

IPEDS Web-Based Data Collection, Winter 2004-2005
Edit Specifications for Fall Staff
(Long version - Degree-granting institutions and system offices that have
15 or more full-time employees)

- Fall Staff (long version) Screening Questions

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The two Fall Staff (long version) screening questions follow:

- **Does your institution have any part-time employees?** ___ Yes / ___ No

If you answer Yes to the above question, you will be provided the screens to report part-time faculty and staff.

- **Does your institution employ any full-time faculty (instruction/research/public service)?** ___ No / ___ Yes

If you answer Yes to the above question, you must also select the appropriate contract length(s)/teaching period(s) below and you will be provided the screens to report full-time faculty working the appropriate contract length(s)/teaching period(s).

Contract length/teaching period

- A. Less-than-9-month (working for less than 9 months per year) ___ Yes / ___ No
- B. 9/10-month (working for 9 or 10 months per year) ___ Yes / ___ No
- C. 11/12-month (working for 11 or 12 months per year) ___ Yes / ___ No

- Part A (Full-Time Faculty (Instruction/Research/Public Service))

- **Faculty who work less than 9 months per year -**

The **total and grand total of full-time faculty by gender who work less than 9 months per year** are automatically generated based on the number of employees reported by gender and race/ethnicity.

- **Faculty who work 9 or 10 months OR 11 or 12 months per year -**

The **total and grand total of full-time faculty by gender who work 9 or 10 months per year OR 11 or 12 months per year** are automatically generated based on the number of employees reported by salary class intervals and race/ethnicity for each applicable part.

- **Part A Total Full-Time Faculty (working less than 9 months, 9/10, and/or 11/12 months per year/men and women) -**

The **total and grand total of full-time faculty by gender** are automatically

generated based on the number of employees previously reported by race/ethnicity.

Also, refer to the section below called, Edits Across Fall Staff (long version) Survey Parts, for edits performed on Part A data AND data from any other Fall Staff (long version) survey part.

- Part B (All Other Full-Time Employees)

The **total and grand total of all other full-time employees by gender and primary occupational activity** are automatically generated based on the number of employees reported by salary class intervals and race/ethnicity for each applicable part. The **total and grand total of all other full-time employees by gender** are automatically generated based on the number of employees previously reported by primary occupational activity and race/ethnicity. Also, refer to the section below called, Edits Across Fall Staff (long version) Survey Parts, for edits performed on Part B data AND data from any other Fall Staff (long version) survey part.

- Part D (Part-Time Employees)

The **total and grand total of part-time employees by gender and primary occupational activity** are automatically generated based on the number of employees reported by primary occupational activity and race/ethnicity for each applicable part.

- Part E (Summary of Full-Time and Part-Time Employees)

The **total and grand total of full-time employees by gender** are automatically generated based on the total number of full-time faculty (instructional/research/public service) reported in Part A and the total number of all other full-time employees reported in Part B. The **total and grand total of part-time employees by gender** are automatically generated based on the total number of part-time employees reported in Part D.

- Part F (Tenure of Full-Time Faculty (Instruction/Research/Public Service))

The **total and grand total of full-time faculty by gender and tenure status** are automatically generated based on the number of full-time faculty reported by academic rank and race/ethnicity for each applicable part. The **total and grand total of full-time faculty by gender** are automatically generated based on the number of employees previously reported by race/ethnicity. Also, refer to the section below called, Edits Across Fall Staff (long version) Survey Parts, for edits performed on Part F data AND data from any other Fall Staff (long version) survey part.

- Part G (New Hires)

The **total and grand total of new hires by gender and tenure status** are automatically generated based on the number of employees reported by tenure status and race/ethnicity for each applicable part. The **total and grand total of new hires by gender and primary occupational activity** are automatically generated based on the number of employees reported by primary occupational activity and race/ethnicity. The **total and grand total of new hires by gender** are automatically generated based on the number of employees previously reported by race/ethnicity. Also, refer to the section below called, Edits Across Fall Staff (long version) Survey Parts, for edits performed on Part G data AND data from any other Fall Staff (long version) survey part.

-Edits Across Fall Staff (long version) Survey Parts

- **Part A versus Part F**

The total number of full-time faculty by gender and race/ethnicity reported in Part A (contract length/teaching period) must agree with the total number of full-time faculty by gender and race/ethnicity reported in Part F (tenure status); otherwise, a fatal error will occur.

- **Parts A and B versus Part G**

The total number of full-time faculty reported in **Part A** must be greater than or equal to the number of newly hired full-time faculty reported in **Part G**; otherwise, a fatal error will occur.

The total number of full-time non-faculty (all other full-time employees) reported in **Part B** by primary occupational activity and gender must be greater than or equal to the number of newly hired full-time non-faculty reported in **Part G** by primary occupational activity and gender; otherwise, a fatal error will occur.

- Current Year Versus Prior Year Comparisons

The following table lists edits performed based on the total number of employees reported this year (Winter 2004-2005 - current year (CY)) compared to the total number of corresponding employees reported for the previous year (Winter 2003-2004 - prior year (PY)). (NOTE: CY/PY edits are not performed if there is no PY data.)

Current Year (CY) / Prior Year (PY) Edits			
Total number of employees			
If CY value is	And PY value is	Expected CY range is	Action required
<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

- Winter Cross-Survey Edit Specifications

Data in Fall Staff that are compared to data in other Winter survey components are listed in the [Winter Cross-Survey Edit Specifications](#).