

Integrated Postsecondary Education Data System (IPEDS) ~~2024-25~~ 2025-26 through 2026-27

Human Resources (HR)

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Submitted by:

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Institute of Education Sciences
U.S. Department of Education

Human Resources Package 2024-25 2025-26 through 2026-27 Data Collections

Contents

Human Resources Package 2024-25 2025 through 2026-27 Data Collections.....1

 Changes for 20xx-xx.....2

 Questions with varied applicability.....2

 Years that change across the 3 years of clearance.....2

Human Resources Screens for Degree-granting Institutions with Greater than 15 Full-Time Staff for the 2024-25 2025-26 through 2026-27 Data Collections.....3

Human Resources Screens for Degree-granting Institutions with Less than 15 Full-Time Staff and Non-degree-granting institutions for the 2024-25 2025-26 through 2026-27 Data Collections.....40

Human Resources Instructions for Degree-granting Institutions with Greater than 15 Full-Time Staff for the 2024-25 2025-26 through 2026-27 Data Collections56

Human Resources Instructions for Degree-granting Institutions with Less than 15 Full-Time Staff and Non-degree-granting institutions for the 2024-25 2025-26 through 2026-27 Data Collections.....69

Human Resources FAQ for the 2024-25 2025-26 through 2026-27 Data Collections.....80

Changes for 2025-26

- None

Data reporting type abbreviations

Throughout these forms, the type of data reported or provided in each field is indicated with an abbreviation. The table below provides information about these abbreviations.

CF	Carried forward. Values are carried forward from other parts of the survey form.
CV	Calculated value. IPEDS calculates the information based on the data provided.
PY	Prior year value. IPEDS preloads the information for the institution (when available).
RB	Radio button option. Only one of the options can be selected.
RV	Reported value. All reported values in IPEDS are numerical.

Questions with varied applicability

Some questions are not applicable to all institutions. Please see the table below for information. In the materials below, variability is indicated with [gold].

Degree-granting institutions with greater than 15 staff	
Part A1	Tenure screens are applicable to institutions with tenure systems only.
Parts A2., B2., C., E., F., H.	Tenure columns applicable for institutions with a tenure system only.
Part D.	Graduate assistants screens applicable to institutions with graduate assistants only.
Part H.	New hire screens applicable to institutions with new hires only.
Degree-granting institutions with less than 15 staff and Non-degree-granting institutions	
Screening questions	All screening questions, except for the screening question about part-time staff: Applicable to degree-granting institutions only.
Part A.	Research staff and Public service staff columns applicable to degree-granting institutions only.
Part B.	Full and Part-time staff totals: Applicable to non-degree-granting institutions only.
Part B.	Part time staff by occupational category screens: Applicable to degree-granting institutions only.
Part B.	Graduate assistants screens applicable to institutions with graduate assistants only.
Part C.	Applicable to degree-granting institutions only.
Parts G1., G2., G4.	Applicable to degree-granting institutions only.

Years that change across the 3 years of clearance

Dates change for some elements depending on the collection year. Please see the table below for information. In the materials below, variability is indicated with [green].

Reporting period 'as of' date is loaded based on data collection cycle.	Collection Year 2024-25: November 1, 2024 Collection Year 2025-26: November 1, 2025 Collection Year 2026-27: November 1, 2026
Annual salary outlays	Collection Year 2024-25: 2024-25 Collection Year 2025-26: 2025-26 Collection Year 2026-27: 2026-27

Human Resources Screens for Degree-granting Institutions with Greater than 15 Full-Time Staff for the 2024-25 2025-26 through 2026-27 Data Collections

Overview

Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data ([applicable to degree-granting institutions only](#)) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the **Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

Changes in reporting

- Revised "gender" to "sex" where applicable.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2019 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

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.

R No
B
R Yes
B

Does your institution have graduate assistants?

If you answer Yes to this question, you will be provided the screens to report graduate assistants.

RB No
RB Yes

Does your institution have 15 or more **full-time** staff?

RB No
RB Yes

Does your institution have a tenure system?

If you answer Yes to this question, you will be provided the screens to report some data by tenure system.

RB No
RB Yes

Did your institution hire any persons for full-time permanent employment either for the first time (new to the institution) or after a break in service on the payroll as of **November 1, 20xx?**

(Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)

If you answer Yes to this question, you will be provided the screens to report full-time permanent new hires in Part H.

RB No
RB Yes

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, you will NOT be required to report Part G - Salaries for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.

RB	No	RB	Yes	Are ALL of the instructional staff military personnel?
RB	No	RB	Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

You may use the box below to provide additional context for the data you have reported above.

OPEN CONTEXT BOX

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status – Tenured

This screen is completed for each of the following, as applicable:

- Number of [Full-time Instructional Staff With Faculty Status Tenured](#)
- Number of [Full-time Instructional Staff With Faculty Status On Tenure Track](#)
- Number of [Full-time Instructional Staff With Faculty Status Not On Tenure Track – Multi-Year Contract](#)
- Number of [Full-time Instructional Staff With Faculty Status Not on Tenure Track – Annual Contract](#)
- Number of [Full-time Instructional Staff With Faculty Status Not on Tenure Track – Less-than-Annual Contract](#)
- Number of [Full-time Instructional Staff With Faculty Status Not on Tenure Track – Indefinite duration contract](#)

As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service
- Include both non-medical and medical staff

Men

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
U.S. Nonresident	RV	RV	RV	RV	RV	RV	CV
Hispanic/Latino	RV	RV	RV	RV	RV	RV	CV
American Indian or Alaska Native	RV	RV	RV	RV	RV	RV	CV
Asian	RV	RV	RV	RV	RV	RV	CV
Black or African American	RV	RV	RV	RV	RV	RV	CV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV	RV	CV
White	RV	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	RV	CV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV	RV	CV
Total men	CV	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
U.S. Nonresident	RV	RV	RV	RV	RV	RV	CV
Hispanic/Latino	RV	RV	RV	RV	RV	RV	CV
American Indian or Alaska Native	RV	RV	RV	RV	RV	RV	CV
Asian	RV	RV	RV	RV	RV	RV	CV
Black or African American	RV	RV	RV	RV	RV	RV	CV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV	RV	CV
White	RV	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	RV	CV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV	RV	CV
Total women	CV	CV	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY	

*Part A1 - Full-time Instructional Staff – Without Faculty Status***Number of Full-time Instructional Staff Without Faculty Status**As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service
- Include both non-medical and medical staff

Men

Race/ethnicity	Without Faculty Status
<u>U.S. Nonresident</u>	RV
<u>Hispanic/Latino</u>	RV
<u>American Indian or Alaska Native</u>	RV
<u>Asian</u>	RV
<u>Black or African American</u>	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV
<u>White</u>	RV
Two or More Races	RV
<u>Race and Ethnicity Unknown</u>	RV
Total men	CV

Women

Race/ethnicity	Without Faculty Status
<u>U.S. Nonresident</u>	RV
<u>Hispanic/Latino</u>	RV
<u>American Indian or Alaska Native</u>	RV
<u>Asian</u>	RV
<u>Black or African American</u>	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV
<u>White</u>	RV
Two or More Races	RV
<u>Race and Ethnicity Unknown</u>	RV
Total women	CV

Total (men+women)	CV
Total from prior year	

Part A2 - Full-time Instructional Staff by Function *[Tenure columns only applicable to institutions with a tenure system]***Number of Full-time Instructional Staff**As of **November 1, 20xx**

- Report Primarily Instruction and Instruction combined with Research and/or Public Service separately, as indicated below
- Report Non-medical school and Medical school staff separately, as indicated below

	With Faculty Status						Without Faculty Status	Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>					
<u>Multi-year</u>			<u>Annual contract</u>	<u>Less-than-annual contract</u>	Indefinite duration (continuing or at-will)			
<u>Non-medical school staff</u>								
Non-medical school staff from prior year	PY	PY	PY	PY	PY	PY	PY	PY
<u>Primarily Instruction</u>								
Exclusively credit	RV	RV	RV	RV	RV	RV	RV	CV
Exclusively not-for-credit	RV	RV	RV	RV	RV	RV	RV	CV
Combined credit/not-for-credit	RV	RV	RV	RV	RV	RV	RV	CV
<u>Instruction/research/public service staff</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Medical school staff</u>								
Medical school staff from prior year	PY	PY	PY	PY	PY	PY	PY	PY
<u>Primarily Instruction</u>								
Exclusively credit	RV	RV	RV	RV	RV	RV	RV	CV
Exclusively not-for-credit	RV	RV	RV	RV	RV	RV	RV	CV
Combined credit/not-for-credit	RV	RV	RV	RV	RV	RV	RV	CV
<u>Instruction/research/public service staff</u>	RV	RV	RV	RV	RV	RV	RV	CV
Total carried forward from previous screens	CF	CF	CF	CF	CF	CF	CF	CF

Part A3 - Full-time Instructional Staff - Totals**Total number of Full-time Instructional Staff**As of **November 1, 20xx**

Race/ethnicity	Total Men	Total women	Total (men+women)
<u>U.S. Nonresident</u>	CV	CV	CV
<u>Hispanic/Latino</u>	CV	CV	CV
<u>American Indian or Alaska Native</u>	CV	CV	CV
<u>Asian</u>	CV	CV	CV
<u>Black or African American</u>	CV	CV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	CV	CV	CV
<u>White</u>	CV	CV	CV
<u>Two or More Races</u>	CV	CV	CV
<u>Race and Ethnicity Unknown</u>	CV	CV	CV
Total	CV	CV	CV
Total from prior year	PY	PY	

*Part B1 - Full-time Non-instructional Staff by Occupational Category***Number of Full-time Non-instructional Staff by Occupational Category**As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Instructional Staff</u> (CF from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>	CF	RV	RV
<u>Hispanic/Latino</u>	CF	RV	RV
<u>American Indian or Alaska Native</u>	CF	RV	RV
<u>Asian</u>	CF	RV	RV
<u>Black or African American</u>	CF	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	CF	RV	RV
<u>White</u>	CF	RV	RV
<u>Two or More Races</u>	CF	RV	RV
<u>Race and Ethnicity Unknown</u>	CF	RV	RV
Total men	CF	CV	CV

Women

Race/ethnicity	<u>Instructional Staff</u> (CF from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>	CF	RV	RV
<u>Hispanic/Latino</u>	CF	RV	RV
<u>American Indian or Alaska Native</u>	CF	RV	RV
<u>Asian</u>	CF	RV	RV
<u>Black or African American</u>	CF	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	CF	RV	RV
<u>White</u>	CF	RV	RV
<u>Two or More Races</u>	CF	RV	RV
<u>Race and Ethnicity Unknown</u>	CF	RV	RV
Total women	CF	CV	CV

Total (men+women)	CV	CV	CV
Total from prior year	PY	PY	PY

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 20xx

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
U.S. Nonresident	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV
American Indian or Alaska Native	RV	RV	RV	RV
Asian	RV	RV	RV	RV
Black or African American	RV	RV	RV	RV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV
White	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV
Race and Ethnicity Unknown	RV	RV	RV	RV
Total men	CV	CV	CV	CV

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
U.S. Nonresident	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV
American Indian or Alaska Native	RV	RV	RV	RV
Asian	RV	RV	RV	RV
Black or African American	RV	RV	RV	RV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV
White	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV
Race and Ethnicity Unknown	RV	RV	RV	RV
Total women	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 20xx

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
U.S. Nonresident	RV	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV	RV
American Indian or Alaska Native	RV	RV	RV	RV	RV
Asian	RV	RV	RV	RV	RV
Black or African American	RV	RV	RV	RV	RV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV
White	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
U.S. Nonresident	RV	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV	RV
American Indian or Alaska Native	RV	RV	RV	RV	RV
Asian	RV	RV	RV	RV	RV
Black or African American	RV	RV	RV	RV	RV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV
White	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 20xx

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total men	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total women	CV	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY

Part B2 - Full-time Non-instructional Staff by Occupational Category and Tenure Status**Number of Full-time Non-instructional Staff**As of **November 1, 20xx**

This screen is completed for each of the following, as applicable:

- Non-medical school staff
- Medical school staff

Non-medical school staff

	With Faculty Status						Without Faculty Status	Total
	Tenured [Institutions w/tenure]	On Tenure Track [Institutions w/tenure]	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff	RV	RV	RV	RV	RV	RV	RV	CV
Public Service staff	RV	RV	RV	RV	RV	RV	RV	CV
Archivists, Curators, and Museum Technicians 25-4010	RV	RV	RV	RV	RV	RV	RV	CV
Librarians and Media Collections Specialists 25-4020	RV	RV	RV	RV	RV	RV	RV	CV
Library Technicians 25-4030	RV	RV	RV	RV	RV	RV	RV	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	RV	RV	RV	RV	RV	RV	RV	CV
Management Occupations 11-0000	RV	RV	RV	RV	RV	RV	RV	CV
Business and Financial Operations Occupations 13-0000	RV	RV	RV	RV	RV	RV	RV	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	RV	RV	RV	RV	RV	RV	RV	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	RV	RV	RV	RV	RV	RV	RV	CV
Healthcare Practitioners and Technical Occupations 29-0000	RV	RV	RV	RV	RV	RV	RV	CV
Total	CV	CV	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY	PY	PY

Part B2 - Full-time Non-instructional Staff by Medical School Status**Number of Full-time Non-instructional Staff**As of **November 1, 20xx**

Occupational category	Total (Carried forward from Part B1)	Non-medical school staff	Medical school staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CF	RV	RV
<u>Sales and Related Occupations</u> 41-0000	CF	RV	RV
<u>Office and Administrative Support Occupations</u> 43-0000	CF	RV	RV
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	CF	RV	RV
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	CF	RV	RV
Total	CV	CV	CV
Total from prior year	PY	PY	PY

*Part C - Full-time Summary***Summary of Full-time Non-medical School Staff**As of **November 1, 20xx**

- Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status						Without Faculty Status	Total
	<u>Tenured</u> [Institutions w/tenure]	<u>On Tenure Track</u> [Institutions w/tenure]	<u>Not on Tenure Track</u>					
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	Indefinite duration (continuing or at-will)		
Primarily Instruction	CV	CV	CV	CV	CV	CV	CV	CV
Exclusively credit	CV	CV	CV	CV	CV	CV	CV	CV
Exclusively not-for-credit	CV	CV	CV	CV	CV	CV	CV	CV
Combined credit/not-for-credit	CV	CV	CV	CV	CV	CV	CV	CV
Instruction/research/public service staff	CV	CV	CV	CV	CV	CV	CV	CV
Research staff	CV	CV	CV	CV	CV	CV	CV	CV
Public Service staff	CV	CV	CV	CV	CV	CV	CV	CV
Archivists, Curators, and Museum Technicians 25-4010	CV	CV	CV	CV	CV	CV	CV	CV
Librarians and Media Collections Specialists 25-4020	CV	CV	CV	CV	CV	CV	CV	CV
Library Technicians 25-4030	CV	CV	CV	CV	CV	CV	CV	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	CV	CV	CV	CV	CV	CV	CV	CV
Management Occupations 11-0000	CV	CV	CV	CV	CV	CV	CV	CV
Business and Financial Operations Occupations 13-0000	CV	CV	CV	CV	CV	CV	CV	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	CV	CV	CV	CV	CV	CV	CV	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	CV	CV	CV	CV	CV	CV	CV	CV
Healthcare Practitioners and Technical Occupations 29-0000	CV	CV	CV	CV	CV	CV	CV	CV
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CV							CV
Sales and Related Occupations 41-0000	CV							CV
Office and Administrative Support Occupations 43-0000	CV							CV
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	CV							CV
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	CV							CV
Total	CV							CV

*Part C - Full-time Summary***Summary of Full-time Medical School Staff**As of **November 1, 20xx**

- Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured [Institutions w/tenure]	On Tenure Track [Institutions w/tenure]	Not on Tenure Track					
			Multi- year	Annual contract	Less-than- annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	CV	CV	CV	CV	CV	CV	CV	CV
Exclusively credit	CV	CV	CV	CV	CV	CV	CV	CV
Exclusively not-for-credit	CV	CV	CV	CV	CV	CV	CV	CV
Combined credit/not-for-credit	CV	CV	CV	CV	CV	CV	CV	CV
Instruction/research/public service staff	CV	CV	CV	CV	CV	CV	CV	CV
Research staff	CV	CV	CV	CV	CV	CV	CV	CV
Public Service staff	CV	CV	CV	CV	CV	CV	CV	CV
Archivists, Curators, and Museum Technicians 25-4010	CV	CV	CV	CV	CV	CV	CV	CV
Librarians and Media Collections Specialists 25-4020	CV	CV	CV	CV	CV	CV	CV	CV
Library Technicians 25-4030	CV	CV	CV	CV	CV	CV	CV	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	CV	CV	CV	CV	CV	CV	CV	CV
Management Occupations 11-0000	CV	CV	CV	CV	CV	CV	CV	CV
Business and Financial Operations Occupations 13-0000	CV	CV	CV	CV	CV	CV	CV	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	CV	CV	CV	CV	CV	CV	CV	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	CV	CV	CV	CV	CV	CV	CV	CV
Healthcare Practitioners and Technical Occupations 29-0000	CV	CV	CV	CV	CV	CV	CV	CV
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39- 0000	CV							CV
Sales and Related Occupations 41-0000	CV							CV
Office and Administrative Support Occupations 43-0000	CV							CV
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	CV							CV
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	CV							CV
Total	CV							CV

Part G1 - Salaries Worksheet

Number of Full-time Non-medical School Instructional Staff For Calculation of Total Number of Months

Annual Salary, 20xx-xx

Report the number of instructional staff based on the number of months to be worked

- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include ONLY full-time, non-medical school instructional staff
- Include instructional staff with faculty status and without faculty status
- Include instructional staff regardless of tenure status

Men							
Sex and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	RV	RV	RV	RV	RV	CV	CV
Associate professors	RV	RV	RV	RV	RV	CV	CV
Assistant professors	RV	RV	RV	RV	RV	CV	CV
Instructors	RV	RV	RV	RV	RV	CV	CV
Lecturers	RV	RV	RV	RV	RV	CV	CV
No academic rank	RV	RV	RV	RV	RV	CV	CV
Total men	CV	CV	CV	CV	CV	CV	CV
Women							
Sex and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	RV	RV	RV	RV	RV	CV	CV
Associate professors	RV	RV	RV	RV	RV	CV	CV
Assistant professors	RV	RV	RV	RV	RV	CV	CV
Instructors	RV	RV	RV	RV	RV	CV	CV
Lecturers	RV	RV	RV	RV	RV	CV	CV
No academic rank	RV	RV	RV	RV	RV	CV	CV
Total women	CV	CV	CV	CV	CV	CV	CV
Total (men+women)	CV	CV	CV	CV	CV	CV	CV
Total (men+women) full-time non-medical school instructional staff from Part A	CF					CF	CF

*Part G2 - Salary Outlays for Instructional Staff***Salary Outlays for Full-time Non-medical School Instructional Staff**

Annual Salary Outlays, 20xx-xx

- Report the TOTAL ANNUAL salary outlays for the full-time Non-medical School instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen, Part G1 – Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and sex.

Men

Sex and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	RV	RV	RV	RV	RV	CV	CV
Associate professors	RV	RV	RV	RV	RV	CV	CV
Assistant professors	RV	RV	RV	RV	RV	CV	CV
Instructors	RV	RV	RV	RV	RV	CV	CV
Lecturers	RV	RV	RV	RV	RV	CV	CV
No academic rank	RV	RV	RV	RV	RV	CV	CV
Total men	CV	CV	CV	CV	CV	CV	CV

Women

Sex and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	RV	RV	RV	RV	RV	CV	CV
Associate professors	RV	RV	RV	RV	RV	CV	CV
Assistant professors	RV	RV	RV	RV	RV	CV	CV
Instructors	RV	RV	RV	RV	RV	CV	CV
Lecturers	RV	RV	RV	RV	RV	CV	CV
No academic rank	RV	RV	RV	RV	RV	CV	CV
Total women	CV	CV	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV	CV	CV
Total (men+women) full-time non-medical school instructional staff from Part A	CF					CF	CF

*Part G4 - Salary Outlays for Non-instructional Staff***Salary Outlays for Full-time Non-medical School Non-instructional Staff**

Annual Salary Outlays, 20xx-xx

Occupational category	Number of full-time staff (CF from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
<u>Research staff</u>	CF	RV
<u>Public service staff</u>	CF	RV
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	CF	RV
<u>Management Occupations</u> 11-0000	CF	RV
<u>Business and Financial Operations Occupations</u> 13-0000	CF	RV
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	CF	RV
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	CF	RV
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	CF	RV
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CF	RV
<u>Sales and Related Occupations</u> 41-0000	CF	RV
<u>Office and Administrative Support Occupations</u> 43-0000	CF	RV
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	CF	RV
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	CF	RV
Total	CV	CV
Total from prior year	PY	PY

*Part D - Part-time Staff by Occupational Category***Number of Part-time Staff by Occupational Category**As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV
<u>Asian</u>	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV
<u>White</u>	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV
Total men	CV	CV	CV

Women

Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV
<u>Asian</u>	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV
<u>White</u>	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV
Total women	CV	CV	CV

Total (men+women)	CV	CV	CV
Total from prior year	PY	PY	PY

SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
U.S. Nonresident	RV	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
U.S. Nonresident	RV	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV	CV
Total (men+women)	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY

Part D - Graduate assistants *[Applicable to institutions with graduate assistants only]***Number of Graduate Assistants**As of **November 1, 20xx**

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

Men

Race/ethnicity	<u>Teaching</u> 25-9044	<u>Research</u>	<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
<u>U.S. Nonresident</u>	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	CV
Two or More Races	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	CV
Total men	CV	CV	CV	CV

Women

Race/ethnicity	<u>Teaching</u> 25-9044	<u>Research</u>	<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
<u>U.S. Nonresident</u>	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	CV
Two or More Races	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	CV
Total women	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV
Total from prior year				

*Part E - Part-time Staff by Occupational Category and Tenure Status***Number of Part-time Staff**As of **November 1, 20xx**

This screen is completed for each of the following, as applicable:

- Non-medical school staff
- Medical school staff

Occupational category	With <u>Faculty Status</u>						Without Faculty Status	Total
	<u>Tenured</u> [Institutions w/tenure]	<u>On Tenure Track</u> [Institutions w/tenure]	<u>Not on Tenure Track</u>					
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	Indefinite duration (continuing or at-will)		
Primarily Instruction								CV
Exclusively credit	RV	RV	RV	RV	RV	RV	RV	CV
Exclusively not-for-credit	RV	RV	RV	RV	RV	RV	RV	CV
Combined credit/not-for-credit	RV	RV	RV	RV	RV	RV	RV	CV
Instruction/research/public service staff	RV	RV	RV	RV	RV	RV	RV	CV
Research staff	RV	RV	RV	RV	RV	RV	RV	CV
Public Service staff	RV	RV	RV	RV	RV	RV	RV	CV
Archivists, Curators, and Museum Technicians 25-4010	RV	RV	RV	RV	RV	RV	RV	CV
Librarians and Media Collections Specialists 25-4020	RV	RV	RV	RV	RV	RV	RV	CV
Library Technicians 25-4030	RV	RV	RV	RV	RV	RV	RV	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	RV	RV	RV	RV	RV	RV	RV	CV
Management Occupations 11-0000	RV	RV	RV	RV	RV	RV	RV	CV
Business and Financial Operations Occupations 13-0000	RV	RV	RV	RV	RV	RV	RV	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	RV	RV	RV	RV	RV	RV	RV	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	RV	RV	RV	RV	RV	RV	RV	CV
Healthcare Practitioners and Technical Occupations 29-0000	RV	RV	RV	RV	RV	RV	RV	CV
Total	CV	CV	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY	PY	PY

Part E - Part-time Staff by Medical School Status

Number of Part-time Staff

As of **November 1, 20xx**

Occupational category	Total (CF from Part D)	Non-medical school staff	Medical school staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CF	RV	RV
<u>Sales and Related Occupations</u> 41-0000	CF	RV	RV
<u>Office and Administrative Support Occupations</u> 43-0000	CF	RV	RV
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	CF	RV	RV
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	CF	RV	RV
Total	CF	CV	CV
PY Total	PY	PY	PY

[Graduate assistants screens only applicable for institutions with graduate assistants]

Occupational category	Total (CF from Part D)	Non-medical school staff	Medical school staff
Graduate Assistants	CF		
<u>Teaching</u> 25-9044	CF	RV	RV
<u>Research</u>	CF	RV	RV
<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	CF	RV	RV
Total	CF	CV	CV
PY Graduate Assistants	PY		

SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part F - Part-time Summary

This screen is shown for each of the following, as applicable:

- Non-medical school staff
- Medical school staff

As of November 1, 20xx

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured [Institutions w/tenure]	On Tenure Track [Institutions w/tenure]	Not on Tenure Track					
Multi-year			Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)			
Primarily Instruction	CV	CV	CV	CV	CV	CV	CV	CV
Exclusively credit	CV	CV	CV	CV	CV	CV	CV	CV
Exclusively not-for-credit	CV	CV	CV	CV	CV	CV	CV	CV
Combined credit/not-for-credit	CV	CV	CV	CV	CV	CV	CV	CV
Instruction/research/public service staff	CV	CV	CV	CV	CV	CV	CV	CV
Research staff	CV	CV	CV	CV	CV	CV	CV	CV
Public Service staff	CV	CV	CV	CV	CV	CV	CV	CV
Archivists, Curators, and Museum Technicians 25-4010	CV	CV	CV	CV	CV	CV	CV	CV
Librarians and Media Collections Specialists 25-4020	CV	CV	CV	CV	CV	CV	CV	CV
Library Technicians 25-4030	CV	CV	CV	CV	CV	CV	CV	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	CV	CV	CV	CV	CV	CV	CV	CV
Management Occupations 11-0000	CV	CV	CV	CV	CV	CV	CV	CV
Business and Financial Operations Occupations 13-0000	CV	CV	CV	CV	CV	CV	CV	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	CV	CV	CV	CV	CV	CV	CV	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	CV	CV	CV	CV	CV	CV	CV	CV
Healthcare Practitioners and Technical Occupations 29-0000	CV	CV	CV	CV	CV	CV	CV	CV
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CV							CV
Sales and Related Occupations 41-0000	CV							CV
Office and Administrative Support Occupations 43-0000	CV							CV
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	CV							CV
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	CV							CV
Graduate Assistants	CV							CV
Teaching 25-9044	CV							CV
Research	CV							CV
Other 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	CV							CV
Total	CV							CV

SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part H - New Hires, Full-time Instructional Staff by Tenure Status *[Applicable to institutions with new hires only]*

Number of **Newly Hired Full-time Permanent Instructional Staff**

(Hired full-time between **November 1, 20xx** - **October 31, 20xx** and on the payroll as of **November 1, 20xx**)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include Primarily Instruction and Instruction Combined with Research and Public Service
- Include both non-medical and medical staff

Men

Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured [Institutions w/tenure]	On Tenure Track [Institutions w/tenure]	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
U.S. Nonresident	RV	RV	RV	RV	RV	RV	RV	CV
Hispanic/Latino	RV	RV	RV	RV	RV	RV	RV	CV
American Indian or Alaska Native	RV	RV	RV	RV	RV	RV	RV	CV
Asian	RV	RV	RV	RV	RV	RV	RV	CV
Black or African American	RV	RV	RV	RV	RV	RV	RV	CV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV	RV	RV	CV
White	RV	RV	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	RV	RV	CV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV	RV	RV	CV
Total men	CV	CV	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	With <u>Faculty Status</u>						Without Faculty Status	Total
	<u>Tenured</u> [Institutions w/tenure]	<u>On Tenure Track</u> [Institutions w/tenure]	<u>Not on Tenure Track</u>					
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	<u>Indefinite duration</u> (continuing or at-will)		
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Two or More Races</u>	RV	RV	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	RV	RV	CV
Total women	CV	CV	CV	CV	CV	CV	CV	CV
Total (men + women)	CV	CV	CV	CV	CV	CV	CV	CV

SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part H - New Hires, Full-time Instructional Staff by Tenure Status

Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full-time between **November 1, 20xx - October 31, 20xx** and on the payroll as of **November 1, 20xx**)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Instructional staff (from Part H, screen 1)</u>	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000</u>
<u>U.S. Nonresident</u>	CF	RV	RV	RV
<u>Hispanic/Latino</u>	CF	RV	RV	RV
<u>American Indian or Alaska Native</u>	CF	RV	RV	RV
<u>Asian</u>	CF	RV	RV	RV
<u>Black or African American</u>	CF	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	CF	RV	RV	RV
<u>White</u>	CF	RV	RV	RV
Two or More Races	CF	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	CF	RV	RV	RV
Total men	CF	CV	CV	CV

Women

Race/ethnicity	<u>Instructional staff (from Part H, screen 1)</u>	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000</u>
<u>U.S. Nonresident</u>	CF	RV	RV	RV
<u>Hispanic/Latino</u>	CF	RV	RV	RV
<u>American Indian or Alaska Native</u>	CF	RV	RV	RV
<u>Asian</u>	CF	RV	RV	RV
<u>Black or African American</u>	CF	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	CF	RV	RV	RV
<u>White</u>	CF	RV	RV	RV
Two or More Races	CF	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	CF	RV	RV	RV
Total women	CF	CV	CV	CV

Total (men + women)	CV	CV	CV	CV
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SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part H - New Hires, Full-time Instructional Staff by Tenure Status

Number of **Newly Hired Full-time Permanent Instructional Staff**

(Hired full-time between **November 1, 20xx - October 31, 20xx** and on the payroll as of **November 1, 20xx**)

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

Men

Race/ethnicity	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total men					

Women

Race/ethnicity	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men + women)	CV	CV	CV	CV	CV
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SCREENS: Human Resources for Degree-granting Institutions with Greater than 15 Full-Time Staff

Part H - New Hires, Full-time Instructional Staff by Tenure Status

Number of **Newly Hired Full-time Permanent Instructional Staff**

(Hired full-time between **November 1, 20xx - October 31, 20xx** and on the payroll as of **November 1, 20xx**)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time new hires)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total men	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time new hires)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total women	CV	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV	CV
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Human Resources Survey Evaluation

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

OPEN CONTEXT BOX

Human Resources Screens for Degree-granting Institutions with < 15 Full-Time Staff and Non-degree-granting institutions for 2024-25 2025-26 through 2026-27 Data Collections

Overview

Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data [\[applicable to degree-granting institutions only\]](#) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the **Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

Changes in reporting

No changes for the 20xx-xx data collection.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2019 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

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.

R No

B

R Yes

B

Does your institution have graduate assistants? [\[Applicable to degree-granting institutions only\]](#)

If you answer Yes to this question, you will be provided the screens to report graduate assistants.

RB No

RB Yes

Does your institution have 15 or more **full-time** staff?

RB No

RB Yes

Does your institution have a tenure system?

If you answer Yes to this question, you will be provided the screens to report some data by tenure system.

RB No

RB Yes

Did your institution hire any persons for full-time permanent employment either for the first time (new to the institution) or after a break in service on the payroll as of **November 1, 20xx**?

(Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)

If you answer Yes to this question, you will be provided the screens to report full-time permanent new hires in Part H.

RB No

RB Yes

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, you will NOT be required to report Part G - Salaries for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.

RB No RB Yes Are ALL of the instructional staff military personnel?

RB No RB Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

You may use the box below to provide additional context for the data you have reported above.

OPEN CONTEXT BOX

Part A - Full-time Staff by Occupational Category

Number of Full-time Staff

As of November 1, 20xx

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	Instructional Staff	Research staff [applicable to degree-granting institutions only]	Public Service staff [applicable to degree-granting institutions only]	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
U.S. Nonresident	RV	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV	RV
American Indian or Alaska Native	RV	RV	RV	RV	RV
Asian	RV	RV	RV	RV	RV
Black or African American	RV	RV	RV	RV	RV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV
White	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

Race/ethnicity	Instructional Staff	Research staff [applicable to degree-granting institutions only]	Public Service staff [applicable to degree-granting institutions only]	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
U.S. Nonresident	RV	RV	RV	RV	RV
Hispanic/Latino	RV	RV	RV	RV	RV
American Indian or Alaska Native	RV	RV	RV	RV	RV
Asian	RV	RV	RV	RV	RV
Black or African American	RV	RV	RV	RV	RV
Native Hawaiian or Other Pacific Islander	RV	RV	RV	RV	RV
White	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
Race and Ethnicity Unknown	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

Part A - Full-time Non-instructional Staff by Occupational Category**Number of Full-time Non-instructional Staff by Occupational Category**As of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

Part A - Full-time Non-instructional Staff by Occupational Category

Number of Full-time StaffAs of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total men	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total women	CV	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY

Part A - Full-time Staff Total *[Applicable to non-degree-granting institutions only]***Number of Full-time Staff**As of **November 1, 20xx**

Occupational category	Total
Instructional staff	CV
Librarians, Curators, and Archivists 25-4000	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	CV
Management Occupations 11-0000	CV
Business and Financial Operations Occupations 13-0000	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	CV
Healthcare Practitioners and Technical Occupations 29-0000	CV
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CV
Sales and Related Occupations 41-0000	CV
Office and Administrative Support Occupations 43-0000	CV
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	CV
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	CV

Part G1 - Salaries Worksheet [Applicable to degree-granting institutions only]

Number of Full-time Non-medical School Instructional Staff For Calculation of Total Number of Months

Annual Salary, 20xx-xx

Report the number of instructional staff based on the number of months to be worked

- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include ONLY full-time, non-medical school instructional staff
- Include instructional staff with faculty status and without faculty status
- Include instructional staff regardless of tenure status

Men

Sex and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	RV	RV	RV	RV	RV	CV	CV
Associate professors	RV	RV	RV	RV	RV	CV	CV
Assistant professors	RV	RV	RV	RV	RV	CV	CV
Instructors	RV	RV	RV	RV	RV	CV	CV
Lecturers	RV	RV	RV	RV	RV	CV	CV
No academic rank	RV	RV	RV	RV	RV	CV	CV
Total men	CV	CV	CV	CV	CV	CV	CV

Women

Sex and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	RV	RV	RV	RV	RV	CV	CV
Associate professors	RV	RV	RV	RV	RV	CV	CV
Assistant professors	RV	RV	RV	RV	RV	CV	CV
Instructors	RV	RV	RV	RV	RV	CV	CV
Lecturers	RV	RV	RV	RV	RV	CV	CV
No academic rank	RV	RV	RV	RV	RV	CV	CV
Total women	CV	CV	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV	CV	CV
Total (men+women) full-time non-medical school instructional staff from Part A	CF					CF	CF

Part G2 - Salary Outlays for Instructional Staff *[Applicable to degree-granting institutions only]***Salary Outlays for Full-time Non-medical School Instructional Staff**

Annual Salary Outlays, 20xx-xx

- Report the TOTAL ANNUAL salary outlays for the full-time Non-medical School instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen, Part G1 - Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and sex.

Men

Sex and academic rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays				
		12 months	11 months	10 months	9 months	Equated 9 months
Professors	CF	RV	RV	RV	RV	CV
Associate professors	CF	RV	RV	RV	RV	CV
Assistant professors	CF	RV	RV	RV	RV	CV
Instructors	CF	RV	RV	RV	RV	CV
Lecturers	CF	RV	RV	RV	RV	CV
No academic rank	CF	RV	RV	RV	RV	CV
Total men	CF	CV	CV	CV	CV	CV

Women

Sex and academic rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays				
		12 months	11 months	10 months	9 months	Equated 9 months
Professors	CF	RV	RV	RV	RV	CV
Associate professors	CF	RV	RV	RV	RV	CV
Assistant professors	CF	RV	RV	RV	RV	CV
Instructors	CF	RV	RV	RV	RV	CV
Lecturers	CF	RV	RV	RV	RV	CV
No academic rank	CF	RV	RV	RV	RV	CV
Total women	CF	CV	CV	CV	CV	CV

Total (men + women)	CV	CV	CV	CV	CV	CV
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Part G4 - Salary Outlays for Non-instructional Staff *[Applicable to degree-granting institutions only]***Salary Outlays for Full-time Non-medical School Non-instructional Staff**

Annual Salary Outlays, 20xx-xx

Occupational category	Number of full-time staff (CF from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
<u>Research staff</u>	CF	RV
<u>Public service staff</u>	CF	RV
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	CF	RV
<u>Management Occupations</u> 11-0000	CF	RV
<u>Business and Financial Operations Occupations</u> 13-0000	CF	RV
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	CF	RV
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	CF	RV
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	CF	RV
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CF	RV
<u>Sales and Related Occupations</u> 41-0000	CF	RV
<u>Office and Administrative Support Occupations</u> 43-0000	CF	RV
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	CF	RV
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	CF	RV
Total	CF	CV
Total from prior year	PY	PY

Part B - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 20xx

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	Instructional Staff	Research staff [applicable to degree-granting institutions only]	Public Service staff [applicable to degree-granting institutions only]	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

Race/ethnicity	Instructional Staff	Research staff [applicable to degree-granting institutions only]	Public Service staff [applicable to degree-granting institutions only]	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
<u>Two or More Races</u>	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

Part B - Part-time Staff by Occupational Category

Number of Part-time StaffAs of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

<u>Race/ethnicity</u>	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total men	CV	CV	CV	CV	CV

Women

<u>Race/ethnicity</u>	<u>Management Occupations 11-0000</u>	<u>Business and Financial Operations Occupations 13-0000</u>	<u>Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000</u>	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000</u>	<u>Healthcare Practitioners and Technical Occupations 29-0000</u>
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV
<u>Asian</u>	RV	RV	RV	RV	RV
<u>Black or African American</u>	RV	RV	RV	RV	RV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV
<u>White</u>	RV	RV	RV	RV	RV
Two or More Races	RV	RV	RV	RV	RV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV
Total women	CV	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY

Part B - Part-time Staff by Occupational Category

Number of Part-time StaffAs of **November 1, 20xx**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both non-medical and medical staff

Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total men	CV	CV	CV	CV	CV	CV

Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All full-time staff)
<u>U.S. Nonresident</u>	RV	RV	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	RV	RV	CV
Two or More Races	RV	RV	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	RV	RV	CV
Total women	RV	RV	RV	RV	RV	CV
Total (men+women)	CV	CV	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY	PY	PY

Part B - Graduate assistants *[Applicable to degree-granting institutions with graduate assistants only]***Number of Graduate Assistants**As of **November 1, 20xx**

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

Men

Race/ethnicity	<u>Teaching</u> 25-9044	<u>Research</u>	<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
<u>U.S. Nonresident</u>	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	CV
Two or More Races	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	CV
Total men	CV	CV	CV	CV

Women

Race/ethnicity	<u>Teaching</u> 25-9044	<u>Research</u>	<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
<u>U.S. Nonresident</u>	RV	RV	RV	CV
<u>Hispanic/Latino</u>	RV	RV	RV	CV
<u>American Indian or Alaska Native</u>	RV	RV	RV	CV
<u>Asian</u>	RV	RV	RV	CV
<u>Black or African American</u>	RV	RV	RV	CV
<u>Native Hawaiian or Other Pacific Islander</u>	RV	RV	RV	CV
<u>White</u>	RV	RV	RV	CV
Two or More Races	RV	RV	RV	CV
<u>Race and Ethnicity Unknown</u>	RV	RV	RV	CV
Total women	CV	CV	CV	CV

Total (men+women)	CV	CV	CV	CV
Total from prior year	PY	PY	PY	PY

Part B - Part-time Staff Total *[Applicable to non-degree-granting institutions only]***Number of Part-time Staff**As of **November 1, 20xx**

Occupational category	Total
Instructional staff	CV
Librarians, Curators, and Archivists 25-4000	CV
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	CV
Management Occupations 11-0000	CV
Business and Financial Operations Occupations 13-0000	CV
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	CV
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	CV
Healthcare Practitioners and Technical Occupations 29-0000	CV
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	CV
Sales and Related Occupations 41-0000	CV
Office and Administrative Support Occupations 43-0000	CV
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	CV
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	CV

Part C - Total number of staff *[Applicable to degree-granting institutions only]***Total Number of Staff**As of **November 1, 20xx**

	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
<u>U.S. Nonresident</u>						
<u>Hispanic/Latino</u>						
<u>American Indian or Alaska Native</u>						
<u>Asian</u>						
<u>Black or African American</u>						
<u>Native Hawaiian or Other Pacific Islander</u>						
<u>White</u>						
Two or More Races						
<u>Race and Ethnicity Unknown</u>						
Grand total						

Human Resources Survey Evaluation

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

Human Resources Instructions for Degree-granting Institutions with Greater than 15 Full-Time Staff for the 2024-25 2025-26 through 2026-27 Data Collections

Purpose of Component - Data Collected

Changes in Reporting

General Instructions

Reporting Period Covered

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Uploading Files to the IPEDS Data Collection System

Detailed Instructions

Summary of Parts

Screening Questions

Parts A and B - Full-time instructional staff

Part B - Full-time non-instructional staff

Part C - Summary of full-time staff

Part G - Salaries

Parts D and E - Part-time staff

Part H - New Hires

Key Reporting Concepts

Reporting Persons by Racial/Ethnic Category (1997 OMB)

Instructional Staff

Faculty Status

Tenure Status [\[Applicable to institutions with tenure systems only\]](#)

Instructional Staff by Academic Rank

Instructional Staff by Contract Length

Adjunct Instructional Staff

Medical School Staff

Research Staff

Public Service Staff

Postdoctoral Staff

Managers and Supervisors

Student and Academic Services and Other Education Occupations

Graduate Assistants

Salaries

Reporting Staff by Occupational Category

Structure of the 2018 Standard Occupational Classification (SOC) System

2018 SOC Classification Principles

Additional Information from the 2018 SOC Coding Guidelines

Comparison of the IPEDS HR Occupational Categories to the 2018 SOC Occupational Categories

Reporting Instructional Staff by Occupational Category

Note regarding the use of the "Postsecondary Teachers" Terminology

Resources for Classifying Employees Using the 2018 SOC Codes

Purpose of the Survey Component

The primary purpose of the IPEDS Human Resources (HR) survey component is to measure the number and type of staff supporting postsecondary education in terms of employment status (full-time and part-time) and occupational category. In addition, for degree-granting institutions and related administrative offices that have 15 or more full-time staff, additional data are collected for some staff by faculty status, tenure status, contract length, and academic rank. Salary data for full-time, non-medical school staff and data on newly hired full-time permanent staff are also collected, and some data are collected by medical/non-medical school status for 4-year and above degree-granting institutions with Doctor of Medicine (M.D.) and/or Doctor of Osteopathic Medicine (D.O.) programs.

The reporting of data by race/ethnicity and sex is now required every year.

Special note for state and corporate systems: If a separate administrative office entity has been established for the system in IPEDS, that entity will report all staff associated with the administrative office. If no separate administrative office entity has been created, administrative office staff will be reported by the main campus of the system. If you have any questions concerning whether a separate reporting entity exists for your system, please contact your system's coordinator or keyholder, or the IPEDS Help Desk for further assistance.

Changes in Reporting

No changes for the 20xx-xx data collection.

General Instructions

Reporting Period Covered

The HR component is intended to provide both a snapshot of your institution's human resources/payroll data at a specific point in the fall. As such, report employees and new hires on the payroll of the institution as of **November 1, 20xx**. Report salaries for 20xx-xx.

Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator website; institutions should check grammar and spelling of their entries.

Coverage

Who to Include in this Report

- Persons on the payroll of the institution as of **November 1, 20xx**. For New hires, report the number of persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service for persons that are on the payroll of the institution as of **November 1, 20xx**.
- Staff who provide instruction or services to incarcerated students.
- Staff who are on sabbatical leave and staff who are on leave but remain on the payroll.
- Staff who are hired to temporarily replace staff who are on sabbatical leave or on leave with or without pay. "Visiting" instructional, research, and public service staff who are paid by your institution.
- Adjunct instructional staff (see definition in Glossary below). Report adjuncts as either full-time or part-time instructional staff.
- 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.)
- Corporate administrators for single-campus institutions or for multi-campus organizations (administrative units).
- Graduate assistants are considered part-time employees and should be reported on the graduate assistant screen located in the part-time section of the survey.

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 (e.g. volunteerism).
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Graduate students who are receiving waivers and stipends that are not in exchange for services rendered (e.g., fellowships or training grant support).
- Staff who work in hospitals associated with medical schools, but are not employed by the medical school.

Where to Get Help with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568

Email: ipedshelp@rti.org

Web Tutorials

You can also consult the IPEDS website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The IPEDS website Reporting Tools page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

Information specific to the IPEDS HR component and the SOC system can be found within the IPEDS Resource Page in the Standard Occupational Classification (SOC).

Where the Reported 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 Use the Data portal
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center website

At the aggregate-level, data will appear in:

- IPEDS Data Explorer
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Uploading Files to the IPEDS Data Collection System

The *File Import/Upload* option is found under the Tools menu. In order to perform the upload you'll need to have a file formatted to specifications. Upload specifications are included with the survey materials found under the Help menu. There are two upload formats available for the HR survey component:

- Fixed width file
- Key value file

Detailed Instructions

Summary of Parts

Listed below is a summary of each section of the HR survey component.

- **Part A - Full-time instructional staff:** Collects the number of full-time instructional staff by faculty status, tenure status (if applicable), contract length, and academic rank. Also, for staff classified as "Primarily Instruction", these data are also collected for the following three subcategories: Exclusively credit; Exclusively not-for-credit; and Combined credit/not-for-credit.
- **Part B - Full-time non-instructional staff:** Collects the number of full-time non-instructional staff by occupational category. Data are also collected for some full-time non-instructional staff by faculty status, tenure status (if applicable), and contract length.
- **Part C - Full-time staff summary:** Provides a summary of the data reported for full-time staff in Parts A and B.
- **Part D - Part-time staff:** Collects the number of part-time staff (and graduate assistants, if applicable) by occupational category.
- **Part E - Part-time staff:** Collects the number of some part-time staff by faculty status, tenure status (if applicable), and contract length. Also, for staff classified as "Primarily Instruction" these data are also collected for the following three subcategories: Exclusively credit; Exclusively not-for-credit; and Combined credit/not-for-credit.
- **Part F - Part-time staff summary:** Provides a summary of the data reported for part-time staff in Parts D and E.
- **Part G - Salaries:** Collects the number of full-time, non-medical school, instructional staff by academic rank based on the number of months covered by their annual salary: less than 9 months, 9 months, 10 months, 11 months, and 12 months; as well as the total annual salary outlays for the 9 months, 10 months, 11 months, and 12 months staff by academic rank. In addition, total annual salary outlays are collected for full-time, non-medical school, non-instructional staff by occupational category.
- **Part H - New Hires:** Collects the number of persons who were newly hired for full-time permanent staff the payroll of the institution as of **November 1, 20xx** by occupational category. In addition, for instructional staff, these data are collected by faculty status, tenure status (if applicable), and contract length.

You must enter data on each displayed screen. If a screen is not applicable to your institution, enter at least one zero in a field on the screen and save the screen before continuing.

For screens that ARE applicable to your institution, once data are entered in one or more cells on the screen it is not necessary to enter zeros in inapplicable cells/rows/columns. In this case, cells that are left blank will be treated as zeros.

Screening Questions

Please read and answer the screening questions in the data collection system very carefully. **These questions must be answered before providing detailed data.** Responses to the screening questions will determine which items of the survey must be completed by your institution.

Part A - Full-time Instructional Staff

All staff must be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- code the employee in the occupation that requires the highest level of skill
- OR -
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

For each applicable faculty and tenure status in Part A, report the number of full-time instructional staff at the institution by academic rank (e.g., professor, associate professor, etc.), as designated by the institution. Institutions without standard academic ranks should report all instructional staff in the "No Academic Rank" category.

NOTE: It is possible for an institution to report some instructional staff with academic rank and some with no academic rank.

In addition, you must report the number of full-time instructional staff at the institution by faculty status, tenure status (if applicable), contract length, and medical school status (if applicable) for each of the following functions:

- Primarily Instruction (carried forward based on the data reported on the previous screens in Part A)
 - o Exclusively credit
 - o Exclusively not-for-credit
 - o Combined credit/not-for-credit
- Instruction/research/public service staff

For additional information relevant to reporting data on full-time instructional staff in Part A please refer to the Key Reporting Concepts section of these instructions below.

Part B - Full-time non-instructional staff

All staff must be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- code the employee in the occupation that requires the highest level of skill
- OR -
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

In Part B, you must report the number of full-time non-instructional staff at the institution by occupational category, and for some occupational categories, by faculty status, tenure status (if applicable), contract length, and medical school status (if applicable).

For additional information relevant to reporting full-time non-instructional staff in Part B, please refer to the Key Reporting Concepts section of these instructions below.

Parts D and E - Part-time staff

All staff must be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- code the employee in the occupation that requires the highest level of skill
- OR -
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

In Parts D and E, you must report the number of part-time staff (including graduate assistants, if applicable) at the institution by occupational category; and for some occupational categories by faculty status, tenure status (if applicable), contract length, and medical school status (if applicable).

In addition, in Part E, you must report the number of part-time instructional staff at the institution by faculty status, tenure status (if applicable), contract length, and medical school status (if applicable) for each of the following functions:

- Primarily Instruction (carried forward based on the data reported in Part D)
 - o Exclusively credit
 - o Exclusively not-for-credit
 - o Combined credit/not-for-credit
- Instruction/research/public service staff

For additional information relevant to reporting part-time staff in Parts D and E, please refer to the Key Reporting Concepts section of these instructions below.

Part G - Salaries

Full-time, non-medical school, instructional staff

On the "Salaries Worksheet" screen, report the number of full-time, non-medical school, instructional staff at the institution by sex and academic rank. Academic ranks include Professors, Associate professors, Assistant professors, Instructors, Lecturers, and No academic rank. Counts should be reported based on the number of months of work covered by the annual salary paid to the employee: 12 months, 11 months, 10 months, 9 months, and less than 9 months. This includes instructional staff with and without faculty status. The number of months reported should correspond with the number of months worked (which may differ from the number of months over which they are paid).

For each sex and academic rank category, the system will calculate:

1. **The total number of staff reported** (i.e. the sum of the values entered in the less than 9 months, 9 months, 10 months, 11 months, and 12 months categories);
2. **Total staff for salary reporting** (i.e. the sum of the values entered in the 12 months, 11 months, 10 months, and 9 months categories).

The above two values will be carried forward to the "Salary Outlays" screen. Here you must report the TOTAL ANNUAL salary outlays for the full-time, non-medical school, instructional staff reported on the "Salaries Worksheet" screen by academic rank. This should include the staff reported in the 9 months, 10 months, 11 months, and 12 months categories. **Do NOT include salary outlays for employees whose annual salary covers fewer than 9 months worked.** Based on the data provided, the system will calculate the "Equated 9 month average" by academic rank.

Full-time, non-medical school, non-instructional staff

You must also report the TOTAL ANNUAL salary outlays for full-time, non-medical school, non-instructional staff at the institution by occupational category.

Report total annual salary outlays for 20xx-xx.

Salary outlays (combined salaries of all staff) should include base salaries only - no supplements, overloads, or bonuses. Additional stipends for administrative, managerial, or other responsibilities should NOT be included in the salary outlays data for instructional staff.

Staff on leave: 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.

For additional information relevant to reporting Salaries data in Part G, please refer to the Key Reporting Concepts section of these instructions below.

New hires: Even if staff were not employed for an entire year as of the snapshot date, their entire base annual salary should be reported in Part G, as applicable.

Part H - New Hires

If you responded "Yes" to the screening question about full-time permanent new hires, you will be required to report the number of newly hired full-time permanent staff at the institution by occupational category in Part H. In addition, you must report the number of newly hired full-time permanent instructional staff at the institution by faculty status, tenure status (if applicable,) and contract length.

In Part H, you must report the number of persons who were hired for full-time permanent employment **either for the first time (new to the institution) or after a break in service for persons on the payroll of the institution as of November 1, 20xx.** Does not include persons who have returned from sabbatical leave OR full-time postsecondary staff who are working less-than-9-month contracts.

All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- code the employee in the occupation that requires the highest level of skill
- OR -
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

For additional information relevant to reporting data on New Hires in Part H, please refer to the Key Reporting Concepts section of these instructions below.

Key Reporting Concepts

The following are key reporting concepts that will assist you with completing the IPEDS Human Resources survey component. Please read all instructions thoroughly prior to entering data.

Reporting Persons by Racial/Ethnic Category (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 these 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 and residents.

- 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:

- U.S. Nonresident
- 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, Guam, 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

- **U.S. Nonresident** - 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 - U.S. Nonresidents are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories or in race/ethnicity unknown.
- **Race and ethnicity unknown** - This category is used only if a United States citizen or resident did not select EITHER a racial or ethnic designation.

Instructional Staff

In IPEDS, this category is comprised of staff who are either: 1) Primarily Instruction (PI); or 2) "Instruction combined with Research and/or Public Service" (IRPS). The intent of the "Instructional Staff" category is to include all individuals whose primary occupation includes instruction at the institution. For more information about this category, see the [FAQ](#).

Faculty Status

Please refer to your institution's policies to determine whether staff members have the designation of faculty. The designation of faculty is not limited to Instructional Staff, but can also include such positions as president, provost, or librarians.

For IPEDS reporting purposes graduate assistants DO NOT have faculty status.

Tenure Status [Applicable to institutions with tenure systems only]

Report data on staff with faculty status by tenure status (e.g., tenured, on tenure track, and not on tenure track) as designated by the institution.

Staff should be classified as "not on tenure track" if they have faculty status, but are not considered to be "tenured" or "on tenure track."

Academic Rank (For degree-granting institutions with less than 15 full-time staff members this is only applicable to Part G - Salaries)

Report Instructional Staff by academic rank (e.g., professor, associate professor, etc.), as designated by the institution. Institutions without standard academic ranks should report all their Instructional Staff in the "No Academic Rank" category.

Contract Length

Data on staff with faculty status who are not on tenure track (or where the institution does not have a tenure system) are collected for the following categories of employment agreements or contracts:

- **Multi-year:** An employment agreement or contract that is in effect for more than one year (e.g., more than 365 days). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year contract is renewed every 5 years, NOT annually).
- **Indefinite duration:** An employment agreement that has an indefinite duration (e.g., continuing, at-will).
- **Annual:** An annually renewable employment agreement or contract that is in effect for a stated annual period within one year of execution, and may be equal to 365 days or a standard academic year, or the equivalent. Does not include contracts for partial year periods, such as a single semester, quarter, term, block, or course.
- **Less-than-annual:** An employment agreement or contract that is in effect for a partial year period of less than 365 days or less than a standard academic year, or equivalent. Includes contracts for partial year periods such as a single semester, quarter, term, block, or course.

Although the use of “contracts” and “employment agreements” varies by institution, this section is meant to capture all non-tenure-track faculty, regardless of what type of employment agreement is utilized. This includes formal contracts, informal agreements, at-will employment, teaching periods, and the like.

Adjunct Instructional staff

Adjunct Instructional Staff serve in either a temporary or auxiliary capacity to teach academic degree-credit courses, as well as developmental or ESL courses, and are paid on a course-by-course basis. They should be reported as either part-time or full-time based on their designation on the institution’s payroll, and as non-tenured instructional staff.

Medical School Staff

4-year and above degree-granting institutions with M.D. and/or D.O. programs report some data specifically for medical school staff. The data for these institutions are reported in three ways:

- **Combined:** On some screens, data are reported for medical school and non-medical school staff combined (Parts A1, B1, D, and H).
- **Separately:** On some screens, data are reported separately for non-medical school staff and for medical school staff (A2, B2, E).
- **Excluded:** Data are reported for NON-MEDICAL SCHOOL STAFF ONLY in Part G – Salaries.

Staff employed by or working in the medical school (M.D. and/or D.O.) component of a postsecondary institution, or in a freestanding medical school, should be reported as medical school staff. However, this does NOT include:

- Employees working strictly in a hospital associated with a medical school.
- Those who volunteer their services at the medical school.
- 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.

NOTE: Staff that are in health disciplines that are NOT considered part of a medical school must be reported on the non-medical school pages.

Free-Standing Hospitals and Medical Centers

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 the purposes of this survey, that person should be reported as part-time in his or her occupational category in the postsecondary education division or component.

Research staff

A staff member should be classified as Research Staff if the majority of their work is focused on conducting research, regardless of their title, academic rank, or tenure status.

Public service staff

A staff member should be classified as Public Service Staff if the majority of their work is focused on carrying out public service activities. These would be staff members who work in agricultural extension services, clinical services, or continuing education, regardless of their title, academic rank, or tenure status. If the staff member is located off campus, such as in an extension office, they should still be classified as Public Service Staff as long as the majority of their work is focused on carrying out public service activities.

Postdoctoral staff

Postdoctoral staff members should be classified based on where the majority of their work is performed. For example, if the postdoc spends the majority of their time conducting research they should be classified as Research Staff. In addition, postdoctoral staff members typically do not have faculty status and they should be reported as “Without faculty status”.

Managers and Supervisors

The Management Occupations category is a direct match to the “11-0000 Management Occupations” SOC category. This category should include those staff whose job it is to plan, direct, or coordinate policies, programs, and may include some supervision of other workers. In addition, Postsecondary Deans should be classified in this category as well, even though they perform similar activities to the workers that they supervise.

All other supervisors should be categorized within the same category as the workers that they supervise. However, there is an exception for those that supervise workers in the Healthcare Support Occupations. For additional information please refer to the 2018 SOC Classification Principles section of these instructions.

Student and Academic Affairs and Other Education Services Occupations

This category includes professionals who work in the areas of student activities, student admissions, student affairs, student career services, student enrollment, student financial aid, student registration and records, campus recreation services, and similar functions. For additional information on whom should be included in this category, as well as whom should be included in other categories, please see the IPEDS/SOC Crosswalk.

Graduate Assistants

Graduate Assistants are considered part-time employees and should be classified in the occupational category in which the majority of their work is performed. IPEDS only collects information for graduate assistants working in a subset of the occupational categories. Those primarily performing duties in other categories should be excluded. Additional information on reporting Graduate Assistants can be found in the Reporting Graduate Assistants by Occupational Category section of these instructions.

Salaries

Historically, IPEDS has collected average annual salaries. Because there is variation in what an "annual" salary entails, IPEDS now calculates equated 9 month salaries. The salaries worksheet (Part G - screen 1) is used to determine average monthly salaries by collecting the number of Instructional Staff and the number of months they worked, along with the total annual salary outlays for the staff reported in the 12 months, 11 months, 10 months, and the 9 months columns.

Full-time instructional staff should be reported based on the number of months during which they work during the year, NOT the number of months during which they are paid. Additional information on reporting Salaries data can be found in the instructions for Part G - Salaries.

Reporting Staff by Occupational Category

The occupational categories in the IPEDS HR component were changed in 2012-13 to align with the occupational categories in the Standard Occupational Classification (SOC) System.

Structure of the 2018 Standard Occupational Classification (SOC) System

The occupations in the SOC are classified at four levels of aggregation: 23 major groups, 98 minor groups, 459 broad occupations, and 867 detailed occupations. Each lower level of detail identifies a more specific group of occupations. (For more information refer to the table at

http://www.bls.gov/soc/2018/soc_structure_2018.pdf.)

Each item in the SOC is designated by a six-digit code:

- Major group codes end with 0000 (e.g., 25-0000 Education Instruction and Library Occupations)
- Minor group codes generally end with 000 (e.g., 25-1000 Postsecondary Teachers)
- Broad occupations end with 0 (e.g., 25-4020 Librarians and Media Collections Specialists)
- Detailed occupations end with a number other than 0 (e.g., 25-9044 Teaching Assistant, Postsecondary)

IPEDS does not require institutions to manually code and report all occupations at the detailed SOC level. However, although coding at the 6-digit level is not required, it can make categorization more precise and would also provide supporting documentation if there were questions about why a given job was classified in a specific IPEDS category.

Most of the occupational data in IPEDS will be collected at the higher, major 2-digit level (e.g., 11-0000 Management Occupations). However, there are a few instances where data will be collected at a lower level such as Postsecondary Teachers; Librarians, Curators, and Archivists; Library Technicians; and Graduate Assistants-Teaching. For IPEDS purposes, institutions should report their employees in the occupational categories defined in the IPEDS HR survey.

The IPEDS HR occupational categories and the associated SOC codes are provided below and at

https://nces.ed.gov/ipeds/resource/download/IPEDS_HR_2018_SOC_Crosswalk.pdf.

2018 SOC Classification Principles

The SOC Classification Principles form the basis on which the SOC system is structured.

1. The SOC covers all occupations in which work is performed for pay or profit, including work performed in family-operated enterprises by family members who are not directly compensated. It excludes occupations unique to volunteers. Each occupation is assigned to only one occupational category at the lowest level of the classification.
2. Occupations are classified based on work performed and, in some cases, on the skills, education, and/or training needed to perform the work.
3. Workers primarily engaged in planning and directing of resources are classified in management occupations in Major Group 11-0000. Duties of these workers may include supervision.
4. Supervisors of workers in Major Groups 13-0000 through 29-0000 usually have work experience and perform activities similar to those of the workers they supervise, and therefore are classified with the workers they supervise. **
5. Workers in Major Group 31-0000 Healthcare Support Occupations assist and are usually supervised by workers in Major Group 29-0000 Healthcare Practitioners and Technical Occupations, and therefore there are no first-line supervisor occupations in Major Group 31-0000.
6. Workers in Major Groups 33-0000 through 53-0000 whose primary duty is supervising are classified in the appropriate first-line supervisor category because their work activities are distinct from those of the workers they supervise.
7. Apprentices and trainees are classified with the occupations for which they are being trained, while helpers and aides are classified separately because they are not in training for the occupation they are helping.
8. If an occupation is not included as a distinct detailed occupation in the structure, it is classified in an appropriate "All Other" occupation. "All Other" occupations are placed in the structure when it is determined that the detailed occupations comprising a broad occupation group do not account for all of the workers in the group. These occupations appear as the last occupation in the group, with a code ending in "9", and are identified in their title by having "All Other" appear at the end.
9. The U.S. Bureau of Labor Statistics and the U.S. Census Bureau are charged with collecting and reporting data on total U.S. employment across the full spectrum of SOC Major Groups. Thus, for a detailed occupation to be included in the SOC, either the Bureau of Labor Statistics or the Census Bureau must be able to collect and report data on that occupation.

** Postsecondary administrators such as Deans are classified as 11-000 Management occupations.

Additional Information from the 2018 SOC Coding Guidelines

Job Titles That Could be Coded in More than One SOC Occupational Category

An employee should be reported in only one SOC occupational category.

When workers in a single job could be coded in more than one occupation, they should be coded in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers should be coded in the occupation in which they spend the most time. Workers whose job is to teach at different levels (e.g., elementary, middle, or secondary) should be coded in the occupation corresponding to the highest educational level they teach.

Determining Supervisory Category for Major Groups 33-0000 through 53-0000

Workers in Major Groups 33-0000 through 53-0000 who spend 80 percent or more of their time performing supervisory activities are coded in the appropriate first-line supervisor category in the SOC. In these same Major Groups (33-0000 through 53-0000), persons with supervisory duties who spend less than 80 percent of their time supervising are coded with the workers they supervise.

Comparison of the 20xx-xx IPEDS HR Occupational Categories to the 2018 SOC Occupational Categories

(see crosswalk below for complete information)

The IPEDS HR occupational categories and the 2018 SOC occupational categories are similar for several of the categories that directly match (e.g., 11-0000 Management Occupations).

However, they differ in three major ways:

- There are 13 broad IPEDS HR occupational categories and 23 major SOC categories.
 - o Several of the IPEDS HR occupational categories represent combinations of separate SOC categories, e.g., the HR category "Service Occupations" includes five SOC categories.
 - o The major SOC category "Education, Training, and Library Occupations" (25-0000) is reported in the IPEDS HR survey at a more detailed level: "Postsecondary Teachers"; "Librarians, Curators, and Archivists"; "Student and Academic Affairs and Other Education Services Occupations"; and "Graduate Assistants-Teaching"
- The category "Graduate Assistants-Research" does not have a single associated SOC code.
- The SOC "Military Specific Occupations" (55-0000) category is not included in IPEDS reporting because the IPEDS HR component collects data on civilian staff only.

Go [here](#) for a more detailed crosswalk.

Reporting Instructional Staff by Occupational Category

SOC category 25-1000, Postsecondary Teachers, includes the following IPEDS occupational categories:

- **Instructional Staff**
In the HR survey component, Instructional Staff is defined as the combined category of Primarily Instruction AND Instruction Combined with Research and/or Public Service.
- **Primarily Instruction**
Persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, faculty status, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.
- **Instruction combined with research and/or public service**
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. Regardless of title, faculty status, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction, research, and/or public service.

Note regarding the use of the "Postsecondary Teachers" Terminology:

Postsecondary Teachers is an occupational category in the 2018 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This category is not an IPEDS reporting category because staff generally regarded by institutions as faculty are not only instructional staff, but can be research staff and public service staff as well. Postsecondary Teachers is not a good description of these occupational categories on postsecondary campuses, and introduces confusion into the reporting done by institutions.

However, because of the requirement to align with the SOC, all three categories (instructional staff, research staff, and public service staff) are included individually under the Postsecondary Teachers category in the IPEDS data center, with explanations.

Reporting Graduate Assistants by Occupational Category

For IPEDS purposes, graduate assistants are considered part-time employees and should be reported on the graduate assistant screen located in the part-time section of the survey.

Listed below are the graduate assistant categories that are included in the HR survey:

- Graduate Assistant - Teaching [SOC Detailed Occupation Teaching Assistants, Postsecondary 25-9044 https://www.bls.gov/soc/2018/major_groups.htm#25-0000]

Assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate students who teach one or more full courses should be classified in the 25-1000 minor group. Excludes "Teacher Assistant" (25-9042, 25-9043, and 25-9049).

Graduate Assistants in Non-Instructional Occupational Categories

Graduate assistants who primarily perform non-teaching duties, such as health care, should be reported in the occupational category related to the work performed. For example, a graduate assistant updating websites in the IT department should be reported as a graduate assistant in the IPEDS HR occupational category "Computer, Engineering, and Science Occupations".

- **Graduate Assistant - Research** Persons whose specific assignments customarily are made for the purpose of conducting research.
- **Graduate Assistant - Other** Persons in the following former Non-Instructional Occupation Categories:
 - o Graduate Assistant - Management
 - o Graduate Assistant - Business and Financial Operations
 - o Graduate Assistant - Computer, Engineering, and Science
 - o Graduate Assistant - Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media
 - o Graduate Assistant - Library and Student and Academic Affairs and Other Education Services
 - o Graduate Assistant - Healthcare Practitioners and Technical

Note: Public Service is not included in the above categories as recommended by the IPEDS Technical Review Panel.

Resources for Classifying Employees Using the 2018 SOC Codes

Several resources to assist institutions with classifying employees using the 2018 SOC codes are provided in the IPEDS Human Resources/SOC Information Center (<https://nces.ed.gov/ipeds/report-your-data/taxonomies-standard-occupational-classification-soc-codes>).

- New IPEDS Occupational Categories and 2018 SOC
- [20xx-xx](#) HR Survey Screens, Instructions, and Frequently Asked Questions
- Comparison of New IPEDS Occupational Categories with Previous IPEDS Categories
- Web Tutorials

Tools:

Resource provided by the College and University Professional Association for Human Resources (CUPA-HR):

- CUPA-HR has developed a resource that may assist institutions and keyholders. The position description spreadsheets are publicly available on the CUPA-HR website and provide suggestions for mapping administrator and professional positions to SOC codes and corresponding IPEDS occupational categories (<https://www.cupahr.org/surveys/survey-participation/templates/>).

SOC Browse Tool (<https://surveys.nces.ed.gov/ipeds/public/hrsoc-browse>)

- Browse the entire SOC to see codes, titles, descriptions, and corresponding IPEDS occupational categories.

2018 SOC Resources:

Several Resources can be downloaded from the 2018 SOC Home Page:

- The 2018 SOC User Guide
 - o What's New in the 2018 SOC
 - o Classification Principles and Coding Guidelines, 2018 SOC
 - o Standard Occupational Classification Principles and Coding Structure, 2018 SOC
 - o FAQs and Acknowledgements, 2018 SOC
- 2018 SOC Structure
- 2018 SOC Definitions
- Type of Change by Detailed Occupation, 2018 SOC
- 2010 SOC codes deleted from the 2018 SOC
- Direct Match Title File, 2018 SOC

Part B: Full-time Non-instructional Staff by Occupational Category and Medical School Status

On this screen, report the number of full-time non-instructional staff at the institution by medical school status and occupational category as of [November 1, 20xx](#) for each of the following:

- Service Occupations (31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000)
- Sales and Related Occupations (41-0000)
- Office and Administrative Support Occupations (43-0000)
- Natural Resources, Construction, and Maintenance Occupations (45-0000 + 47-0000 + 49-0000)
- Production, Transportation, and Material Moving Occupations (51-0000 + 53-0000)

All staff must be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- Code the employee in the occupation that requires the highest level of skill
-OR-
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

Please refer to the survey materials for 'Who to include/exclude', 'Reporting by race/ethnicity' and 'SOC Classification Principles and Coding Guidelines'.

Provide the number of **Non-medical school staff** and the number of **Medical school staff** for each of the occupational categories listed on this screen.

Key Reporting Concepts:

Survey Materials

Part G1: Salary Worksheet

Full-time, Non-medical School, Instructional Staff. On this screen, report the number of full-time, non-medical school, instructional staff at the institution by sex and academic rank. Academic ranks include Professors, Associate professors, Assistant professors, Instructors, Lecturers, and No academic rank. Counts should be reported based on the number of months of work covered by the annual salary paid to the employee: 12 months, 11 months, 10 months, 9 months, and less than 9 months. This includes instructional staff with and without faculty status. The number of months reported should correspond with the number of months worked (which may differ from the number of months over which they are paid).

For each sex and academic rank category, the system will calculate:

1. The total number of staff reported (i.e. the sum of the values entered in the less than 9 months, 9 months, 10 months, 11 months, and 12 months categories);
2. Total staff for salary reporting (i.e., the sum of the values entered in the 12 months, 11 months, 10 months, and 9 months categories).

The total staff for salary reporting values will be used on the Salaries Part G3 to calculate annual average salaries.

Key Reporting Concepts:**Part G2: Salary Outlays for Full-time Instructional Staff by Sex and Academic Rank**

On this screen, report the TOTAL ANNUAL salary outlays for the full-time, non-medical school, instructional staff reported on the previous screen, by sex and academic rank. This should include the staff reported in the 12 months, 11 months, 10 months, and 9 months categories. Do NOT include salary outlays for employees whose annual salary covers fewer than 9 months worked.

Please refer to the survey materials for 'Who to include/exclude'.

The **Total staff for salary reporting** from the **Part G - Salaries Worksheet** are displayed for your reference. Using the data provided, the system will calculate the **equated 9 months**, by academic rank and sex.

Report total annual salary outlays for 20xx-xx.

Include all full-time, non-medical school, instructional staff – with and without faculty status.

Salary outlays (combined salaries of all staff) should include base salaries only – no supplements, overloads or bonuses. Additional stipends for administrative, managerial or other responsibilities should NOT be included in the salary outlays data for instructional staff.

Staff on leave. 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.

New hires. Even if staff were not employed for an entire year as of the snapshot date, their entire base annual salary should be reported in Part G, as applicable.

Key Reporting Concepts:**Part G4: Salary Outlays for Full-time Non-instructional Staff by Occupational Category**

On this screen, report the TOTAL ANNUAL salary outlays for full-time, non-medical school, non-instructional staff at the institution by occupational category. (The total number of full-time, non-medical school, non-instructional staff is carried forward from the previous screens for your reference.) These totals are not disaggregated by race/ethnicity and sex. Please report full year salaries, even if the employee did not work a full year (regardless of when hired).

Please refer to the survey materials for 'Who to include/exclude' and 'SOC Classification Principles and Coding Guidelines'.

Report total annual salary outlays for 20xx-xx.

Include all full-time, non-medical school, non-instructional staff with and without faculty status.

The salary outlays (combined salaries of all staff) should include base salaries only – no supplements, overloads or bonuses.

Staff on leave. 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.

New hires. Even if staff were not employed for an entire year as of the snapshot date, their entire base annual salary should be reported in Part G, as applicable.

Human Resources Instructions for Degree-granting Institutions with Less than 15 Full-Time Staff and Non-degree-granting institutions for the 2024-25 2025-26 through 2026-27 Data Collections

Purpose of Component - Data Collected

Changes in Reporting

General Instructions

Reporting Period Covered

Context Boxes

Coverage

Where to Get Help

Where the Data Will Appear

Uploading Files to the IPEDS Data Collection System

Detailed Instructions

Summary of Parts

Screening Questions

Part A - Full-time Staff

Part B - Part-time Staff

Part G – Salaries [\[Applicable to degree-granting institutions only\]](#)

Part C - Total number of staff [\[Applicable to non-degree-granting institutions only\]](#)

Key Reporting Concepts

Reporting Persons by Racial/Ethnic Category (1997 OMB)

Instructional Staff [\[Applicable to degree-granting institutions only\]](#)

Academic Rank [\[Applicable to degree-granting institutions only\]](#)

Adjunct Instructional Staff [\[Applicable to degree-granting institutions only\]](#)

Medical School Staff [\[Applicable to degree-granting institutions only\]](#)

Research Staff [\[Applicable to degree-granting institutions only\]](#)

Public Service Staff [\[Applicable to degree-granting institutions only\]](#)

Postdoctoral Staff [\[Applicable to degree-granting institutions only\]](#)

Managers and Supervisors

Student and Academic Services and Other Education Occupations

Graduate Assistants [\[Applicable to degree-granting institutions only\]](#)

Salaries [\[Applicable to degree-granting institutions only\]](#)

Reporting Staff by Occupational Category

Structure of the 2018 Standard Occupational Classification (SOC) System

2018 SOC Classification Principles

Additional Information from the 2018 SOC Coding Guidelines

Comparison of the IPEDS HR Occupational Categories to the 2018 SOC Occupational Categories

Reporting Instructional Staff by Occupational Category

Note regarding the use of the "Postsecondary Teachers" Terminology

Reporting Graduate Assistants by Occupational Category [\[Applicable to degree-granting institutions only\]](#)

Resources for Classifying Employees Using the 2018 SOC Codes

Purpose of the Survey Component

The primary purpose of the Human Resources (HR) survey component is to measure the number and type of staff supporting postsecondary education in terms of employment status (full-time and part-time) and occupational category. In addition, for degree-granting institutions and related administrative offices that have less than 15 full-time staff, salary data for full-time, non-medical school staff are also collected, and some data are collected by medical/non-medical school status for 4-year and above degree-granting institutions with Doctor of Medicine (M.D.) and/or Doctor of Osteopathic Medicine (D.O.) programs.

The reporting of data by race/ethnicity and sex is now required every year.

Special note for state and corporate systems: If a separate, administrative office entity has been established for the system in IPEDS, that entity will report all staff associated with the administrative office. If no separate administrative office entity has been created, administrative office staff will be reported by the main campus of the system. If you have any questions concerning whether a separate reporting entity exists for your system, please contact your system's coordinator or keyholder, or the IPEDS Help Desk for further assistance.

Changes in Reporting

The following changes were implemented for the 20xx-xx data collection period:

General Instructions

Reporting Period Covered

The HR component is intended to provide both a snapshot of your institution's human resources/payroll data at a specific point in the fall. As such, report employees on the payroll of the institution as of **November 1, 20xx**. Report salaries for 20xx-xx.

Context Boxes

Context boxes are provided to allow institutions to provide more information regarding survey component items. Note that some context boxes are posted on the College Navigator website, which is the college search tool offered by NCES. NCES will review entries in these context boxes for applicability and appropriateness before posting them on the College Navigator website; institutions should check grammar and spelling of their entries.

Coverage

Who to Include in this Report

- Persons on the payroll of the institution as of **November 1, 20xx**.
- Staff who provide instruction or services to incarcerated students.
- Staff who are on sabbatical leave and staff who are on leave but remain on the payroll.
- Staff who are hired to temporarily replace staff who are on sabbatical leave or on leave with or without pay. "Visiting" instructional, research, and public service staff who are paid by your institution.
- Adjunct instructional staff (see definition in Glossary below). Report adjuncts as either full-time or part-time instructional staff.
- 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.)
- Corporate administrators for single-campus institutions or for multi-campus organizations (administrative units).
- Graduate assistants are considered part-time employees and should be reported on the graduate assistant screen located in the part-time section of the survey.

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 (e.g. volunteerism).
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Graduate students who are receiving waivers and stipends that are not in exchange for services rendered (e.g., fellowships or training grant support).
- Staff who work in hospitals associated with medical schools, but are not employed by the medical school.

Where to Get Help with Reporting

IPEDS Help Desk

Phone: 1-877-225-2568

Email: ipedshelp@rti.org

Web Tutorials

You can also consult the IPEDS website Trainings & Outreach page which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The IPEDS website Reporting Tools page contains frequently asked questions, a link to data tip sheets, tutorials, taxonomies, information centers (e.g., academic libraries, average net price, human resources, race/ethnicity, etc.), and other valuable information.

Information specific to the IPEDS HR component and the SOC system can be found within the IPEDS Resource Page in the Standard Occupational Classification (SOC).

Where the Reported 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 Use the Data portal
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center website

At the aggregate-level, data will appear in:

- IPEDS Data Explorer
- IPEDS Data Feedback Reports
- The Digest of Education Statistics
- The Condition of Education

Uploading Files to the IPEDS Data Collection System

The *File Import/Upload* option is found under the Tools menu. In order to perform the upload you'll need to have a file formatted to specifications. Upload specifications are included with the survey materials found under the Help menu. There are two upload formats available for the HR survey component:

- Fixed width file
- Key value file

Detailed Instructions

Summary of Parts

Listed below is a summary of each section of the HR survey component.

- Part A - Full-time staff: Collects the number of full-time staff by occupational category.
- Part B - Part-time staff: Collects the number of part-time staff by occupational category.
- Part C - Staff summary: Provides a summary of the data reported in Parts A and B. *[Applicable to non-degree-granting institutions only]*
NOTE: Parts D through F are not applicable to degree-granting institutions with less than 15 full-time staff members. *[Applicable to degree-granting institutions only]*
- Part G - Salaries: Collects the number of full-time, non-medical, instructional staff by academic rank based on the number of months covered by their annual salary: 9 months, 10 months, 11 months, or 12 months; as well as the total annual salary outlays for these staff by academic rank. In addition, total annual salary outlays are collected for full-time, non-medical school, non-instructional staff by occupational category. *[Applicable to degree-granting institutions only]*

You must enter data on each displayed screen. If a screen is not applicable to your institution, enter at least one zero in a field on the screen and save the screen before continuing.

For screens that ARE applicable to your institution, once data are entered in one or more cells on the screen it is not necessary to enter zeros in inapplicable cells/rows/columns. In this case, cells that are left blank will be treated as zeros.

Screening Questions

Please read and answer the screening questions in the data collection system very carefully. These questions must be answered before providing detailed data. Responses to the screening questions will determine which items of the survey must be completed by your institution.

Part A - Full-time Staff

In Part A, report the number of full-time staff at the institution by occupational category and medical school status (if applicable).

All staff must be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- code the employee in the occupation that requires the highest level of skill
-OR-
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

For additional information relevant to reporting full-time staff in Part A, please refer to the Key Reporting Concepts section of these instructions below.

Part B - Part-time Staff

In Part B, report the number of part-time staff (including graduate assistants, if applicable) at the institution by occupational category and medical school status (if applicable).

All staff must be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes.

Report each employee only once. If an employee in a single job could be coded in more than one occupation:

- code the employee in the occupation that requires the highest level of skill
-OR-
- if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time

For additional information relevant to reporting part-time staff in Part B, please refer to the Key Reporting Concepts section of these instructions below.

Part G - Salaries *[Applicable to degree-granting institutions only]*

Full-time, non-medical school, instructional staff

On the "Salaries Worksheet" screen, report the number of full-time, non-medical school, instructional staff at the institution by sex and academic rank. Academic ranks include Professors, Associate professors, Assistant professors, Instructors, and No academic rank. Counts should be reported based on the number of months of work covered by the annual salary paid to the employee: 12 months, 11 months, 10 months, 9 months, and less than 9 months. This includes instructional staff with and without faculty status. The number of months reported should correspond with the number of months worked (which may differ from the number of months over which they are paid).

For each sex and academic rank category, the system will calculate:

1. **The total number of staff reported** (i.e. the sum of the values entered in the less than 9 months, 9 months, 10 months, 11 months, and 12 months categories);
2. **Total staff for salary reporting** (i.e. the sum of the values entered in the 12 months, 11 months, 10 months, and 9 months categories).

The above two values will be carried forward to the "Salary Outlays" screen. Here you must report the TOTAL ANNUAL salary outlays for the full-time, non-medical school, instructional staff reported on the "Salaries Worksheet" screen by academic rank. This should include the staff reported in the 9 months, 10 months, 11 months, and 12 months categories. **Do NOT include salary outlays for employees whose annual salary covers fewer than 9 months worked.** Based on the data provided, the system will calculate the "Equated 9 month average" by academic rank.

Full-time, non-medical school, non-instructional staff

You must also report the TOTAL ANNUAL salary outlays for full-time, non-medical school, non-instructional staff at the institution by occupational category.

Report total annual salary outlays for 20xx-xx.

Salary outlays (combined salaries of all staff) should include base salaries only - no supplements, overloads, or bonuses. Additional stipends for administrative, managerial, or other responsibilities should NOT be included in the salary outlays data for instructional staff.

Staff on leave: 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.

For additional information relevant to reporting Salaries data in Part G, please refer to the Key Reporting Concepts section of these instructions below.

Key Reporting Concepts

The following are key reporting concepts that will assist you with completing the IPEDS Human Resources survey component. Please read all instructions thoroughly prior to entering data.

Reporting Persons by Racial/Ethnic Category (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 these 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 and residents.

- 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:

- U.S. Nonresident
- 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, Guam, 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

- **U.S. Nonresident** - 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 - U.S. Nonresidents are to be reported separately, in the boxes provided, rather than included in any of the seven racial/ethnic categories or in race/ethnicity unknown.
- **Race and ethnicity unknown** - This category is used only if a United States citizen or resident did not select EITHER a racial or ethnic designation.

Instructional Staff [Applicable to degree-granting institutions only]

In IPEDS, this category is comprised of staff who are either: 1) Primarily Instruction (PI); or 2) "Instruction combined with Research and/or Public Service" (IRPS). The intent of the "Instructional Staff" category is to include all individuals whose primary occupation includes instruction at the institution. For more information about this category, see the [FAQ](#).

Academic Rank (For degree-granting institutions with less than 15 full-time staff members this is only applicable to Part G - Salaries) [Applicable to degree-granting institutions only]

Report Instructional Staff by academic rank (e.g., professor, associate professor, etc.), as designated by the institution. Institutions without standard academic ranks should report all their Instructional Staff in the "No Academic Rank" category.

Adjunct Instructional staff [Applicable to degree-granting institutions only]

Adjunct Instructional Staff serve in either a temporary or auxiliary capacity to teach academic degree-credit courses, as well as developmental or ESL courses, and are paid on a course-by-course basis. They should be reported as either part-time or full-time based on their designation on the institution's payroll, and as non-tenured instructional staff.

Medical School Staff [Applicable to degree-granting institutions only]

4-year and above degree-granting institutions with M.D. and/or D.O. programs report some data specifically for medical school staff. The data for these institutions are reported in three ways:

- **Combined:** On some screens, data are reported for medical school and non-medical school staff combined (Parts A1, B1, D, and H).
- **Separately:** On some screens, data are reported separately for non-medical school staff and for medical school staff (A2, B2, E).
- **Excluded:** Data are reported for NON-MEDICAL SCHOOL STAFF ONLY in Part G – Salaries.

Staff employed by or working in the medical school (M.D. and/or D.O.) component of a postsecondary institution, or in a freestanding medical school, should be reported as medical school staff. However, this does NOT include:

- Employees working strictly in a hospital associated with a medical school.
- Those who volunteer their services at the medical school.
- 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.

NOTE: Staff that are in health disciplines that are NOT considered part of a medical school must be reported on the non-medical school pages.

Free-Standing Hospitals and Medical Centers

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 the purposes of this survey, that person should be reported as part-time in his or her occupational category in the postsecondary education division or component.

Research staff [Applicable to degree-granting institutions only]

A staff member should be classified as Research Staff if the majority of their work is focused on conducting research, regardless of their title, academic rank, or tenure status.

Public service staff [Applicable to degree-granting institutions only]

A staff member should be classified as Public Service Staff if the majority of their work is focused on carrying out public service activities. These would be staff members who work in agricultural extension services, clinical services, or continuing education, regardless of their title, academic rank, or tenure status. If the staff member is located off campus, such as in an extension office, they should still be classified as Public Service Staff as long as the majority of their work is focused on carrying out public service activities.

Postdoctoral staff [Applicable to degree-granting institutions only]

Postdoctoral staff members should be classified based on where the majority of their work is performed. For example, if the postdoc spends the majority of their time conducting research they should be classified as Research Staff. In addition, postdoctoral staff members typically do not have faculty status and they should be reported as "Without faculty status".

Managers and Supervisors

The Management Occupations category is a direct match to the "11-0000 Management Occupations" SOC category. This category should include those staff whose job it is to plan, direct, or coordinate policies, programs, and may include some supervision of other workers. In addition, Postsecondary Deans should be classified in this category as well, even though they perform similar activities to the workers that they supervise.

All other supervisors should be categorized within the same category as the workers that they supervise. However, there is an exception for those that supervise workers in the Healthcare Support Occupations. For additional information please refer to the 2018 SOC Classification Principles section of these instructions.

Student and Academic Affairs and Other Education Services Occupations

This category includes professionals who work in the areas of student activities, student admissions, student affairs, student career services, student enrollment, student financial aid, student registration and records, campus recreation services, and similar functions. For additional information on whom should be included in this category, as well as whom should be included in other categories, please see the IPEDS/SOC Crosswalk.

Graduate Assistants [Applicable to degree-granting institutions only]

Graduate Assistants are considered part-time employees and should be classified in the occupational category in which the majority of their work is performed. IPEDS only collects information for graduate assistants working in a subset of the occupational categories. Those primarily performing duties in other categories should be excluded. Additional information on reporting Graduate Assistants can be found in the Reporting Graduate Assistants by Occupational Category section of these instructions.

Salaries [Applicable to degree-granting institutions only]

Historically, IPEDS has collected average annual salaries. Because there is variation in what an "annual" salary entails, IPEDS now calculates equated 9 month salaries. The salaries worksheet (Part G - screen 1) is used to determine average monthly salaries by collecting the number of Instructional Staff and the number of months they worked, along with the total annual salary outlays for the staff reported in the 12 months, 11 months, 10 months, and the 9 months columns.

Full-time instructional staff should be reported based on the number of months during which they work during the year, NOT the number of months during which they are paid. Additional information on reporting Salaries data can be found in the instructions for Part G - Salaries.

Reporting Staff by Occupational Category

The occupational categories in the IPEDS HR component were changed in 2012-13 to align with the occupational categories in the Standard Occupational Classification (SOC) System.

Structure of the 2018 Standard Occupational Classification (SOC) System

The occupations in the SOC are classified at four levels of aggregation: 23 major groups, 98 minor groups, 459 broad occupations, and 867 detailed occupations. Each lower level of detail identifies a more specific group of occupations. (For more information refer to the table at http://www.bls.gov/soc/2018/soc_structure_2018.pdf.)

Each item in the SOC is designated by a six-digit code:

- Major group codes end with 0000 (e.g., 25-0000 Education Instruction and Library Occupations)
- Minor group codes generally end with 000 (e.g., 25-1000 Postsecondary Teachers)
- Broad occupations end with 0 (e.g., 25-4020 Librarians and Media Collections Specialists)
- Detailed occupations end with a number other than 0 (e.g., 25-9044 Teaching Assistant, Postsecondary)

IPEDS does not require institutions to manually code and report all occupations at the detailed SOC level. However, although coding at the 6-digit level is not required, it can make categorization more precise and would also provide supporting documentation if there were questions about why a given job was classified in a specific IPEDS category.

Most of the occupational data in IPEDS will be collected at the higher, major 2-digit level (e.g., 11-0000 Management Occupations). However, there are a few instances where data will be collected at a lower level such as Postsecondary Teachers; Librarians, Curators, and Archivists; Library Technicians; and Graduate Assistants-Teaching. For IPEDS purposes, institutions should report their employees in the occupational categories defined in the IPEDS HR survey.

The IPEDS HR occupational categories and the associated SOC codes are provided below and at https://nces.ed.gov/ipeds/resource/download/IPEDS_HR_2018_SOC_Crosswalk.pdf.

2018 SOC Classification Principles

The SOC Classification Principles form the basis on which the SOC system is structured.

1. The SOC covers all occupations in which work is performed for pay or profit, including work performed in family-operated enterprises by family members who are not directly compensated. It excludes occupations unique to volunteers. Each occupation is assigned to only one occupational category at the lowest level of the classification.
2. Occupations are classified based on work performed and, in some cases, on the skills, education, and/or training needed to perform the work.
3. Workers primarily engaged in planning and directing of resources are classified in management occupations in Major Group 11-0000. Duties of these workers may include supervision.
4. Supervisors of workers in Major Groups 13-0000 through 29-0000 usually have work experience and perform activities similar to those of the workers they supervise, and therefore are classified with the workers they supervise. **
5. Workers in Major Group 31-0000 Healthcare Support Occupations assist and are usually supervised by workers in Major Group 29-0000 Healthcare Practitioners and Technical Occupations, and therefore there are no first-line supervisor occupations in Major Group 31-0000.
6. Workers in Major Groups 33-0000 through 53-0000 whose primary duty is supervising are classified in the appropriate first-line supervisor category because their work activities are distinct from those of the workers they supervise.
7. Apprentices and trainees are classified with the occupations for which they are being trained, while helpers and aides are classified separately because they are not in training for the occupation they are helping.
8. If an occupation is not included as a distinct detailed occupation in the structure, it is classified in an appropriate "All Other" occupation. "All Other" occupations are placed in the structure when it is determined that the detailed occupations comprising a broad occupation group do not account for all of the workers in the group. These occupations appear as the last occupation in the group, with a code ending in "9", and are identified in their title by having "All Other" appear at the end.
9. The U.S. Bureau of Labor Statistics and the U.S. Census Bureau are charged with collecting and reporting data on total U.S. employment across the full spectrum of SOC Major Groups. Thus, for a detailed occupation to be included in the SOC, either the Bureau of Labor Statistics or the Census Bureau must be able to collect and report data on that occupation.

** Postsecondary administrators such as Deans are classified as 11-000 Management occupations.

Additional Information from the 2018 SOC Coding Guidelines

Job Titles That Could be Coded in More than One SOC Occupational Category

An employee should be reported in only one SOC occupational category.

When workers in a single job could be coded in more than one occupation, they should be coded in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers should be coded in the occupation in which they spend the most time. Workers whose job is to teach at different levels (e.g., elementary, middle, or secondary) should be coded in the occupation corresponding to the highest educational level they teach.

Determining Supervisory Category for Major Groups 33-0000 through 53-000

Workers in Major Groups 33-0000 through 53-0000 who spend 80 percent or more of their time performing supervisory activities are coded in the appropriate first-line supervisor category in the SOC. In these same Major Groups (33-0000 through 53-0000), persons with supervisory duties who spend less than 80 percent of their time supervising are coded with the workers they supervise.

Comparison of the 20xx-xx IPEDS HR Occupational Categories to the 2018 SOC Occupational Categories

(see crosswalk below for complete information)

The IPEDS HR occupational categories and the 2018 SOC occupational categories are similar for several of the categories that directly match (e.g., 11-0000 Management Occupations).

However, they differ in three major ways:

- There are 13 broad IPEDS HR occupational categories and 23 major SOC categories.
 - o Several of the IPEDS HR occupational categories represent combinations of separate SOC categories, e.g., the HR category "Service Occupations" includes five SOC categories.
 - o The major SOC category "Education, Training, and Library Occupations" (25-0000) is reported in the IPEDS HR survey at a more detailed level: "Postsecondary Teachers"; "Librarians, Curators, and Archivists"; "Student and Academic Affairs and Other Education Services Occupations"; and "Graduate Assistants-Teaching"
- The category "Graduate Assistants-Research" does not have a single associated SOC code.
- The SOC "Military Specific Occupations" (55-0000) category is not included in IPEDS reporting because the IPEDS HR component collects data on civilian staff only.

Go [here](#) for a more detailed crosswalk.

Reporting Instructional Staff by Occupational Category

SOC category 25-1000, Postsecondary Teachers, includes the following IPEDS occupational categories:

- **Instructional Staff**
In the HR survey component, Instructional Staff is defined as the combined category of Primarily Instruction AND Instruction Combined with Research and/or Public Service.
- **Primarily Instruction**
Persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, faculty status, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.
- **Instruction combined with research and/or public service**
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. Regardless of title, faculty status, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction, research, and/or public service.

Note regarding the use of the "Postsecondary Teachers" Terminology:

Postsecondary Teachers is an occupational category in the 2018 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This category is not an IPEDS reporting category because staff generally regarded by institutions as faculty are not only instructional staff, but can be research staff and public service staff as well. Postsecondary Teachers is not a good description of these occupational categories on postsecondary campuses, and introduces confusion into the reporting done by institutions.

However, because of the requirement to align with the SOC, all three categories (instructional staff, research staff, and public service staff) are included individually under the Postsecondary Teachers category in the IPEDS data center, with explanations.

Reporting Graduate Assistants by Occupational Category [Applicable to-degree-granting institutions only]

For IPEDS purposes, graduate assistants are considered part-time employees and should be reported on the graduate assistant screen located in the part-time section of the survey.

Listed below are the graduate assistant categories that are included in the HR survey:

- **Graduate Assistant - Teaching** [SOC Detailed Occupation Teaching Assistants, Postsecondary 25-9044 https://www.bls.gov/soc/2018/major_groups.htm#25-0000]

Assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers. Graduate students who teach one or more full courses should be classified in the 25-1000 minor group. Excludes "Teacher Assistant" (25-9042, 25-9043, and 25-9049).

Graduate Assistants in Non-Instructional Occupational Categories

Graduate assistants who primarily perform non-teaching duties, such as health care, should be reported in the occupational category related to the work performed. For example, a graduate assistant updating websites in the IT department should be reported as a graduate assistant in the IPEDS HR occupational category "Computer, Engineering, and Science Occupations".

- **Graduate Assistant - Research** Persons whose specific assignments customarily are made for the purpose of conducting research.
- **Graduate Assistant - Other** Persons in the following former Non-Instructional Occupation Categories:
 - o Graduate Assistant - Management
 - o Graduate Assistant - Business and Financial Operations
 - o Graduate Assistant - Computer, Engineering, and Science
 - o Graduate Assistant - Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media
 - o Graduate Assistant - Library and Student and Academic Affairs and Other Education Services
 - o Graduate Assistant - Healthcare Practitioners and Technical

Note: Public Service is not included in the above categories as recommended by the IPEDS Technical Review Panel.

Resources for Classifying Employees Using the 2018 SOC Codes

Several resources to assist institutions with classifying employees using the 2018 SOC codes are provided in the IPEDS Human Resources/SOC Information Center <https://nces.ed.gov/ipeds/report-your-data/taxonomies-standard-occupational-classification-soc-codes>.

- New IPEDS Occupational Categories and 2018 SOC
- 20xx-xx HR Survey Screens, Instructions, and Frequently Asked Questions
- Comparison of New IPEDS Occupational Categories with Previous IPEDS Categories
- Web Tutorials

Tools:

- Resource provided by the College and University Professional Association for Human Resources (CUPA-HR):
 - CUPA-HR has developed a resource that may assist institutions and keyholders. The position description spreadsheets are publicly available on the CUPA-HR website and provide suggestions for mapping administrator and professional positions to SOC codes and corresponding IPEDS occupational categories (<https://www.cupahr.org/surveys/survey-participation/templates/>).
 - SOC Browse Tool (<https://surveys.nces.ed.gov/ipeds/public/hrsoc-browse>)
- Browse the entire SOC to see codes, titles, descriptions, and corresponding IPEDS occupational categories.

2018 SOC Resources:

Several Resources can be downloaded from the 2018 SOC Home Page:

- The 2018 SOC User Guide
 - o What's New in the 2018 SOC
 - o Classification Principles and Coding Guidelines, 2018 SOC
 - o Standard Occupational Classification Principles and Coding Structure, 2018 SOC
 - o FAQs and Acknowledgements, 2018 SOC
- 2018 SOC Structure
- 2018 SOC Definitions
- Type of Change by Detailed Occupation, 2018 SOC
- 2010 SOC codes deleted from the 2018 SOC
- Direct Match Title File, 2018 SOC

Human Resources FAQ for the 2024-25 2025-26 through 2026-27 Data Collections

General	
1	<p>How often are data for the IPEDS HR survey collected?</p> <p>Beginning with the 2016-17 IPEDS HR survey, the reporting of all applicable data (including race/ethnicity and sex) in the IPEDS HR survey is required.</p>
2	<p>How do I know if I must complete the Equal Employment Opportunity Commission (EEOC) EEO-1 survey form?</p> <p>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: https://www.eeoc.gov/employers/eo-1-data-collection.</p>
3	<p>Should I include full-time staff who are paid by another entity or who are paid indirectly by my institution?</p> <p>No. Include only paid employees of your institution, recognizing that this may undercount the number of staff.</p>
4	<p>How do I know if my data are consistent across parts?</p> <p>There are internal edit checks in place to ensure consistency. Also, some cells will be pre-populated from data in other parts to help ensure consistent reporting.</p>
5	<p>Can I change my data after completing a part?</p> <p>Yes. Data may be changed after completing any part. Once edit checks are run, errors may be detected that will require users to revise data in one part to agree with what is reported in another part. Data cannot be locked until all errors are resolved.</p>
6	<p>Why do I keep receiving error messages about missing data when I have entered all necessary data for my institution?</p> <p>If a displayed screen is not applicable to your institution, you must enter at least one zero in a field on that screen. If you are still unable to resolve the edit involving missing data, please contact the IPEDS Help Desk at 1-877-225-2568 for further assistance.</p>
7	<p>My institution has staff for which sex is unknown. Since there is no place to report "sex unknown" on the IPEDS data collection screens, how should we report these individuals?</p> <p>These individuals are still to be reported to IPEDS, even though their sex is unknown. It is up to the institution to decide how best to handle reporting individuals whose sex is unknown. However, a common method used is to allocate the individuals with sex unknown based on the known proportion of men to women for staff.</p>
8	<p>What is the relationship between the EEO-6 form and IPEDS?</p> <p>The Equal Employment Opportunity Commission (EEOC) previously collected data on the EEO-6 form. In 1993, IPEDS took over the collection of the EEO-6 data. These data are made available to the EEOC and to the Office for Civil Rights.</p>
9	<p>What is the difference between "with/without faculty status" and "academic rank/no academic rank?"</p> <p>The difference is that "faculty status" and "without faculty status" applies to both instructional and non-instructional staff, while "academic rank" and "no academic" rank only applies to instructional staff.</p>
10	<p>Should staff providing instruction or services for incarcerated students be reported in HR?</p> <p>Yes. Include all staff who provide instruction or services to incarcerated students and who are paid for these services directly by their institution.</p>
Nondegree-granting institutions	
1	<p>How should I classify my school's receptionist?</p> <p>Classify this employee in the Office and Administrative Support Occupations category.</p>
2	<p>How do I report Managers and Supervisors?</p> <p>The Management Occupations category should include those staff whose job it is to plan, direct, or coordinate policies and programs, and may include some supervision of other workers. In addition, Postsecondary Deans should be classified in this category as well, even though they perform similar activities to the workers that they supervise.</p> <p>All other supervisors should be categorized within the same category as the workers that they supervise. However, there is an exception for those that supervise workers in the Healthcare Support Occupations. These staff are usually supervised by workers in Major Group 29-0000 Healthcare Practitioners and Technical Occupations. Therefore, there are no first-line supervisor occupations in Major Group 31-0000 Healthcare Support Occupations.</p>
3	<p>How do I report teachers?</p> <p>Report teachers as Instructional staff.</p>
4	<p>We're a very small school, and all our staff have job duties in more than one area? How do I report them?</p> <p>You can report each employee only once, and you cannot split the employee over occupational categories. The SOC Coding Guideline #2 gives this guidance: When workers in a single job could be coded in more than one occupation, they should be coded in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers should be coded in the occupation in which they spend the most time.</p>
Degree-granting institutions	
1	<p>My tenured and tenure-track faculty are generally expected to devote 40 percent time and effort to teaching, 40 percent to research, and 20 percent to service. Both teaching and research performance are evaluated for promotion and tenure decisions. "Instruction, research, and/or public service" describes their work far better than "Primarily instruction." Where should I report these tenured and tenure-track faculty?</p>

	Report the employees as Instruction combined with research and/or public service, in the appropriate faculty status category.
2	Should instructional staff who provide instruction in non-credit courses be included in the HR component? Yes. Instructional staff who provide instruction in non-credit courses should be included in the HR component.
3	Should I include in the IPEDS survey a professor who teaches courses via distance education and who is not based out of the college? 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.
4	How should I count Deans and Vice Presidents (VP) who are tenured staff? If the Dean's or VP's primary function is Management, they should be counted as Management in the Tenured column. Then, report their salaries on the non-instructional page. However, if the Dean's or VP's primary function is Instruction or Instruction combined with research/public service, then classify them as such AND report them in the Instructional Staff Salaries section (if they are full time).
5	Where do we report research professionals who do not have faculty status? Report them as Research staff without faculty status.
6	How do I categorize employees such as research scientists and research engineers? Categorize research scientists and research engineers as Research staff.
7	How should research assistants, associates, etc. be classified? If they are graduate students at your institution performing research or graduate assistant duties while enrolled, report them as Graduate assistants - research in Part B (part-time employees). 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 As Research staff in either Part A (full-time employees) or Part B (part-time employees).
8	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.
9	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.
10	How are data on library-related occupations collected? Beginning with 2012-13 IPEDS HR reporting, most degree-granting institutions report library-related occupations separately as: <ul style="list-style-type: none"> • Archivists, Curators, and Museum Technicians • Librarians and Media Collections Specialist • Library Technicians Non-degree granting institutions report library-related occupations in a single category: <ul style="list-style-type: none"> • Librarians, Curators, and Archivists
11	The certified public accountant (CPA) in my office has spent the past 10 years working solely in that capacity; however, recently, the CPA was asked to split half his time performing his regular, on-going duties as a CPA and the other half of his time preparing time-cards and other duties generally performed by payroll clerks. What occupational category should I place this person in within the IPEDS HR survey? SOC Coding Guideline #2 states that when workers in a single job could be coded in more than one occupation, they should be coded in the occupation that requires the highest level of skill. If there is no measurable difference in skill requirements, workers should be coded in the occupation in which they spend the most time. This employee should be placed in the IPEDS HR occupational category of "Business and Financial Operations Occupations" for the following reasons: <ul style="list-style-type: none"> • The occupation of CPA requires a higher level of skill than the occupation of payroll clerk; therefore, the person in question would fall under the SOC Detailed occupation of "Accountants and Auditors" (SOC code 13-2011), which falls under the SOC Major group of "Business and Financial Operations Occupations" (SOC code 13-0000). • In determining the equivalent IPEDS HR occupational category, refer to the IPEDS/SOC crosswalk, where you will see that the SOC Major group of Business and Financial Operations Occupations" has been crosswalked to the 2012-13 IPEDS HR Major Occupational Category of "Business and Financial Operations Occupations." [NOTE: For IPEDS purposes, there is no need to code occupations to the detailed SOC level, although doing that can help answer questions such as this.]
12	My institution has a graduate assistant who assists with updating the website for the computer department. How should I code this person in IPEDS? Include this person as a graduate assistant in the IPEDS HR category called, "Computer, Engineering, and Science Occupations."

1 3	<p>What is meant by "medical school" staff?</p> <p>Medical school staff are staff employed by or working in the medical school component (M.D. or D.O.) of a postsecondary institution, or in a freestanding medical school. However, this does not include staff employed by or working strictly in a hospital associated with a medical school, those who volunteer their services at the 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 HR medical school pages are only applicable to institutions with M.D. or D.O. programs.)</p> <p>Freestanding 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 the purposes of IPEDS HR reporting, that person should be reported as part-time in his or her occupational category in the postsecondary education division or component.</p>
1 4	<p>Who should I report as "Without faculty status"?</p> <p>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 occupational category. Institutions may also employ individuals in the various occupational categories who do not have or who are not eligible to have faculty status. Report these individuals in the Without Faculty Status category. For example, an individual hired as a Computer Engineer without faculty eligibility should be reported in the IPEDS occupational category of "Computer, Engineering, and Science Occupations" in the Without Faculty Status category. Similarly, Postdoctoral Research Associates, because they do not have faculty status, would be reported in the Without Faculty Status category.</p>
1 5	<p>If a person currently employed by an institution accepts a new full-time position within the institution, is that person considered a new hire?</p> <p>NO. The currently employed person is not considered a new hire. New hires are full-time permanent staff on the payroll of the institution as of November 1, 20xx either for the first time (new to the institution) or after a break in service. Also, new hires do not include persons who have returned from sabbatical leave or full-time staff who are working on less-than-9-month contracts.</p>
1 6	<p>How are salaries reported for new hires that have not worked a full year as of the snapshot date?</p> <p>Even if staff were not employed for an entire year as of the snapshot date, their entire base annual salary should be reported, as applicable, in the Salaries section of the HR survey.</p>
1 7	<p>We have a new instructional staff member who was hired for a 3-year period. Her pay was funded by a 3-year grant and her job could be picked up again if we receive another grant. Should we report her as a permanent new hire?</p> <p>In this case, the new hire should not be reported as a permanent staff member since their position is contingent on the availability of grant funding. There is no guarantee that the job will be renewed at the end of the 3-year-term.</p> <p>In general, IPEDS does not have a definition of "permanent" as it applies to new hires. It is up to the institution to determine whether a position is "permanent" or "temporary." One way to make this determination could be to consult with the institution's Human Resources department on how they classify the position (e.g., as "permanent" or "temporary.")</p>
1 8	<p>How should full-time instructional staff on a "confidential payroll" (where salary is unavailable) be handled?</p> <p>Make the best estimate of the salary of the full-time instructional staff.</p>
1 9	<p>Are salary data collected from all institutions?</p> <p>No. Salary data are collected from degree-granting institutions only, unless one or more of the following are true:</p> <ul style="list-style-type: none"> • 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. <p>All applicable institutions are required to complete the Salaries section annually.</p>
2 0	<p>How do I report Instructional Staff?</p> <p>Instructional Staff, as defined by IPEDS, is comprised of staff who are either: 1) Primarily Instruction (PI), or 2) Instruction combined with Research and/or Public Service (IRPS).</p> <p>The intent of the instructional staff category is to include all individuals whose primary occupation includes instruction at the institution. Primarily Instruction staff are those individuals whose primary responsibility can be defined as teaching (e.g., the majority of their total time).</p> <p>Instruction combined with Research and/or Public Service (IRPS) staff are those individuals who have instruction as part of their job, but it cannot readily be differentiated from the research or public service functions of their jobs (e.g., they teach, but a percentage of time spent teaching is not discernible since their teaching responsibilities are not clearly differentiated from their other responsibilities). Instructional staff could include postdoctoral students if they meet the criteria for one of the two categories above. Adjunct instructional staff would also typically meet the criteria.</p>

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2 2	<p>How do I report Instructional Staff by Academic Rank?</p> <p>Report instructional staff by academic rank (e.g., professor, associate professor, etc.), as designated by the institution. Institutions without standard academic ranks should report all instructional staff in the No Academic Rank category.</p>
2 3	<p>How do I report Instructional Staff by Contract Length?</p> <p>Data on full-time instructional staff with faculty status who are <i>not on tenure track</i> are collected for four categories of employment:</p> <p>Multi-year: An employment agreement or contract that is in effect for more than one year (e.g., more than 365 days). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year contract is renewed every 5 years, NOT annually).</p> <p>Annual: An annually renewable employment agreement or contract that is in effect for a stated annual period within one year of execution, and may be equal to 365 days or a standard academic year, or the equivalent. This does not include contracts for partial year periods, such as a single semester, quarter, term, block, or course.</p> <p>Less-than-annual: An employment agreement or contract that is in effect for a partial year period of less than 365 days or less than a standard academic year, or equivalent. This includes contracts for partial year periods such as a single semester, quarter, term, block, or course.</p> <p>Indefinite length: An employment agreement that has an indefinite duration (e.g., continuing, at-will).</p> <p>Although the use of contracts and employment agreements varies by institution, this section is meant to capture all non-tenure-track instructional staff, regardless of what type of employment agreement is utilized. This includes formal contracts, informal agreements, at-will employment, teaching periods, and the like.</p>
2 4	<p>How do I report Research Staff?</p> <p>A staff member should be classified as Research Staff if the majority of their work is focused on conducting research, regardless of their title, academic rank, or tenure status.</p>
2 5	<p>How do I report Public Service Staff?</p> <p>A staff member should be classified as Public Service Staff if the majority of their work is focused on carrying out public service activities. These would be staff members who work in agricultural extension services, clinical services, or continuing education, regardless of their title, academic rank, or tenure status. If the staff member is located off campus, such as in an extension office, they should still be classified as Public Service Staff as long as the majority of their work is focused on carrying out public service activities.</p>
2 6	<p>How do I report Postdoctoral Staff?</p> <p>Postdoctoral staff members should be classified based on where the majority of their work is performed. For example, if the postdoc spends the majority of their time conducting research, they should be classified as Research Staff. In addition, postdoctoral staff members typically do not have faculty status, and they should be reported as Without Faculty Status.</p>
2 7	<p>How do I report Graduate Assistants?</p> <p>Graduate Assistants are considered part-time employees and should be classified in the occupational category in which the majority of their work is performed. IPEDS only collects information for graduate assistants working in a subset of the occupational categories. Those primarily performing duties in other categories should be excluded.</p>
2 8	<p>How do I report Adjunct Instructional Staff?</p> <p>Adjunct Instructional Staff serve in either a temporary or auxiliary capacity to teach academic degree-credit courses, as well as developmental or ESL courses, and are paid on a course-by-course basis. They should be reported as either part-time or full-time based on their designation on the institution's payroll, and as non-tenured instructional staff.</p>
2 9	<p>How do I report Managers and Supervisors?</p> <p>The Management Occupations category should include those staff whose job it is to plan, direct, or coordinate policies and programs, and may include some supervision of other workers. In addition, Postsecondary Deans should be classified in this category as well, even though they perform similar activities to the workers that they supervise.</p> <p>All other supervisors should be categorized within the same category as the workers that they supervise. However, there is an exception for those that supervise workers in the Healthcare Support Occupations. These staff are usually supervised by workers in Major Group 29-0000 Healthcare Practitioners and Technical Occupations. Therefore, there are no first-line supervisor occupations in Major Group 31-0000 Healthcare Support Occupations.</p>

30	<p>Who should be reported in the "Student and Academic Services and Other Education Occupations" category?</p> <p>This category includes professionals who work in the areas of student activities, student admissions, student affairs, student career services, student enrollment, student financial aid, student registration and records, campus recreation services, and similar functions.</p> <p>Note, the majority of these occupations are not included in the 2018 Standard Occupational Classification (SOC) system. In IPEDS, these occupations are coded in the SOC Minor Groups of 25-2000, 25-3000, and 25-9000 because those categories represent the best fit, not because they are specifically listed there. For more specific guidance on how to categorize these occupations and others, please see CUPA-HR's position descriptions: https://www.cupahr.org/surveys/survey-participation/templates/ or contact the IPEDS Help Desk.</p>
31	<p>How do I report staff by Tenure Status?</p> <p>Report instructional staff by tenure status (e.g., tenured, on tenure track, and not on tenure track) as designated by the institution.</p> <p>Staff should be classified as <i>Not on Tenure Track</i> if they have faculty status, but are not considered to be tenured or on tenure track.</p>
32	<p>How do I report staff by Faculty Status?</p> <p>Please refer to your institution's policies to determine whether staff members have the designation of faculty. The designation of faculty is not limited to instructional staff, but can also include such positions as president, provost, or librarians.</p> <p>For IPEDS reporting purposes, graduate assistants do not have faculty status.</p>
33	<p>How do I report salaries for instructional staff?</p> <p>Historically, IPEDS has collected average annual salaries. Because there is variation in what an annual salary entails, IPEDS now calculates weighted average monthly salaries. The salaries worksheet is used to determine average monthly salaries by collecting the number of instructional staff and the number of months their salaries cover, along with the total salary outlays for all of those individuals.</p> <p>Full-time instructional staff should be reported based on the number of months during which they work during the year, NOT the number of months during which they are paid.</p>
34	<p>What is CUPA-HR, and how will it help me categorize my staff?</p> <p>CUPA-HR, or the College and University Professional Association for Human Resources, developed worksheets to assist institutions in classifying their staff members, and graciously offered them for use in IPEDS reporting, regardless of whether institutions are CUPA-HR members or not.</p> <p>These worksheets contain many positions in postsecondary education (which aren't specifically mentioned in the SOC itself) such as: registrar, bursar, outreach specialist, etc. The following link will take you to CUPA-HR's website: https://www.cupahr.org/surveys/survey-participation/. Click on the option for Survey Participation Information Templates, and choose the desired template for Administrators, Professionals, or Staff. In each of those 3 sheets, there is a worksheet labeled "Position Descriptions" which includes a column labeled "SOC for IPEDS" which maps the job title to the recommended IPEDS SOC category.</p>
35	<p>Do I report new hires who are no longer on the payroll as of November 1, 20xx in Human Resources component?</p> <p>Only report new hires who are on the payroll as of November 1, 20xx.</p>
IPEDS and SOC	
1	<p>What is the SOC?</p> <p>The Standard Occupational Classification system, or SOC, is designed to reflect the current occupational structure of the United States.</p>
2	<p>What is the purpose of the Standard Occupational Classification (SOC) system?</p> <p>The SOC system is used by Federal statistical agencies to classify workers and jobs into occupational categories for the purpose of collecting, calculating, analyzing, or disseminating data. All Federal agencies that publish occupational data for statistical purposes are required to use the SOC in order to increase data comparability.</p>
3	<p>How are occupations classified in the SOC?</p> <p>Occupations in the SOC are classified based on work performed and, in some cases, on the skills, education, and/or training needed to perform the work at a competent level.</p> <p>This is SOC Classification Principle #2, available at the following link: http://www.bls.gov/soc/2018/soc_2018_class_prin_cod_guide.pdf</p>
4	<p>How is the SOC structured?</p> <p>The SOC is a tiered occupational classification system with four levels: major group, minor group, broad occupation, and detailed occupation. The 23 major groups are broken down into 98 minor groups, followed by 459 broad occupations, and finally 867 detailed occupations.</p>
5	<p>Where can I find definitions of the 2018 SOC occupations?</p> <p>A pdf version of the 2018 SOC definitions can be found at the following website: http://www.bls.gov/soc/2018/soc_2018_definitions.pdf. A link to the Excel version of the definitions can be found on the SOC homepage (https://www.bls.gov/soc/2018/home.htm) under the category "2018 SOC, Downloadable Materials". While the SOC system is a four-level tiered system, SOC definitions only exist at the lowest occupational level, which is known as the "detailed occupation" level.</p>
6	<p>Where can I find additional information about the SOC system?</p> <p>Refer to the SOC homepage at: http://www.bls.gov/soc.</p>

7	<p>Why did NCES change the occupational categories in the IPEDS HR survey in 2012-13?</p> <p>The IPEDS HR survey was changed to comply with the requirement to align IPEDS HR reporting with the 2010 Standard Occupational Classification (SOC) system. Also, prior to 2012-13, most of the occupational categories and corresponding definitions in the IPEDS HR survey and its predecessor called the Higher Education General Information Survey (HEGIS) remained basically the same for over two decades. (The 2010 and 2018 SOC reflects changes in the workforce over the last decade.)</p>
8	<p>Is there a summary of resources that relate to the new IPEDS occupational categories and the 2018 SOC?</p> <p>The IPEDS HR/SOC Information Center can be found at: https://nces.ed.gov/ipeds/report-your-data/taxonomies-standard-occupational-classification-soc-codes.</p>
9	<p>Is there additional information on classifying and coding supervisors and managers?</p> <p>For additional information on classifying and coding supervisors and managers, refer to the IPEDS HR instructions.</p>
10	<p>For IPEDS reporting, are institutions required to code and report all occupations at the lowest, detailed SOC level?</p> <p>IPEDS does not require institutions to report most occupations at the detailed SOC level. Most of the occupational data in IPEDS are collected at a higher level (e.g., major level); however, there are a few instances where data are collected at a lower level (e.g., detailed) such as Librarians.</p> <p>For IPEDS purposes, institutions should report their employees in the categories defined in the IPEDS HR survey. For example, a College President would most likely fall under the detailed SOC occupation of "Education Administrators, Postsecondary" (11-9033) where the first two-digits (11) of the SOC code represent the SOC "major group" in this example. Based on the IPEDS HR/SOC crosswalk at http://nces.ed.gov/ipeds/resource/download/IPEDS_HR_2018_SOC_Crosswalk.pdf, the SOC code of "11-0000" corresponds to the SOC major group of "Management Occupations," which is crosswalked to the IPEDS HR "Management Occupations" category.</p>
11	<p>Can the previous IPEDS primary function/occupational activity categories be mapped to the new IPEDS occupational categories?</p> <p>In most cases, no. The detailed occupations in the 2018 SOC are grouped together based on similar job duties, and in some cases skills, education, and/or training. Consequently, many categories such as "technical and paraprofessional" and "other professionals (support/service)" no longer exist in IPEDS.</p> <p>For example, for the 2011-12 IPEDS HR survey, "Dietitians and Nutritionists" were included in the "Other Professional" (support/service) category while "Dietetic Technicians" were included in the "Technical and Paraprofessionals" category. Since the 2012-13 IPEDS HR survey, "Dietitians and Nutritionists" and "Dietetic Technicians" are included in the SAME major occupational category called "Healthcare Practitioners and Technical Occupations".</p> <p>However, the Instructional Staff (Primarily instruction and Instruction combined with research and/or public service), Research Staff, and Public Service Staff categories remained the same in IPEDS.</p>
12	<p>What is the relationship between IPEDS reporting and the SOC Postsecondary Teachers 25-1000 category?</p> <p>Postsecondary Teachers is an occupational category in the 2018 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This category is not an IPEDS reporting category because staff generally regarded by institutions as "faculty" are not only instructional staff, but can be research staff and public service staff as well. Postsecondary Teachers is not a good description of these occupational categories on postsecondary campuses, and introduces confusion into the reporting done by institutions.</p> <p>However, because of the requirement to align with the SOC, all three categories (instructional staff, research staff, and public service staff) are included individually under the Postsecondary Teachers category in the IPEDS data center, with explanations.</p>