational activity category used to classify 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 persons 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 public service	A primary function or occupational activity category used to classify 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 persons 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.
Primarily research	A primary function or occupational activity category used to classify 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 persons 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.
Professional staff	Employees of an institution whose primary function or occupational activity is classified as one of the following: Faculty; Executive, administrative, and managerial or Other professional.
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.
Tenure	Status of a personnel position with respect to permanence of the position.
Tenure track	Personnel positions that lead to consideration for tenure.
Tuition plan (restricted)	Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed.
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?
7) What is the period of reporting for the HR component?
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?
14) How do we handle individuals who are employees and also taking courses?
15) How do I classify individuals by contract length/teaching period?
16) Are there codes and/or categories used to assist in the assignment of employees to the primary function/occupational activity categories?
17) How do I know if my data are consistent across sections?
18) Can I change my data after completing a section?
19) What HR information must non-degree-granting institutions and related administrative offices report to IPEDS?

EAP

1) Is the EAP section applicable to all institutions and administrative offices?
2) Are there different versions of EAP?
3) What information is collected in the EAP section?
4) What do you mean by "medical school" staff?
5) What is the difference between the "Primarily instruction" and "Instruction combined with research and/or public service" categories on EAP?
6) How should I count Deans and Vice Presidents (VP) who are tenured staff on EAP?
7) Where do we report research professionals who do not have faculty status?
8) Where do I place employees such as research scientists and research engineers on EAP?
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?
11) Where are postdoctorals reported? Should they follow the job function they are performing?
12) Who should I report as "Without faculty status" on EAP?

Salaries

1) Is the Salaries section applicable to all institutions?
2) What information is collected in the Salaries section?
3) How should employees on a "confidential payroll" (where salary is unavailable) be handled?
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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date: 1/13/2011

Narrative Edits for Human Resources for degree-granting institutions and related administrative offices that have less than 15 full-time staff

Edit specifications for the 2010-11 IPEDS Web-Based Data Collection
Human Resources (HR) Component
Applicable to degree-granting institutions and related administrative offices with less than 15 full-time staff

Some sections and parts of these narrative edits may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

Screening Questions
Employees by Assigned Position (EAP)
Salaries
Fall Staff
Relationships between HR Sections

Screening Questions

You must respond to the following screening questions. The answers given here will determine which screens your institution are shown.

- Does your institution have any part-time staff?
  - If you answer **Yes** to the above screening question, screens to report data on part-time staff will be displayed in ***Part B of the EAP section*** and in ***Part H of the Fall Staff section***.
- Do you wish to complete the Fall Staff section this year?"
  - If you answer **No** to the above screening question, screens to report Fall Staff data will not be displayed.
  - If you answer **Yes** to the above screening question, screens to report Fall Staff data will be displayed and you must complete ALL applicable Fall Staff screens.

The following question is applicable to degree-granting institutions ONLY and not to administrative offices.

- Do ALL of the instructional staff at your institution fall into any of the following categories?
  - Are ALL of the instructional staff military personnel?
  - Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
  - Do ALL of the instructional staff teach pre-clinical or clinical medicine?

If you answer **Yes** to any of the above questions, you will not be required to complete the Salaries section of this survey.
During the perform edits process, you will be asked to confirm that ALL of your institution's instructional staff are military personnel, contribute their services, or teach pre-clinical or clinical medicine.

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Employees by Assigned Position (EAP)

Part A: Full-time staff

In this section, report your institution's total number of full-time staff by **Faculty status** and **Primary function/occupational activity**. Faculty status includes staff who are **Tenured**, **On tenure track**, and **Not on tenure track**. An additional column is provided for reporting staff **Without faculty status**.

For each row of data, the system will sum the **Faculty status** and **Without faculty status** columns to determine the **Total number of full-time staff** for each **primary function/occupational activity**.

In addition, for each **Faculty status**, the system will calculate the number of **Total full-time staff** based on the sum of the staff reported in each **primary function/occupational activity** category.

The system will perform the following edits:

- The number of **Total full-time staff** must be greater than 0; otherwise, a *fatal* error will occur.
- The number of **full-time instructional staff, which is the sum of Primarily instruction staff and Instruction/research/public service staff**, must be greater than 0; otherwise, a *fatal* error will occur.
- Your institution must report **full-time staff** in at least one of the following categories; otherwise, a *fatal* error will occur: Primarily instruction, Instruction/research/public service, Primarily research, and Primarily public service. (This particualr edit applies to degree-granting institutions ONLY and not to administrative offices.)

Part B: Part-time staff
Applicable to those institutions that answered Yes to the part-time staff screening question

In this section, report your institution's total number of part-time staff by **Faculty status** and **Primary function/occupational activity**. Faculty status includes staff who are **Tenured**, **On tenure track**, and **Not on tenure track**. Additional columns are provided for reporting staff **Without faculty status** and **Graduate Assistants** (if applicable).

For each row of data, the system will sum the **Faculty status** and **Without faculty status** columns to determine the **Total number of part-time staff** for each **primary function/occupational activity**.

In addition, for each **Faculty status**, the system will calculate the number of **Total part-time staff** based on the sum of the staff reported in each **primary function/occupational activity** category.

The system will perform the following edit:

- The number of **Total part-time** staff reported must be greater than 0; otherwise, a *fatal* error will occur.

Part C: Total number of staff

This screen displays a summary of the data reported in ***Part A*** and ***Part B*** of this survey, including the calculated Grand Total of **full-time staff**, **part-time staff**, and **total staff** by primary function/occupational activity. **Graduate assistants** are also included if they were reported in ***Part B***.

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Salaries

Applicable to degree-granting institutions ONLY that did not respond Yes to the screening question that asks if all of your institution's instructional staff are military personnel, contribute their services, or teach pre-clinical or clinical medicine.

Part D: Headcount of full-time instructional staff on less-than-9-month, 9/10-month, and 11/12-month contracts/teaching periods

The ***Salaries*** section begins with the ***Headcount*** screen. On this screen, report the number of full-time instructional staff at the institution by contract length/teaching period, gender, and academic rank. 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 sum of the full-time instructional staff reported for each applicable contract length/teaching period.

Part D: Faculty status of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching periods
Applicable to 4-year degree-granting institutions and above ONLY

Report the number of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching periods by faculty status, gender, and academic rank. For each contract length/teaching period, 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 sum of the full-time instructional staff reported for each faculty status.

Part E: Salary outlays of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching periods

Report the **Salary outlays** for full-time instructional staff on 9/10-month and 11/12-month contracts/teaching periods by gender and academic rank.

The **Average Salary** for each **gender and academic rank** category is automatically calculated by dividing the specified **Salary outlay** by the corresponding number of full-time instructional staff reported for that category on the ***Headcount*** screen in ***Part D***.

The system will perform the following edits:

- **Salary outlays** for **Total (men + women)** must be greater than 0; otherwise, a *fatal* edit will occur.
- For each **gender and academic rank** category, if the **Total from Part D (Headcount screen)** value is greater than 0, then a value greater than 0 must also be entered in the adjacent **Salary outlays** column; and vice versa.
- For each **gender and academic rank** category, the **Average salary** should be between $10,000 and $184,000; otherwise, an *explanation* is required.

Part F: Fringe benefits of full-time instructional staff on 9/10-month and 11/12-month contracts/teaching periods

Report the amount of fringe benefit expenditures paid to full-time instructional staff on 9/10-month and 11/12-month contracts/teaching periods.

The **Average expenditures** paid for each benefit type are automatically calculated by dividing the reported amount of **Expenditures** by the corresponding **Number covered** for each row.

In addition, the amount of **Total expenditures** paid is automatically calculated for each applicable contract length/teaching period based on the sum of the expenditure amounts reported for each **Fringe benefit**.

The system will perform the following edits on the data entered for each screen:

- The **Average expenditures** for the **Social Security taxes** benefit must not exceed $9,290; otherwise, an *explanation* is required.
- If the **Number covered** for any fringe benefit exists then you must also report **Expenditures** for that benefit; and vice versa EXCEPT in the following cases.
  Note: If the number covered for the **Unemployment compensation taxes** benefit or the **Worker's compensation taxes** benefit is greater than zero, then the corresponding fringe benefit expenditure is expected to be greater than zero; otherwise, an *explanation* is required. For all other benefit types, a *fatal* error will occur.
- **Total expenditures** must be greater than 0; otherwise, a *fatal* error will occur.
- The **Number covered** for any fringe benefit (except **Tuition plan**) must be less than or equal to the **Total (men + women)** reported in ***Part E of the Salaries section***.

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Fall Staff

Part G: Full-time Staff
In ***Part G***, 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.

•The **total number of full-time staff** reported for each **Primary function/occupational activity** must be equal to the corresponding total reported in ***Part A of the EAP section***; otherwise, a *fatal* edit 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 H: Part-time Staff
Applicable to those institutions that answered Yes to the part-time staff screening question
In ***Part H***, 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.

•The **total number of part-time staff** reported for each **Primary function/occupational activity** must be equal to the corresponding total reported in ***Part B of the EAP section***; otherwise, a *fatal* edit 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 I: Total number of staff
This screen displays a summary of the data reported in ***Part G*** and ***Part H*** of this survey; including the calculated full-time staff, part-time staff, and total number of staff.
Note: If graduate assistants were reported, they are included in the part-time and grand totals.

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Relationships between HR Sections

Relationship between the *Salaries* and *Fall Staff* sections
The system will perform the following edit on the data entered:

- For each contract length/teaching period, the total number of staff reported on the ***Headcount*** screen by gender in ***Part G of the Fall Staff section*** must be greater than or equal to the total number of staff reported on the ***Headcount*** screen by gender in ***Part D of the Salaries section***.

Relationship between the *Salaries* and *EAP* sections
The system will perform the following edit on the data entered:

- The total number of full-time instructional staff reported in the ***Salaries*** section must be equal to the sum of full-time staff classified as **Primarily instruction** and **Instruction/research/public service** in ***Part A of the EAP, non-medical school, section***.

Relationship between the *Fall Staff* and *EAP* sections
The system will perform the following edits on the data entered:

- The total number of **full-time staff (men + women) whose primary responsibility is instruction, research, and/or public service (IRPS)** reported in ***Part G of the Fall Staff section*** must be equal to the sum of **full-time staff classfied as Primarily instruction, Instruction/research/public service, Primarily research, and Primarily public service** in ***Part A of the EAP section***.
  A similar edit exists for part-time staff reported in ***Part B of the EAP section*** and ***Part H of the Fall Staff section***.
- The total number of **full-time staff (men + women)** reported for each position in the ***Fall Staff*** section must be equal to the total number reported for the corresponding position in the ***EAP*** section.
  Note: This includes executive/administrative/managerial staff, other professional (support/service) staff, technical and paraprofessional staff, clerical and secretarial staff, skilled crafts staff, and service/maintenance staff.
- The total number of **part-time staff (men + women)** reported for each position in the ***Fall Staff*** section must be equal to the total number reported for the corresponding position in the ***EAP*** section.
  Note: This includes executive/administrative/managerial staff, other professional (support/service) staff, technical and paraprofessional staff, clerical and secretarial staff, skilled crafts staff, service/maintenance staff, and graduate assistants (if applicable).

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