

# Fall Staff in Postsecondary Institutions, 1997

## Documentation

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## INTRODUCTION

The Fall Staff survey is conducted biennially as part of the National Center for Education Statistics' (NCES) Integrated Postsecondary Education Data System (IPEDS).<sup>1</sup> IPEDS collects staff data in order to fulfill the NCES mandate to report on the demographic, salary, and occupational composition of the staff of postsecondary institutions. These data are useful for analysts and researchers who are monitoring changes in the number and composition of staff. Fall Staff data were requested from 6,706 postsecondary institutions in fall 1997.

Postsecondary institutions completed either the Fall Staff survey (IPEDS-S) or the Consolidated survey (IPEDS-CN). The IPEDS-S survey form was sent to all 4-year institutions and 2-year postsecondary institutions that grant an associate's degree (degree-granting). The IPEDS-S survey form collected data on the race/ethnicity and gender of staff from all degree-granting, Title IV-eligible postsecondary institutions. Additional staff data was collected on the IPEDS-CN survey form, which was sent to 2-year institutions that grant awards or certificates of at least 2 but less than 4 academic years (non-degree-granting), and less-than-2-year institutions that offer awards or certificates of less than 2 years duration. The Consolidated survey is designed to collect information from Title IV eligible, non-degree-granting institutions on staff, fall enrollment, finances and completions. The information by level of detail requested on each survey form is shown below:

<b>Form Type</b>	<b>Institutions</b>	<b>Data Requested By:</b>
S	All 4-year institutions; and 2-year degree-granting institutions	Full time/part time Gender Occupational categories Race/ethnicity categories Salary class intervals Tenure categories New hires categories
CN	2-year non-degree-granting institutions; and less-than-2-year institutions	Full time/Part time Gender Occupational categories

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<sup>1</sup> Other IPEDS surveys include Institutional Characteristics, Fall Enrollment, Completions, Finance, Salaries, Academic Libraries, and Consolidated.

## SURVEY METHODOLOGY

### Methodology

The 1997 IPEDS Fall Staff report differs significantly from past reports due to the revisions in the classifications of postsecondary institutions under the 1996 definitions and guidelines implemented by NCES. In the past, reports have focused on staff employed in postsecondary institutions that were accredited at the college level by an agency recognized by the Secretary, U.S. Department of Education (ED). ED is no longer distinguishing among institutions based on accreditation level. As a result, NCES now subdivides the postsecondary institutional universe into schools that are eligible to receive Title IV federal financial assistance and those that are not. Lists of Title IV-eligible postsecondary institutions are maintained by ED's Office of Postsecondary Education through the Postsecondary Education Participation System (PEPS) file. These changes will have an effect on any trend analysis that includes data collected in 1997 and previous years.

### Institutional Universe and Response Rates

Fall Staff survey forms were mailed in August 1997 to a universe of 6,904 institutions (table 1). Postsecondary institutions completed either the Fall Staff survey (IPEDS-S) or the Consolidated Survey (IPEDS-CN).<sup>2</sup>

On the 1997 IPEDS files, institutions are identified as (1) degree-granting, those that offer either an associate's, bachelor's, master's, doctor's, or first-professional degree; and (2) non-degree-granting—those institutions that offer only certificates at any level. Institutions offering only postbaccalaureate, post-master's, or first-professional certificates and institutions offering certificates of less than 4 years are included in this group. Institutions were added to the universe if NCES was notified that an institution did not receive a survey form but met the requirements to be included in the staff universe. Institutions were deleted (declared out-of-scope) if they were identified through formal notification from IPEDS state coordinators, Department of Education eligibility notices, or follow-up telephone calls. The out-of-scopes included schools that had closed, no longer offered postsecondary programs, or were duplicated in the file. At the conclusion of this process 6,706 institutions or central offices remained on the file. The final universe was also adjusted to reflect institutions that changed from one sector to another subsequent to survey mailout. The Fall Staff survey had an overall response rate of 92.2 percent (table 1).

Table 1 shows the number of institutions that were mailed a 1997 Fall Staff survey (or the Consolidated form) by level and control of institution, the final in-scope universe of institutions receiving either survey form, the number of in-scope institutions that responded, and the response rates. Table 2 shows the number and survey response rates of postsecondary institutions by Title IV eligibility, and by degree-granting status and sector of institution for the 50 states, the District of Columbia, and the outlying areas. The eligibility status of an institution was updated in March 1998, and a number of institutions that were sent a Fall Staff or Consolidated survey lost eligibility. On the final file, there are 6,461 Title IV-eligible postsecondary institutions, of these 4,139 were degree-granting institutions. Although approximately 36 percent of the total postsecondary institutions are non-degree-granting institutions, nearly 98 percent of total postsecondary staff are employed in degree-granting institutions.

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<sup>2</sup> The CN Survey collected minimal data, i.e., the total number of men and women by occupational category and employment status (36 data items).

**Table 1—Number of postsecondary institutions in the 1997 Fall Staff survey and survey response rates by survey form, and sector of institution: 50 states, the District of Columbia, and the outlying areas**

Survey form and sector of institution	Mailed	Final universe	Number responded	Response rate
All postsecondary .....	6,904	6,706	6,186	92.2
Fall Staff survey (S form) .....	4,231	4,177	3,853	92.2
Consolidated survey (CN form) .....	2,673	2,529	2,333	92.3
Sector				
Central Office.....	94	73	73	100.0
Public, 4-year or above.....	631	634	616	97.2
Private not-for-profit, 4-year or above...	1,581	1,583	1,437	90.8
Private for-profit, 4-year or above.....	153	165	148	89.7
Public, 2-year .....	1,248	1,220	1,150	94.3
Private not-for-profit, 2-year .....	390	360	326	90.6
Private for-profit, 2-year.....	856	832	758	91.1
Public, less than 2-year.....	215	224	212	94.6
Private not-for-profit, less-than-2-year	100	93	88	94.6
Private for-profit, less-than-2-year .....	1,636	1,522	1,378	90.5

NOTE: By definition, 4-year institutions offer a bachelor's degree or postbaccalaureate award of some kind; 2-year institutions offer at least one program of at least 2 years' duration; and less-than-2-year schools offer only programs of less than 2 years' duration. The sector of an institution at the time of mailout may differ from its sector in the final universe because of a shift in the highest level of offering or due to improper classification the prior year. Therefore, some degree-granting institutions may return a Consolidated (CN) form instead of a Fall Staff (S) form. Response rates were calculated as the ratio of the number of completed survey forms divided by the number of schools in the final universe.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System, "Fall Staff" survey, 1997 (IPEDS 1997 Fall Staff Survey).

**Table 2—Number and survey response rates of postsecondary institutions, by Title IV eligibility, and by degree-granting status and sector of institution: 50 states, the District of Columbia and the outlying areas, Fall 1997**

Degree-granting status and sector of institution	All institutions			Eligible			Not eligible		
	Final universe	Number responded	Response rate	Final universe	Number responded	Response rate	Final universe	Number responded	Response rate
All institutions .....	6,706	6,186	92.2	6,461	6,025	93.3	245	161	65.7
Central office .....	73	73	100.0	73	73	100.0	0	0	*
4-year, public .....	634	616	97.2	633	615	97.2	1	1	100.0
4-year, non-profit .....	1,583	1,437	90.8	1,563	1,424	91.1	20	13	65.0
4-year, for-profit .....	165	148	89.7	162	145	89.5	3	3	100.0
2-year, public .....	1,220	1,150	94.3	1,218	1,148	94.3	2	2	100.0
2-year, non-profit .....	360	326	90.6	332	310	93.4	28	16	57.1
2-year, for-profit .....	832	758	91.1	799	734	91.9	33	24	72.7
Less-than-2-year, public .....	224	212	94.6	217	207	95.4	7	5	71.4
Less-than-2-year, not-for-profit .....	93	88	94.6	88	85	96.6	5	3	60.0
Less-than-2-year, for-profit .....	1,522	1,378	90.5	1,376	1,284	93.3	146	94	64.4
Degree-granting .....	4,174	3,856	92.4	4,139	3,834	92.6	35	22	62.9
Central office .....	66	66	100.0	66	66	100.0	0	0	*
4-year, public .....	629	611	97.1	629	611	97.1	11	6	54.6
4-year, non-profit .....	1,549	1,409	91.0	1,538	1,403	91.2	3	3	100.0
4-year, for-profit .....	160	144	90.0	157	141	89.8	0	0	*
2-year, public .....	1,099	1,031	93.8	1,099	1,031	93.8	6	1	16.7
2-year, non-profit .....	178	161	90.5	172	160	93.0	15	12	80.0
2-year, for-profit .....	493	434	88.0	478	422	88.3	0	0	*
Non-degree-granting .....	2,532	2,330	92.0	2,322	2,191	94.4	210	139	66.2
Central office .....	7	7	100.0	7	7	100.0	0	0	*
4-year, public .....	5	5	100.0	4	4	100.0	1	1	100.0
4-year, non-profit .....	34	28	82.4	25	21	84.0	9	7	77.8
4-year, for-profit .....	5	4	80.0	5	4	80.0	0	0	0.0
2-year, public .....	121	119	98.4	119	117	98.3	2	2	100.0
2-year, non-profit .....	182	165	90.7	160	150	93.8	22	15	68.2
2-year, for-profit .....	339	324	95.6	321	312	97.2	18	12	66.7
Less-than-2-year, public .....	224	212	94.6	217	207	95.4	7	5	71.4
Less-than-2-year, not-for-profit .....	93	88	94.6	88	85	96.6	5	3	60.0
Less-than-2-year, for-profit .....	1,522	1,378	90.5	1,376	1,284	93.3	146	94	64.4
50 states and D.C. ....	6,559	6,065	92.5	6,320	5,908	93.5	239	157	65.7
Degree-granting .....	4,093	3,786	92.5	4,059	3,765	92.8	34	21	61.8
Non-degree-granting .....	2,466	2,279	92.4	2,261	2,143	94.8	205	136	66.3
Outlying areas <sup>1</sup> .....	147	121	82.3	141	117	83.0	6	4	66.7
Degree-granting .....	81	70	86.4	80	69	86.3	1	1	100.0
Non-degree-granting .....	66	51	77.3	61	48	78.7	5	3	60.0

\* not applicable

<sup>1</sup>The outlying areas include the Federated States of Micronesia, Guam, the Marshall Islands, Northern Marianas, Palau, Puerto Rico, and the U.S. Virgin Islands.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System, "Fall Staff" survey, 1997 (IPEDS 1997 Fall Staff Survey).

## **Survey Conduct and Editing**

Responses to the 1997 Fall Staff survey were due November 15, 1997. Survey forms were collected via paper or transmitted to NCES via the Internet. Some institutions submitted data on diskette. Data for non-responding CN institutions were collected by the Postsecondary Education Telephone System (PETS). All data, whether received on paper forms, diskettes, electronically via the Internet, or through the PETS system, went through the same editing process. Extensive followup for survey nonresponse was conducted from November 1997 through April 1998. Initially, reminder letters were mailed, encouraging nonresponding institutions to complete and return their forms; subsequently, PETS was used to collect critical data by telephone from an institutional representative.

Survey responses were edited for internal and inter-year consistency. The following editing procedures were used:

- (1) Addition checks were performed by adding down the columns and comparing generated totals with reported totals. If the reported total differed from the generated total but was within a designated range, the reported total was replaced by the generated total and the cell was flagged with the proper imputation code. If the difference exceeded the designated range, the institution was contacted for verification/correction on the data file. If no verification/correction was provided, then the analyst reviewed other data provided by the institution (previous staff data), and calculated the details and/or totals.
- (2) Inconsistencies were checked between Part A and Part F. Part A contains salary information by length of contract, and Part F has the academic rank by tenure for full-time faculty. When one section was filled in and the other was left missing, then the total line for the reported data was used for the missing section. The data were raked for the detail. When available, the raking and adjustments were based upon prior data. When both sections were completed, but there were differences, the following procedures were implemented: If the differences were small, adjustments were made on Part F to conform with Part A. If the differences were large, previous year's data were reviewed to determine which data were more reliable. Adjustments were made based upon that analysis.
- (3) Some reporting institutions left one or more parts blank. These data were reviewed against previously submitted data and with data from other institutions with similar characteristics. For example, if a large institution that had over 500 part-time staff in 1995 had none in 1997, it was treated as missing data, and item imputation was performed.

## **Confidentiality of Data**

Data cells containing salary class intervals by gender and race/ethnicity have been deleted. These data are considered confidential; thus, they have been excluded from the file. Only total lines are included. For a description of total lines reported see Appendix B.

The confidentiality of individuals' salaries was preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974), which

amends part A of the General Education Provisions Act by adding a new Section 406 specifically referring to NCES. Section (d) (2) of the Act is cited below:

“The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal Government.”

Because the 1997 Fall Staff restricted use faculty salaries data file may contain information that could lead to the inadvertent disclosure of a respondent’s identity, this data file may be released only to users who have signed the NCES licensing agreement and affidavit of nondisclosure.

To obtain further details and a licensing agreement form, please write or telephone:

Cynthia L. Barton  
Data Security Assistant  
National Center for Education Statistics  
555 New Jersey Avenue, NW  
Room 402H  
Washington, DC 20208  
Telephone: (202) 219-2199

### **Method of Imputation for the 1997 IPEDS Fall Staff Survey**

This section discusses the imputation methods used to compensate for missing data in the 1997 IPEDS Fall Staff survey. The first section provides a brief review of the data collected in the survey and the data available for imputation. The second section discusses the extent of nonresponse. The last section summarizes the methods used to handle the missing data.

### **The 1997 IPEDS Fall Staff Survey Imputation**

The 1997 IPEDS Fall Staff survey collected data about the number of staff employed in all postsecondary institutions in the United States and outlying areas. Two survey forms were used: the IPEDS-S form and the IPEDS-CN form. The IPEDS-S form was used for Title IV-eligible, degree-granting institutions. It collected detailed data about the number of staff by characteristics, including gender (male and female), employment status (full time and part time), occupational activities (8 categories), race/ethnicity (7 categories), and income (6 to 9 categories). The 1997 IPEDS-S form contained six parts, collecting detailed counts of full-time faculty members, all other full-time employees, part-time employees, staff from contracted or donated services, full-time faculty by tenure status, and new hires. The IPEDS-S form contained over 2,000 data items. The IPEDS-CN form contained 34 data items counting staff by gender, employment status, and occupational categories.

The survey forms were designed as a series of tables, and data were collected for the cells and in the margins of the tables. The constraint was that the data items corresponding to the table cells had to add to the items on the row margins and the column margins, and in turn, the items on the margins had to add to the table total.

The IPEDS Fall Staff survey collected data on a biennial basis (in odd-numbered years). The last survey was conducted in 1995. Most institutions in the 1997 Fall Staff survey were also included in the 1995 survey. The core data items were the same for both 1995 and 1997. The items collected in the 1997 IPEDS-S form, found in Part C and Part E, were included in the editing process but were not included in the imputation.

### **Imputations**

Nonresponding institutions to the 1997 Fall Staff survey were divided into two primary categories: institutions that either responded or were imputed in 1995; and new institutions in 1997. For institutions with data from 1995, a cold-deck imputation method was used to replace missing data in the current survey with prior data. This method is known as a “cold” deck because the source of data for imputation came from a prior survey. Adjustments were made to the cold-deck imputed value to reflect the changes in trends over time. For new institutions, a hot-deck imputation method was used based on data from the current survey. The hot-deck imputation was conducted using WESDECK, a SAS macro developed by Westat. WESDECK performs hot-deck imputation using a set of hard and soft boundaries that make up the imputation classes. Hard boundaries are non-negotiable, whereas soft boundaries may be crossed if insufficient donors are available.

For nonresponding institutions with 1995 data, the data items were imputed in sequence. For the IPEDS-CN form, the data items on the total lines were imputed first (total female full time, female part time, male full time, male part time). Then, the data items that were components of the total were imputed by apportioning the imputed total to individual items. The rates of change were calculated by selecting a peer group of institutions from the 1997 data and generating the percent change from 1995 to 1997. The donor groups were matched with the recipient institutions by institutional characteristics (level, control, locale, region, and Title IV eligibility, and degree-granting classification), enrollment size, and the pattern of staff distribution in 1995. For the IPEDS-S form, an additional step was involved to first impute the table total (by employment activities), which was distributed to items along the items on the total line (by race and gender); and the total line items were then distributed to the cells (by income and occupational category). The values in the table cells were added across the rows to generate the items on the column total. Lastly, a final edit check was conducted to ensure that the imputed values conformed with the constraints that the values of items in the column and row totals sum to the overall table total. Item imputation procedures for each case were determined by manually reviewing all of the available current and previous data from the respective institution. Carry-over imputations were performed and adjusted on a case-by-case basis.

Institutions that provided column totals only for any of the survey parts, and cases that required conversion from IPEDS-CN to IPEDS-S forms, used a combination of hot-deck and carry-over imputation. Some IPEDS-CN schools changed sector subsequent to survey mailout. Carry-over imputation was used to determine the percent change for the totals. Hot-deck imputation was used for totals and breakouts for items not found in the IPEDS-CN form, such as Part F (tenure of full-time faculty) and Part G (new hires). Institutions that provided total lines only had the detail lines raked by adjusting the 1995 detail lines to sum to the 1997 total line(s).

For HBCUs and tribal colleges requiring unit or item imputation using hot deck procedures, peer groups were created and broken down by enrollment size and level. This year, though, the 10 historically black institutions (HBCUs) requiring imputation only required the use of their 1995 IPEDS-S form data with carry-over imputation. Due to the small number of HBCUs, the percent changes were drawn from the universe groupings rather than HBCUs. Some tribal schools, though, due to sector changes required hot deck imputation and others required a combination of carry-over and hot deck imputation when the previous data were found on the IPEDS-CN form, but the institution now require IPEDS-S form data. The tribal imputations were drawn from the peer group of tribal colleges. All of the tribal college and HBCU imputations were individually processed and manually reviewed to ensure that the appropriate race breakouts were maintained.

For new institutions with missing data, a donor was selected among all new institutions with complete responses on similar characteristics in terms of enrollment size, sector, and type. A restriction was imposed so that donors were only used once. There were no new HBCUs or tribal institutions.

An imputation flag variable was included in the data file to identify cases with imputed data and the method of imputation.

### **Notes on Implementation of the Imputation Plan**

No imputations were done for Part E or Part C on the IPEDS-S survey, nor for the Institutional Characteristics (IC) survey. Included in this group were 57 institutions that responded to the IPEDS-CN form but were newly accredited higher education institutions and, therefore, were to be included in the IPEDS-S file. There were 174 institutions that had total line(s) only that required imputation of the details and missing parts. There were also 52 institutions that had difference between the totals in Part A and Part F that required imputation.

## **PAST AND RELATED SURVEYS**

The Fall Staff survey is one of the eight components of IPEDS and has been conducted on a biennial basis in odd numbered years since 1993 when the Fall Staff data were first collected as part of IPEDS.

The Equal Employment Opportunity Commission (EEOC) collected data from 1975 to 1991 on staff through its Higher Education Staff Information (EEO-6) report from all higher education institutions within their mandate, that is, institutions that had 15 or more full-time employees. NCES, through the IPEDS system, collected staff data from all other postsecondary institutions, including all 2- and 4-year higher education institutions with fewer than 15 full-time employees, and a sample of less-than-2-year schools. NCES and EEOC collected staff data biennially in odd numbered years. The IPEDS files from 1987 to 1991 combine data from the EEO-6 and the IPEDS Staff survey to create the IPEDS Fall Staff data file.

In 1993, when all schools formerly surveyed by EEOC were incorporated into the IPEDS collection, NCES also surveyed all less-than-2-year schools eligible for participation in Title IV federal financial aid programs.

Beginning in 1996, the universe for inclusion in IPEDS was revised based upon the PEPS file. Therefore, the current IPEDS postsecondary universe is not comparable to prior years. The reader is cautioned about making direct comparisons with the data from the 1997 Fall Staff report and previous reports.

## **USER GUIDELINES FOR PROCESSING THE 1997 IPEDS FALL STAFF SURVEY DATA FILE**

### **Overview**

The 1997 Fall Staff survey (IPEDS-S and IPEDS-CN) provides a vehicle for estimating staff data for all of the nation's postsecondary education providers. The file contains staff data for 4-year, 2-year, and less-than-2-year institutions. The information on this file can be used to answer such questions as the following:

- a. What is the total number of full-time and part-time staff employed in the nation's postsecondary institutions?
- b. How many staff are employed in institutions that have a 2-year instructional program?
- c. What proportion of staff are employed on a part-time basis? Does this vary by type of institution?
- d. How many women are employed as administrators or faculty?
- e. How many black, non-Hispanic women are employed as administrators or faculty?

The guidelines that follow are designed to help analysts run their analyses as efficiently as possible to generate accurate numbers to answer these types of questions.

### **File Structure and Other Information**

The Fall Staff data file consists of four fixed length text data files. The file S97\_S contains information from the IPEDS-S form, S97\_CN contains information from the IPEDS-CN form and Contracted and donated services is found in S97\_E. The file S97\_IC contains institutional characteristic information, such as name, control and level of institution.

### **Conventions in the 1997 Files**

- The 'Line Number' variables from the S97\_CN file have been numbered to correspond with those on the S file. A 'Line 85' record included on the S97\_S file (total staff by gender) has also been calculated for the S97\_CN file (Line 72 + Line 84 for STAFF15 and STAFF16), although it is not included in the S97\_S file.

- The naming of variables across files is also consistent. For example, the variables STAFF15 and STAFF16 are total male and female staff in both the S97\_S and S97\_CN files.
- The S97\_S file is quite large; therefore, when no data are reported or imputed for a particular line, the line is deleted. This shrunk the file by about 40 percent or more.
- Rather than maintaining the variable NONEWHIR (no new hires) on each data record, the variable is created on the IC file. If there were no new hires for the institution, then NONEWHIR is set to '1.' The IC file also contains the variable NOSERVIC (no donated or contracted services). If the institution had no donated or contracted services, then NOSERVIC='1.'
- The 57 institutions that were mailed an IPEDS-CN form but were new degree-granting institutions were included in the IPEDS-S file (these institutions were imputed for item nonresponse). Institutions on the IC file that have FORMRT='S' or HDEGOFFR > 0 & OPEIND IN(1,2) will be found in the S97\_S file.
- The OPEIND and HDEGOFFR variables have been added to the S97\_IC file. These variables enable the user to subset the database to Title IV-eligible, degree-granting institutions.

The following general guidelines will be useful in working with the Fall Staff file.

The file will have to be subset explicitly for specific analyses. The programmer must select both the type and control of the institution or sector that will be analyzed and the primary occupational group under consideration. Because the population is represented by totals and broken down by category, care must be taken not to double count.

For example, suppose the following question was asked: "What is the total number of all executive, administrative, and managerial staff in public 4-year and above higher education institutions?"

Using Statistical Analysis System (SAS) statements, selecting the proper records could be performed as follows:

```

/* CREATE DATASETS, KEEPING THE NEEDED VARIABLES ONLY */
PROC SORT DATA=S97_CN(KEEP=UNITID LINE STAFF15 STAFF16); BY UNITID;
PROC SORT DATA=S97_S(KEEP=UNITID LINE STAFF15 STAFF16); BY UNITID;
      PROC SORT DATA=S97_IC(KEEP=UNITID FICE CONTROL LEVEL RSTATUS OBEREG); BY
UNITID;
/* MERGE IC VARIABLES, SET DATASETS TOGETHER */
DATA MERGCN;
  MERGE S97_CN(IN=IN1) S97_IC(IN=IN2);
  BY UNITID;
  IF IN1 & IN2;
  RUN;
DATA MERGS;
  MERGE S97_S(IN=IN1) S97_IC(IN=IN2);
  BY UNITID;
  IF IN1 & IN2;

```

```

RUN;
DATA ONE; SET MERGS MERGCN;          /* THEN SELECT... */
WHERE OBEREG<9;                      /* 50 STATES & DC */
  IF (LEVEL=1 AND CONTROL=1);       /* 4-YR, PUBLIC SCHOOLS */
  IF LINE IN(85,72,84);             /* TOTAL STAFF, P/T & F/T.. */
  IF HDEGOFFR > 0;                  /* DEGREE GRANTING ONLY */
TOTAL=SUM(OF STAFF15 STAFF16);       /* SUM MALE/FEMALE STAFF */
RUN;
PROC SUMMARY DATA=ONE;
  CLASS LINE;
  VAR STAFF15 STAFF16 TOTAL;
  OUTPUT OUT=NONHEG SUM=;
..RUN;

```

Obviously, there are many ways to subset the file. This sample analysis demonstrates the kind of logic needed to obtain the proper records for analysis. Remember that the ordering of the IF or WHERE tests can dramatically affect processing time. The rule of thumb is to eliminate records as soon as possible.

A subset file is easier to analyze on the PC. Summary statistics once calculated may be saved for future analysis and combined with other summary statistics. They need not be recomputed from the original database for each use.

The definitions and instructions for compiling IPEDS data have been designed to minimize problems encountered when making institutional comparisons. However, postsecondary institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

There are no imputations on Part C (additional information on full-time employees) or Part E (contracted or donated services) of the Fall Staff survey form.

Data field codes that are too extensive to be listed in the "Description" column of the record layout are included as separate lists in Appendix A.

A UNITID number is present on every record, and it is the unique identification code assigned by NCES to identify each separate postsecondary institution and administrative unit on the file. The UNITID is a constant number and will not change over time. The UNITID links all IPEDS survey databases for that institution (specifically, the Institutional Characteristics, Fall Enrollment, Completions, Finance, Salaries, Fall Staff, Academic Libraries, and Consolidated surveys).

The file contains an indicator in position 115 that identifies the 100 historically black colleges and universities (HBCUs listed in Appendix A). These institutions are also on both the listing established by the White House Initiative and the list issued by the U.S. Department of Education, Office of Postsecondary Education (OPE) (which notes eligibility for Title III funding at the undergraduate level), with some exceptions. The following schools are not defined as HBCUs by OPE because they do not fit the guidelines for Title III funding: The University of the District of Columbia, Howard University, Interdenominational Theological Center, and Clinton Junior College. Natchez College is flagged as an HBCU for tracking purposes only; it was included prior to 1979, when it lost its accreditation.

Recently, OPE has recognized certain graduate level programs at historically black institutions as qualifying for Title III funding. These are listed below for reference:

Alabama A & M University (qualified graduate programs)	AL
Tuskegee University (veterinary medicine)	AL
Florida A & M University School of Pharmaceutical Sciences	FL
Clark Atlanta University	GA
Morehouse School of Medicine	GA
Southern University School of Law	LA
Xavier University School of Pharmacy	LA
Morgan State University (qualified graduate programs)	MD
Univ. of Maryland Eastern Shore (qualified graduate programs)	MD
Jackson State University (qualified graduate programs)	MS
North Carolina Central University School of Law	NC
North Carolina A & T University (qualified graduate programs)	NC
*Meharry Medical College	TN
Texas Southern Univ. School of Law & School of Pharmacy	TX
Hampton University (qualified graduate programs)	VA

