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

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 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.
Resources:
• To download the survey materials for this component: Survey Materials • To access your prior year data submission for this component: Reported Data • All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classfication (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 <u>part-time</u> staff?

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

	○ Yes	○ No

Does your institution have 15 or more <u>full-time</u> staff?

	○ Yes	○ No

Do ALL of the <u>instructional staff</u> 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.*

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

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

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

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

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

Human Resources Screening Questions

Does your institution have graduate assistants?				
*If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.*				
	○	Yes	○	No

Part A - Full-time Staff by Occupational Category

Number of Full-time Staff

As of November 1, 2014

- **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	Public Service staff	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

Race/ethnicity	Instructional Staff	Research staff	Public Service staff	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women					
Total (men+women)					
Total from prior year					

Part A - Full-time Staff by Occupational Category

Number of Full-time Staff

As of November 1, 2014

- **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
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

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
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women					
Total (men+women)					
Total from prior year					

Part A - Full-time Staff by Occupational Category

Number of Full-time Staff

As of November 1, 2014

- **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	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	Grand Total (All full-time staff)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
Total men						

Women

Race/ethnicity	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	Grand Total (All full-time staff)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						

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

Part A - Full-time Staff by Occupational Category

Number of Full-time Staff As of November 1, 2014			
Occupational category	Non-medical school staff	Medical school staff	Total
Instructional Staff			
Research			
Public Service			
Librarians, Curators, and Archivists 25-4000			
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000			
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			
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			
Total			
Total from prior year			

Part G - Salaries Worksheet

Number of Full-time Non-medical School Instructional Staff

For Calculation of Total Number of Months

Annual Salary, 2014-15

- **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**
- **Balance column should include instructional staff whose annual salary covers less than 9 months worked**

Gender and academic rank	Months worked				Total Staff for Salary reporting	Total Number of Months	Total full-time non-medical school instructional staff from Part A	Balance (all other full-time instructional staff)
	12 months	11 months	10 months	9 months				
Men								
Professors								
Associate professors								
Assistant professors								
Instructors								
Lecturers								
No academic rank								
Total men								
Women								
Professors								
Associate professors								
Assistant professors								
Instructors								
Lecturers								
No academic rank								
Total women								
Total (men + women)								

Part G - Salary outlays for instructional staff

Salary Outlays for Full-time Non-medical School Instructional Staff Annual Salary Outlays, 2014-15				
•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				
Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Total Number of Months (from Part G, screen 1)	Total Annual Salary Outlays	Weighted Average Monthly Salaries
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

Part G - Salary outlays for non-instructional staff

Salary Outlays for Full-time Non-medical School Non-instructional Staff Annual Salary Outlays, 2014-15		
Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff		
Public Service staff		
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000		
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		
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		

Part B - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2014

- **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	Public Service staff	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff	Librarians, Curators, and Archivists 25-4000	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women					
Total (men+women)					
Total from prior year					

Part B - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2014

- **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
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total men					

Women

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
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
Race and ethnicity unknown					
Total women					
Total (men+women)					
Total from prior year					

Part B - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2014

- **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	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	Grand Total (All part-time staff)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
Total men						

Women

Race/ethnicity	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	Grand Total (All part-time staff)
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						

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

Part B - Graduate assistants

Number of Graduate Assistants

As of November 1, 2014

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

Men

Race/ethnicity	Teaching 25-1191	Research	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	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	Healthcare Practitioners and Technical Occupations 29-0000	Total
Nonresident alien									
Hispanic/Latino									
American Indian or Alaska Native									
Asian									
Black or African American									
Native Hawaiian or Other Pacific Islander									
White									
Two or more races									
Race and ethnicity unknown									
Total men									

Women

Race/ethnicity	Teaching 25-1191	Research	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	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	Healthcare Practitioners and Technical Occupations 29-0000	Total
Nonresident alien									
Hispanic/Latino									
American Indian or Alaska Native									
Asian									
Black or African American									

Native Hawaiian or Other Pacific Islander									
White									
Two or more races									
Race and ethnicity unknown									
Total women									
Total (men+women)									
Total from prior year									

Part B - Part-time Staff by Occupational Category

Number of Part-time Staff As of November 1, 2014			
Occupational category	Non-medical school staff	Medical school staff	Total
Instructional staff			
Research staff			
Public Service staff			
Librarians, Curators, and Archivists 25-4000			
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000			
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			
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			
Total			
Total from prior year			

Occupational category	Non-medical school staff	Medical school staff	Total
Graduate Assistants			
PY Graduate Assistants			
Teaching			
Research			
Management			
Business and Financial Operations			
Computer, Engineering, and Science			
Community Service, Legal, Arts, and Media			
Library and Student and Academic Affairs and Other Education Services Occupations			
Healthcare Practitioners and Technical			

Part C - Total number of staff

Total Number of Staff As of November 1, 2014						
	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
Nonresident alien						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
Race and ethnicity unknown						
Grand total						

Human Resources Survey Evaluation

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

Prepared by

This survey component was prepared by:

○	Keyholder	○	SFA Contact	○	HR Contact
○	Finance Contact	○	Academic Library Contact	○	Other

Name: _____

Email: _____

How long did it take to prepare this survey component?	_____	hours	_____	minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

2013-14 HR: Degree-granting Institutions that have less than 15 full-time staff

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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.

In odd-numbered IPEDS data collection years (e.g., 2015-16), the purpose is also to collect data by race/ethnicity and gender. The reporting of data by race/ethnicity and gender is optional in even-numbered years such as this one.

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.

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Changes in Reporting

There are no changes in reporting for 2014-15. However, clarifications have been made to screens and instructions to address respondent questions.

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General Instructions

Reporting Period Covered

The HR component is intended to provide 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, 2014.

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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.

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Coverage

Who to Include in this Report

- Persons on the payroll of the institution as of November 1, 2014.
- 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).

Who *NOT* to Include in this Report

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

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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 which contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools, and other valuable resources.

IPEDS Resource Page

The IPEDS Resource Page (located on the IPEDS homepage) contains frequently asked questions, a link to the IPEDS Glossary, data tip sheets, an archive of survey instruments, information on the race/ethnicity categories, and other valuable information.

In addition, in 2012-13, new IPEDS occupational categories replaced the primary function/occupational activity categories previously used for IPEDS HR reporting. The change was required to align the IPEDS HR survey component with the 2010 Standard Occupational Classification (SOC) System.

Information specific to the IPEDS HR component and the SOC system can be found within the IPEDS Resource Page in the IPEDS Human Resources/SOC Information Center.

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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 Data Center
- IPEDS Data Feedback Reports
- College Affordability and Transparency Center Website

At the aggregate-level, data will appear in:

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

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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

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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.

NOTE: Parts D through F are not applicable to degree-granting institutions with less than 15 full-time staff members.

- **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.

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.

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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.

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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 2010 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.

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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 2010 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.

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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 academic rank (e.g., professor, associate professor, etc.) based on the number of months of work covered by the annual salary paid to the employee: 9 months, 10 months, 11 months, or 12 months. This includes instructional staff *with* faculty status 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).
Note: If a full-time employee who was reported in Part A is paid an annual salary that covers fewer than 9 months worked, do not include that employee in the worksheet counts. These employees will appear in the "Balance" column on the worksheet so that you may double check your entries.
For each academic rank the system will calculate:

- The total number of staff reported (i.e., the sum of the values entered in the 9 months, 10 months, 11 months, and 12 months categories); and
- The total number of months covered (i.e., the sum of the staff reported in each column multiplied by the number of months worked).

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 "Weighted Average Monthly Salaries" 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 2014-15.
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.

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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.

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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, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

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

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

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

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

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

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How do I report Instructional Staff?

"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). The intent of the "Instructional Staff" category is to include all individuals whose primary occupation includes instruction at the institution. "Primarily Instruction" are those individuals whose primary responsibility can be defined as teaching (e.g. the majority of their total time). "Instruction combined with Research and/or Public Service" (IRPS) 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 above two categories. Adjunct Instructional Staff would also typically meet the criteria.

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How do I report Instructional Staff by 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.

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How do I report Adjunct Instructional staff?

Adjunct Instructional Staff serve in either a temporary or auxiliary capacity to teach academic degree-credit courses, as well as remedial, 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.

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How do I Report 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 instituitons are reported in three ways:

- **Combined:** On some screens, data are reported for medical school and non-medical school staff combined.
- **Separately:** On some screens, data are reported separately for non-medical school staff and for medical school staff.
- **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.

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How do I report 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.

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How do I report 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.*

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How do I report 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".

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How do I report 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 2010 SOC Classification Principles section of these instructions.

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Who should be reported in the "Student and Academic Affairs and Other Education Services Occupations" category?

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. Typically, the person who directs or heads the office would not be included in this category. 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.

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How do I report 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 cccupational 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.

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How do I report Salaries?

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 they worked, along with the total annual salary outlays for all of those individuals. As has been the case historically, the "Salaries" section does NOT include data for instructional staff who work for less than 9 months of the year, even though they may be considered full-time employees.

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. Once the number of 12-, 11-, 10-, and 9-month instructional staff are reported, any remaining instructional staff will be calculated in the "Balance" column. These are the instructional staff who are full-time but whose contracts/employment agreements are for a period of less-than-9 months during the year. Additional information on reporting Salaries data can be found in the instructions for Part G - Salaries.

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What is CUPA-HR and how will it help me categorize my staff?

CUPA-HR, or the College and University Professional Association for Human Resources, developed worksheets to assist institutions in classifying their staff members according to the 2010 SOC, and graciously offered them for use in IPEDS reporting, regardless of whether institutions are CUPA-HR members or not. These worksheets contain many positions in postsecondary education (which aren't specifically mentioned in the SOC itself) such as: registrar, bursar, alumni, outreach specialist, etc. These worksheets, along with Position Descriptions, can be found at: *http://www.cupahr.org/surveys/worksheets.aspx*.

Additional information on the CUPA-HR worksheets and additional resources to assist you with categorizing employees using the new HR occupational categories / 2010 SOC can be found in the Resources for Classifying Employees Using the 2010 SOC Codes section of these instructions.

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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 2010 Standard Occupational Classification (SOC) System.

Structure of the 2010 Standard Occupational Classification (SOC) System

The occupations in the SOC are classified at four levels of aggregation: 23 major groups, 97 minor groups, 461 broad occupations, and 840 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/soc_structure_2010.pdf.)

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

- Major group codes end with 0000 (e.g., 25-0000 Education, Training, 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)
- Detailed occupations end with a number other than 0 (e.g., 25-1191 Graduate Teaching Assistant)

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 http://nces.ed.gov/ipeds/resource/download/IPEDS_HR_2012-13_and_2010_SOC_Crosswalk.pdf.

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2010 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 at a competent level.
3. Workers primarily engaged in planning and directing 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. 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" (or residual) 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.

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Additional Information from the 2010 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.

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Comparison of the 2014-15 IPEDS HR Occupational Categories to the 2010 SOC Occupational Categories

(see crosswalk below for complete information)

The IPEDS HR occupational categories and the 2010 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.
  - Several of the IPEDS HR occupational categories represent combinations of separate SOC categories, e.g., the HR category "Service Occupations" includes five SOC categories.
  - 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.

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Crosswalk for Degree-Granting Institutions

2014-15 IPEDS Human Resources Occupational Categories to the 2010 Standard Occupational Classification (SOC) Occupational Categories

2014-15 IPEDS HR Occupational Categories	2010 SOC Occupational Categories
Education, Training, and Library Occupations	**25-0000 Education, Training, and Library Occupations**
Educational Occupations • Instructional Staff ◦ Primarily Instruction ◦ Instruction Combined with Research and/or Public Service • Research staff • Public Service staff	25-1000 Postsecondary Teachers
Library and Instructional Support Occupations • Librarians, Curators, and Archivists ◦ Archivists, Curators, and Museum Technicians ◦ Librarians ◦ Library Technicians • Student and Academic Services and Other Education Occupations	25-4000 Librarians, Curators, and Archivists 25-4010 Archivists, Curators, and Museum Technicians 25-4020 Librarians 25-4030 Library Technicians 25-2000 Preschool, Primary, Secondary, and Special Education School Teachers 25-3000 Other Teachers and Instructors 25-9000 Other Education, Training, and Library Occupations
Other Occupations	
Management Occupations	11-0000 Management Occupations
Business and Financial Operations Occupations	13-0000 Business and Financial Operations Occupations
Computer, Engineering, and Science Occupations	15-0000 Computer and Mathematical Occupations 17-0000 Architecture and Engineering Occupations

	19-0000 Life, Physical, and Social Science Occupations
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	21-0000 Community and Social Service Occupations 23-0000 Legal Occupations 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
Healthcare Practitioners and Technical Occupations	29-0000 Healthcare Practitioners and Technical Occupations
Service Occupations	31-0000 Healthcare Support Occupations 33-0000 Protective Service Occupations 35-0000 Food Preparation and Serving Related Occupations 37-0000 Building and Grounds Cleaning and Maintenance Occupations 39-0000 Personal Care and Service Occupations
Sales and Related Occupations	41-0000 Sales and Related Occupations
Office and Administrative Support Occupations	43-0000 Office and Administrative Support Occupations
Natural Resources, Construction, and Maintenance Occupations	45-0000 Farming, Fishing, and Forestry Occupations 47-0000 Construction and Extraction Occupations 49-0000 Installation, Maintenance, and Repair Occupations
Production, Transportation, and Material Moving Occupations	51-0000 Production Occupations 53-0000 Transportation and Material Moving Occupations
Not applicable to HR Survey *(Military Specific Occupations are not reported in the IPEDS HR survey)*	55-0000 Military Specific Occupations
Graduate Assistants	
Graduate Assistants - Teaching	25-1191 Graduate Teaching Assistant
Graduate Assistants - Research	*There is no single SOC Code associated with this IPEDS Occupational Category*
Graduate Assistants - Library and Student and Academic Affairs and Other Education Services Occupations	25-4000 Librarians, Curators, and Archivists 25-4010 Archivists, Curators, and Museum Technicians 25-4020 Librarians 25-4030 Library Technicians 25-2000 Preschool, Primary, Secondary, and Special Education School Teachers 25-3000 Other Teachers and Instructors 25-9000 Other Education, Training, and Library Occupations
Graduate Assistants - Management	11-0000 Management Occupations
Graduate Assistants - Business and Financial Operations	13-0000 Business and Financial Operations Occupations
Graduate Assistants - Computer, Engineering, and Science	15-0000 Computer and Mathematical Occupations 17-0000 Architecture and Engineering Occupations 19-0000 Life, Physical, and Social Science Occupations
Graduate Assistants - Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media	21-0000 Community and Social Service Occupations 23-0000 Legal Occupations 27-0000 Arts, Design, Entertainment, Sports, and Media Occupations
Graduate Assistants - Healthcare Practitioners and Technical	29-0000 Healthcare Practitioners and Technical Occupations
Graduate Assistants in occupational categories other than those listed above are not reported in the HR Survey	

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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.

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

Postsecondary Teachers is an occupational category in the 2010 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.

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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 25-1191 http://www.bls.gov/soc/2010/soc251191.htm]

  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 teaching assistants must be enrolled in a graduate school program. Excludes "Teacher Assistant" (25-9041).

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 - Management**
- **Graduate Assistant - Business and Financial Operations**
- **Graduate Assistant - Computer, Engineering, and Science**
- **Graduate Assistant - Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and and Media**

- **Graduate Assistant - Library and Student and Academic Affairs and Other Education Services**
- **Graduate Assistant - Healthcare Practitioners and Technical**

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

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Resources for Classifying Employees Using the 2010 SOC Codes

Several resources to assist institutions with classifying employees using the 2010 SOC codes are provided in the IPEDS Human Resources/SOC Information Center http://nces.ed.gov/ipeds/resource/soc.asp).

- New IPEDS Occupational Categories and 2010 SOC
- 2014-15 HR Survey Screens, Instructions, and Frequently Asked Questions
- Comparison of New IPEDS Occupational Categories with Previous IPEDS Categories
- Web Tutorials

Tools:

- Resource provided by CUPA-HR:
  CUPA-HR has developed a resource that 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 (http://www.cupahr.org/surveys/worksheets.aspx).
- SOC Browse Tool (https://surveys.nces.ed.gov/ipeds/VisHRSOCBrowse.aspx)
  Browse the entire SOC to see codes, titles, descriptions, and corresponding IPEDS occupational categories.

2010 SOC Resources:

Several Resources can be downloaded from the 2010 SOC Home Page:

- The 2010 SOC User Guide*
  - What's New in the 2010 SOC
  - Classification Principles and Coding Guidelines, 2010 SOC
  - Standard Occupational Classification Principles and Coding Structure, 2010 SOC
  - FAQs and Acknowledgements, 2010 SOC
- 2010 SOC Structure
- 2010 SOC Definitions
- Type of Change by Detailed Occupation, 2010 SOC
- Alphabetical Index to the 2010 SOC
- Direct Match Title File, 2010 SOC

This file, sorted by SOC code, lists associated job titles for detailed SOC occupations. (Excel file can be sorted by job title.)

- Sorted by Direct Match title
  This file, sorted by job title, lists associated SOC codes for specific job titles
- Chronological list of changes to the Direct Match Title File
- Updating the Direct Match Title File

* Copies of the 2010 SOC manual in hard cover or CD-ROM are available to the public from the U.S. Department of Commerce National Technical Information Service. Please call (703) 605-6000 or 1-800-553-NTIS (6847), or visit the web site (http://www.ntis.gov/products/soc.aspx) to receive either a printed copy ($45) or a CDROM ($55).

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Glossary

date: 3/13/2015

Term	Definition
Academic Rank	A status designated by the institution according to the institution's policies. The IPEDS HR survey includes the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer.
Adjunct instructional staff	Non-tenure track instructional staff serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. Includes both instructional staff who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. Excludes regular part-time instructional staff (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (such as a dean or academic advisor), and appointees who teach non-credit courses exclusively.
American Indian or Alaska Native	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.
Annual contract or employment agreement	An annually-renewable contract or employment agreement that is in effect for a stated annual period within one year of execution, and may be equal to a period of 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.
Archivists, Curators, and Museum Technicians	An occupational category based on the broad occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Archivists, Curators, and Museum Technicians." For detailed information, refer to the following website: http://www.bls.gov/soc/2010/soc254010.htm.
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.
Business and Financial Operations Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Business and Financial Operations Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc130000.htm.
Casual employees	Persons who are hired to work during peak times such as those that help at registration time or those that work in the bookstore for a day or two at the start of a session.
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations	An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Community and Social Service Occupations (http://www.bls.gov/soc/2010/soc210000.htm); 2) Legal Occupations (http://www.bls.gov/soc/2010/soc230000.htm); and 3) Arts, Design, Entertainment, Sports, and Media Occupations (http://www.bls.gov/soc/2010/soc270000.htm).
Computer, Engineering, and Science Occupations	An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Computer and Mathematical Occupations (http://www.bls.gov/soc/2010/soc150000.htm); 2) Architecture and Engineering Occupations (http://www.bls.gov/soc/2010/soc170000.htm); and 3) Life, Physical, and Social Science Occupations (http://www.bls.gov/soc/2010/soc190000.htm).
Faculty Status	A status designated by the institution according to the institution's policies. "Faculty" may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation "faculty" is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. For IPEDS reporting, graduate assistants do not have faculty status.
Full-time staff (employees)	As defined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time.
Graduate Assistants (Research)	An occupational category used to classify graduate assistants whose specific assignments customarily are made for the purpose of conducting research.
Graduate Assistants (Teaching)	An occupational category based on the detailed occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Graduate Assistant - Teaching" (SOC code 25-1191). For detailed information, refer to the following website: http:// www.bls.gov/soc/2010/soc251191.htm.
Healthcare Practitioners and Technical Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Healthcare Practitioners and Technical Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc290000.htm.
Hispanic/Latino	A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
Instruction combined with research and/or public service	An occupational category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction, research, and/or public service.
Instructional Staff	An occupational category that is comprised of staff who are either: 1) Primarily Instruction or 2) Instruction combined with research and/or public service. The intent of the Instructional Staff category is to include all individuals whose primary occupation includes instruction at the institution.
Integrated Postsecondary Education Data System (IPEDS)	The Integrated Postsecondary Education Data System (IPEDS), conducted by the NCES, began in 1986 and involves annual institution-level data collections. All postsecondary institutions that have a Program Participation Agreement with the Office of Postsecondary Education (OPE), U.S. Department of Education (throughout IPEDS referred to as "Title IV") are required to report data using a web-based data collection system. IPEDS currently consists of the following components: Institutional Characteristics (IC); 12-month Enrollment (E12);Completions (C); Human Resources (HR) composed of Employees by Assigned Position (EAP), Fall Staff (S),and Salaries (SA); Fall Enrollment (EF); Graduation Rates (GRS); Finance (F); and Student Financial Aid (SFA).

Less-than-annual contract or employment agreement	A contract or employment agreement that is in effect for a partial year period of less than 365 days, or less than a standard academic year or the equivalent. Includes contracts for partial year periods such as a single semester, quarter, term, block, or course.
Librarians	An occupational category based on the broad occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Librarians." For detailed information, refer to the following website: http://www.bls.gov/soc/2010/soc254020.htm.
Library and Student and Academic Affairs and Other Education Services Occupations	An occupational category consisting of the following: 1. Archivists, Curators, and Museum Technicians 2. Librarians 3. Library Technicians 4. Student and Academic Affairs and Other Education Servies Occupations
Library Technicians	An occupational category based on the broad occupation in the 2010 Standard Occupational Classification (SOC) Manual called "Library Technicians." For detailed information, refer to the following website: http://www.bls.gov/soc/2010/soc254030.htm.
Management Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Management Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc110000.htm.
Medical school staff	Staff employed by or staff working in the medical school (Doctor of Medicine [M.D.] and/or Doctor of Osteopathic Medicine [D.O.]) component of a postsecondary institution or in a free standing medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine, nursing or dental hygiene unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school.
Multi-year or continuing or at-will contract or employment agreement	A contract or employment agreement that is in effect for more than one year (e.g., more than 365 days) or that has an indefinite duration (continuing, at-will). The renewal period of a multi-year contract is not on an annual basis (e.g., a 5-year multi-year contract is renewed every 5 years NOT annually).
Native Hawaiian or Other Pacific Islander	A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
Natural Resources, Construction, and Maintenance Occupations	An occupational category based on the following three major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Farming, Fishing, and Forestry Occupations (http://www.bls.gov/soc/2010/soc450000.htm); 2) Construction and Extraction Occupations (http://www.bls.gov/soc/2010/soc470000.htm); and 3) Installation, Maintenance, and Repair Occupations (http://www.bls.gov/soc/2010/soc490000.htm).
New hires	Persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service between July 1st and October 31st of the survey year AND who were still on the payroll of the institution as of the same survey year. Does not include persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.
Non-medical school staff	See Institution's staff (not in medical schools)
Nonresident alien	A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.
Not on tenure track	Personnel positions that are considered non-tenure earning positions.
Office and Administrative Support Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Office and Administrative Support Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc430000.htm.
Part-time staff (employees)	As determined by the institution. The type of appointment at the snapshot date determines whether an employee is full-time or part-time. The employee's term of contract is not considered in making the determination of full- or part-time. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) are not considered part-time staff.
Postsecondary Teachers	An occupational category in the 2012 Standard Occupational Classification (SOC) Manual with the SOC code 25-1000. This catgory is not an IPEDS reporting category.
Primarily Instruction	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.
Production, Transportation, and Material Moving Occupations	An occupational category based on the following two major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Production Occupations (http://www.bls.gov/soc/2010/soc510000.htm) and 2) Transportation and Material Moving Occupations (http://www.bls.gov/soc/2010/soc530000.htm).
Public Service staff	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time carrying out public service activities. (This category includes employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus)). (This category was called Primarily public service prior to 2012-13.)
Race and ethnicity unknown	The category used to report students or employees whose race and ethnicity are not known.
Race/ethnicity	Categories developed in 1997 by the Office of Management and Budget (OMB) that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible non-citizens. Individuals are asked to first designate ethnicity as: - Hispanic or Latino or

	- Not Hispanic or Latino Second, individuals are asked to indicate all races that apply among the following: - American Indian or Alaska Native - Asian - Black or African American - Native Hawaiian or Other Pacific Islander - White
Research Staff	An occupational category used to classify persons whose specific assignments customarily are made for the purpose of conducting research. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time conducting research. (This category was called Primarily research prior to 2012-13.)
Sales and Related Occupations	An occupational category based on the major group in the 2010 Standard Occupational Classification (SOC) Manual called "Sales and Related Occupations." For detailed information refer to the following website: http://www.bls.gov/soc/2010/soc410000.htm.
Service Occupations	An occupational category based on the following five major groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Healthcare Support Occupations (http://www.bls.gov/soc/2010/soc310000.htm); 2) Protective Service Occupations (http://www.bls.gov/soc/2010/soc330000.htm); 3) Food Preparation and Serving Related Occupations (http://www.bls.gov/soc/2010/soc350000.htm); 4) Building and Grounds Cleaning and Maintenance Occupations (http://www.bls.gov/soc/2010/soc370000.htm); and 5) Personal Care and Service Occupations (http://www.bls.gov/soc/2010/soc390000.htm).
Student and Academic Affairs and Other Education Services Occupations	An occupational category based on the following three minor groups in the 2010 Standard Occupational Classification (SOC) Manual: 1) Pre-school, Primary, Secondary, and Special Education School Teachers (http://www.bls.gov/soc/2010/soc250000.htm#25-2000); 2) Other Teachers and Instructors (http://www.bls.gov/soc/2010/soc250000.htm#25-3000); and 3) Other Education, Training, and Library Occupations (http://www.bls.gov/soc/2010/soc250000.htm#25-9000).
Tenure	Status of a personnel position with respect to permanence of the position.
Tenure track	Personnel positions that lead to consideration for tenure.
Title IV institution	An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs).
White	A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.

Human Resources

Click one of the following questions to view the answer.

General

1) How often are data for the IPEDS HR survey collected?

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

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

4) How do I know if my data are consistent across parts?

5) Can I change my data after completing a part?

6) Why do I keep receiving error messages about missing data when I have entered all necessary data for my institution?

7) My institution has staff for which gender is unknown. Since there is no place to report "gender unknown" on the IPEDS data collection screens, how should we report these individuals?

8) What is the relationship between the EEO-6 form and IPEDS?

Nondegree-granting institutions

1) How should I classify my school's receptionist?

2) How do I report Managers and Supervisors?

3) How do I report teachers?

4) We're a very small school, and all our staff have job duties in more than one area? How do I report them?

Degree-granting institutions

1) 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?

2) Should instructional staff who provide instruction in non-credit courses 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?

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

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

6) How do I categorize employees such as research scientists and research engineers?

7) How should research assistants, associates, etc. be classified?

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

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

10) How are data on library-related occupations collected?

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?

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?

13) What is meant by "medical school" staff?

14) Who should I report as "Without faculty status"?

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

16) How are salaries reported for new hires that have not worked a full year as of the snapshot date?

17) 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?

18) How should full-time instructional staff on a "confidential payroll" (where salary is unavailable) be handled?

19) Are salary data collected from all institutions?

20) How do I report Instructional Staff?

21) How do I report Instructional Staff by Academic Rank?

22) How do I report Instructional Staff by Contract Length?

23) How do I report Research Staff?

24) How do I report Public Service Staff?

25) How do I report Postdoctoral Staff?

26) How do I report Graduate Assistants?

27) How do I report Adjunct Instructional Staff?

28) How do I report Managers and Supervisors?

29) Who should be reported in the "Student and Academic Services and Other Education Occupations" category?

30) How do I report staff by Tenure Status?
31) How do I report staff by Faculty Status?
32) How do I report salaries for instructional staff?
33) What is CUPA-HR, and how will it help me categorize my staff?

IPEDS and SOC

1) What is the SOC?
2) What is the purpose of the Standard Occupational Classification (SOC) system?
3) How are occupations classified in the SOC?
4) How is the SOC structured?
5) Where can I find definitions of the 2010 SOC occupations?
6) Where can I find additional information about the SOC system?
7) When will the next SOC revision take place?
8) Why did NCES change the occupational categories in the IPEDS HR survey in 2012-13?
9) Is there a summary of resources that relate to the new IPEDS occupational categories and the 2010 SOC?
10) Is there additional information on classifying and coding supervisors and managers?
11) For IPEDS reporting, are institutions required to code and report all occupations at the lowest, detailed SOC level?
12) Can the previous IPEDS primary function/occupational activity categories be mapped to the new IPEDS occupational categories?
13) What is the relationship between IPEDS reporting and the SOC Postsecondary Teachers 25-1000 category?

Answers:

General

1) How often are data for the IPEDS HR survey collected?

1. In **even-numbered years**, the reporting of race/ethnicity and gender data in the IPEDS HR survey is optional; however, the reporting of all other applicable data in the survey is required.
2. In **odd-numbered years**, the reporting of all applicable data (including race/ethnicity and gender) in the IPEDS HR survey is required.

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

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

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

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

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4) How do I know if my data are consistent across parts?

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.

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5) Can I change my data after completing a part?

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.

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6) Why do I keep receiving error messages about missing data when I have entered all necessary data for my institution?

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.

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7) My institution has staff for which gender is unknown. Since there is no place to report "gender unknown" on the IPEDS data collection screens, how should we report these individuals?

These individuals are still to be reported to IPEDS, even though their gender is unknown. It is up to the institution to decide how best to handle reporting individuals whose gender is unknown. However, a common method used is to allocate the individuals with gender unknown based on the known proportion of men to women for staff.

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8) What is the relationship between the EEO-6 form and IPEDS?

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.

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Nondegree-granting institutions

1) How should I classify my school's receptionist?

Classify this employee in the Office and Administrative Support Occupations category.

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2) How do I report Managers and Supervisors?

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.

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.

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3) How do I report teachers?

Report teachers as Instructional staff.

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4) We're a very small school, and all our staff have job duties in more than one area? How do I report them?

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.

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Degree-granting institutions

1) 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?

Report the employees as Instruction combined with research and/or public service, in the appropriate faculty status category.

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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.

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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.

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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).

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

Report them as Research staff without faculty status.

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6) How do I categorize employees such as research scientists and research engineers?

Categorize research scientists and research engineers as Research staff.

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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).

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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.

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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.

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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:

- Archivists, Curators, and Museum Technicians
- Librarians
- Library Technicians

Non-degree granting institutions report library-related occupations in a single category:

- Librarians, Curators, and Archivists

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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:

- 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.]

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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."

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13) What is meant by "medical school" staff?

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.)
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.

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14) Who should I report as "Without faculty status"?

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.

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

NO. The currently employed person is not considered a new hire. New hires are full-time permanent staff on the payroll of the institution between July 1 and October 31, 2014 either for the first time (new to the institution) or after a break in service AND who are still on the payroll of the institution as of November 1, 2014. 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.

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16) How are salaries reported for new hires that have not worked a full year as of the snapshot date?

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.

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17) 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?

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.

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.")

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18) How should full-time instructional staff on a "confidential payroll" (where salary is unavailable) be handled?

Make the best estimate of the salary of the full-time instructional staff.

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19) Are salary data collected from all institutions?

No. Salary data are collected from degree-granting institutions only, unless one or more of the following are true:

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

All applicable institutions are required to complete the Salaries section annually.

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20) How do I report Instructional Staff?

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).

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 primarily responsibility can be defined as teaching (e.g., the majority of their total time).

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.

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21) How do I report Instructional Staff by Academic Rank?

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.

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22) How do I report Instructional Staff by Contract Length?

Data on full-time instructional staff with faculty status who are *not on tenure track* are collected for three categories of employment. 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.

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23) How do I report 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.

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24) How do I report 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.

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25) How do I report 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.

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26) How do I report 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.

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27) How do I report Adjunct Instructional Staff?

Adjunct Instructional Staff serve in either a temporary or auxiliary capacity to teach academic degree-credit courses, as well as remedial, 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.

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28) How do I report Managers and Supervisors?

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.

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.

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29) Who should be reported in the "Student and Academic Services and Other Education Occupations" category?

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. Typically, the person who directs or heads the office would not be included in this category.

Note, the majority of these occupations are not included in the 2010 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: www.cupahr.org/surveys/worksheets.aspx or contact the IPEDS Help Desk.

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30) How do I report staff by Tenure Status?

Report instructional staff 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.

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31) How do I report staff by 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.

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32) How do I report salaries for instructional staff?

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. As has been the case historically, the Salaries section does not include data for instructional staff who work for less than 9 months of the year, even though they may be considered full-time employees.

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. Once the number of 12-, 11-, 10-, and 9-month instructional staff are reported, any remaining instructional staff will be calculated in the **balance** column (these are the instructional staff who are full-time but whose contracts/employment agreements are for less than 9 months during the year.

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33) What is CUPA-HR, and how will it help me categorize my staff?

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.

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: http://www.cupahr.org/surveys/reporting.aspx. Look under the SOC Codes for IPEDS Reporting heading and click on "position descriptions." This will take you to position descriptions for Administrators and Professionals which list the title, description, and SOC code recommendation for many positions in postsecondary education. SOC Codes are also provided for Non-Exempt staff, though specific position descriptions are not available.

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IPEDS and SOC

1) What is the SOC?

The Standard Occupational Classification system, or SOC, is designed to reflect the current occupational structure of the United States.

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2) What is the purpose of the Standard Occupational Classification (SOC) system?

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.

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3) How are occupations classified in the SOC?

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.
This is SOC Classification Principle #2, available at the following link:
http://www.bls.gov/soc/soc_2010_class_prin_cod_guide.pdf

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4) How is the SOC structured?

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 97 minor groups, followed by 461 broad occupations, and finally 840 detailed occupations.

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5) Where can I find definitions of the 2010 SOC occupations?

A pdf version of the 2010 SOC definitions can be found at the following website: http://www.bls.gov/soc/soc_2010_definitions.pdf. A link to the Excel version of the definitions can be found on the SOC homepage (http://www.bls.gov/soc) under the category "2010 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.

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6) Where can I find additional information about the SOC system?

Refer to the SOC homepage at: http://www.bls.gov/soc.

- A hardcopy of the English version of the *2010 SOC Manual* can also be purchased from the following website: http://www.ntis.gov/products/soc.aspx.
- The Spanish version of the *2010 SOC Manual* is only available online and can be found at: http://www.bls.gov/soc/soc_2010_Spanish_Version.pdf.

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7) When will the next SOC revision take place?

The SOC 2018 revision process is underway! Major review of the 2010 SOC Classification Principles and detailed occupations began in 2013, and a Federal Register notice requesting public comment was published in June, 2014 with a deadline of July 21, 2014. NCES proposed a number of changes that would help better align the SOC with postsecondary education. The review and possible revision of the 2010 SOC is intended to be completed by the end of 2016, and then released to begin use in 2018.

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8) Why did NCES change the occupational categories in the IPEDS HR survey in 2012-13?

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 SOC reflects changes in the workforce over the last decade.)

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9) Is there a summary of resources that relate to the new IPEDS occupational categories and the 2010 SOC?

The IPEDS HR/SOC Information Center can be found at: http://nces.ed.gov/ipeds/resource/soc.asp.

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10) Is there additional information on classifying and coding supervisors and managers?

For additional information on classifying and coding supervisors and managers, refer to the IPEDS HR instructions.

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11) For IPEDS reporting, are institutions required to code and report all occupations at the lowest, detailed SOC level?

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.

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_2010_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.

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12) Can the previous IPEDS primary function/occupational activity categories be mapped to the new IPEDS occupational categories?

In most cases, no. The detailed occupations in the 2010 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.

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. In 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".

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.

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13) What is the relationship between IPEDS reporting and the SOC Postsecondary Teachers 25-1000 category?

Postsecondary Teachers is an occupational category in the 2010 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.

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

Edit specifications for the 2014-15 IPEDS Web-Based Data Collection

Human Resources (HR) Component

Applicable to degree-granting institutions and related administrative offices with less-than-15 full-time staff

NOTE: The specifications in this document apply to the institutions listed above and related administrative offices. Some sections and parts may not apply to your particular institution. Please read the specifications carefully to determine which sections and/or parts apply to your institution.

All screens must be completed in order to lock the survey.

Screening Questions
Part A: Full-time Staff
Part G: Salaries
Part B: Part-time Staff
Part C: Total Number of Staff
Human Resources Evaluation
Relationships between HR Parts

Screening Questions

Screening Questions, page 1

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

You must answer **Yes** or **No** to the following questions:

- Does your institution have any part-time staff?
  - If you select **Yes**, then additional screens for reporting data on part-time staff will be provided.
- Does you institution have 15 or more full time staff?
  - If you select **Yes**, then you are viewing the wrong narrative edit document. Please select the appropriate document for 15 or more full-time staff.
- Do ALL of the instructional staff at your institution fall into any of the following categories? Answer **Yes** or **No** to each of the following questions:
  - Are ALL of the instructional staff military personnel?
  - Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
  - Do ALL of the instructional staff teach pre-clinical or clinical medicine?
  - If you answer **Yes** to any of these questions, the full-time instructional staff screens of ***Part G*** are **NOT** applicable to your institution and you will **NOT** be required to report data for the **full-time instructional staff** screens of ***Part G***. However, ***Part G*** will still be required for reporting data for **full-time *non-instructional* staff**.
- Do you wish to report data by gender AND race/ethnicity this year?
  - If you select **Yes**, then additional fields for reporting data by gender and race/ethnicity will be provided.

The system will perform the following edits on the data entered:

- If you report that ALL of your institution's instructional staff are military personnel, contributing their services, or teaching pre-clinical or clinical medicine; you must *confirm* that this is correct.

Screening Questions, page 2

Applicable to institutions that answered 'Yes' to the Part-time screening question

You must answer **Yes** or **No** to the following question:

- Does your institution have graduate assistants?
  - If you select **Yes**, screens to report graduate assistants will be provided.

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Part A: Full-time Staff

Part A: Full-time Staff, page 1

Applicable to institutions that answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of full-time staff at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Instructional Staff
- Research Staff
- Public service Staff
- Librarians, Curators, and Archivists
- Student and Academic Affairs and Other Education Services Occupations

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category.

The system will perform the following edit on the data entered:

- If your institution is not an administrative office, then the **Total (men + women)** calculated for full-time **Instructional Staff** is expected to be greater than 0.
- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to within plus or minus 5 of the **Total from prior year** value.

Part A: Full-time Staff, page 2

Applicable to institutions that answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of full-time staff at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Management Occupations
- Business and Financial Operations Occupations
- Computer, Engineering, and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
- Healthcare Practitioners and Technical Occupations

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category.

The system will perform the following edit on the data entered:

- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to be within plus or minus 5 of the **Total from prior year** value.

Part A: Full-time Staff, page 3

Applicable to institutions that answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of full-time staff at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Service Occupations
- Sales and Related occupations

- Office and administrative support occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category. A **Grand Total (All full-time staff)** value is also calculated for each gender and race/ethnicity classification.

The system will perform the following edits on the data entered:

- The **Total (men + women)** calculated for the **Grand Total** must be greater than 0.
- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to be within plus or minus 5 of the **Total from prior year** value.
- The **Total (men + women)** calculated for the **Grand Total** must be greater than 0. If the **Total (men + women)** calculated for the **Full-time Total** is greater than 0, and the percent of staff (men + women) whose race/ethnicity is unknown is between 20% and 80% of the total, then you must *explain*.
- If the **Total (men + women)** calculated for the **Grand Total** is greater than 0, and the percent of staff (men + women) whose race/ethnicity is unknown is greater than 80% of the total, then a *fatal* error will occur.

Part A: Full-time Staff by Occupational Category

Applicable to institutions that answered 'No' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of full-time staff at the institution by medical school status (**Non-medical** and/or **Medical** staff, as applicable) and occupational category. Provide the total number of staff for each of the following:

- Postsecondary Teachers
  - Instructional Staff
  - Research
  - Public Service
- Librarians, Curators, and Archivists
- Other Teachers and Instructional Support Staff
- Management Occupations
- Business and Financial Operations Occupations
- Computer, Engineering, and Science Occupations
- Community Service, Legal, Arts, and Media Occupations
- Healthcare Practitioners and Technical Occupations
- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations

The system will perform the following edits on the data entered:

- For each occupational category, the number of staff entered on this screen (medical + non-medical) must be equal to the corresponding **Total** number of staff reported earlier in ***Part A.***
- The **Total** number of full-time **Instructional Staff** reported is expected to be greater than 0.
- If your institution has a medical school (with M.D. and/or D.O. programs reported in the Institutional Characteristics survey), then the **Total** number of **Medical school staff** is expected be greater than 0.
- If your institution has a medical school, then the **Total** number of **Non-medical school staff** is expected to be within plus or minus 5 of the **Total from prior year** value.
- If your institution has a medical school, then the **Total** number of **Medical school staff** is expected to be within plus or minus 5 of the **Total from prior year** value.
- If your institution does not have a medical school, then the **Total** number of staff is expected to be within plus or minus 5 of the **Total from prior year** value.

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Part G: Salaries

Part G: Salary Worksheet

On this screen, report the number of full-time instructional non-medical staff at the institution by number of months covered by an annual salary, gender, and academic rank. Contract or employment agreement lengths include: 9-month, 10-month, 11-month, and 12-month. Provide these data for each of the following academic ranks:

- Professors
- Associate professors
- Assistant professors
- Instructors
- Lecturers
- No academic rank

The **Total staff for salary reporting, Total number of Months**, and **Balance** will be calculated by academic rank and gender. Additionally, the **Total full-time, instructional staff from Part A** is displayed for your reference. Amounts for Total men, Total women, and Total (men + women) are calculated for each contract length.

Note: If your institution has a medical school (with M.D. and/or D.O. programs reported in the Institutional Characteristics survey), then only **non-medical** staff should be reported in ***Part G***.

The system will perform the following edits on the data entered:

- If the **Total (men + women)** preloaded for **Total full-time instructional staff from Part A** is between 31 and 150, then the **Total (men + women)** reported for **Total staff for Salary reporting** is expected to be greater than 0. Otherwise, you must *explain* this discrepancy.
- If the **Total (men + women)** preloaded for **Total full-time instructional staff from Part A** is greater than 150, then the **Total (men + women)** reported for **Total staff for Salary reporting** must be greater than 0. Otherwise, a *fatal* error will occur.
- For each gender and academic rank classification, the **Balance** cannot be negative.
- For each gender, the **Balance** must be less than or equal to 20% of the **Total full-time instructional staff from Part A.**
- The **Total (men + women)** calculated for the **Balance** is expected to be less than or equal to 20% of the **Total full-time instructional staff from Part A.** Otherwise, you must *explain* this discrepancy.
- The **Total (men + women)** calculated for the **Balance** must be less than 80% of the **Total full-time instructional staff from Part A.** Otherwise, a *fatal* error will occur.

Part G: Salary Outlays for Full-time Instructional Staff by Gender and Academic Rank

Applicable to degree-granting institutions that selected 'No' for all options in the screening question that asks if all of your institution's instructional staff are military personnel, contributing their services, or teaching pre-clinical or clinical medicine

On this screen, report the Salary Outlays for full-time non-medical instructional staff at the institution by gender for each of the following academic ranks:

- Professors
- Associate professors
- Assistant professors
- Instructors
- Lecturers
- No academic rank

The **Total staff for Salary reporting (from Part G, screen 1)** and the **Total number of months (from Part G, screen 1)** are displayed for your reference. The system will calculate the Total men, Total women, and Total (men + women) for Salary Outlays, as well as the **Weighted Average Monthly Salaries** for each academic rank.

The system will perform the following edits on the data entered:

- For each academic rank and gender classification, if the **Total Number of Months** is greater than 0, then the corresponding **Salary Outlays** must also be greater than 0.
- For each academic rank and gender classification, if the **Total Number of Months** is 0, then the corresponding **Salary Outlays** must also be 0 or blank.
- The **Total (men + women)** calculated for **Salary Outlays** must be greater than 0.
- For each academic rank and gender classification, if the **Salary Outlays** value is greater than 0, then the **Weighted Average Monthly Salaries** is expected to be between $1,000 and $16,000.

Part G: Salary Outlays for Full-time Non-instructional Staff by Occupational Category

On this screen, report the **Total salary outlays** for full-time non-medical non-instructional staff at the institution for each of the following occupational categories:

- Research Staff
- Public Service Staff
- Library and Student and Academic Affairs and Other Education Services Occupations
- Management Occupations
- Business and Financial Operations Occupations

- Computer, Engineering, and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
- Healthcare Practitioners and Technical Occupations
- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations

The **Number of full-time staff** from ***Part A*** is displayed for your reference for each occupational category.

The system will perform the following edits on the data entered:

- For each occupational category, if the **Number of full-time staff** is greater than 0, then the **Total salary outlays** must also be greater than 0.
- For the following occupational categories, if the Number of full-time staff is greater than 0, then the **Total salary outlays** is expected to be between $32,000 and $110,000 times the **Number of full-time staff** reported:
  - Postsecondary Teachers - Research
  - Postsecondary Teachers - Public Service
- For the **Management Occupations** category, if the **Number of full-time staff** is greater than 0, then the **Total salary outlays** is expected to be between $32,000 to $500,000 times the **Number of full-time staff** reported.
- For the **Library and Student and Academic Affairs and Other Education Services Occupations** category, if the Number of full-time staff is greater than 0, then the **Total salary outlays** is expected to be between $25,000 and $85,000 times the **Number of full-time staff** reported.
- For the following occupational categories, if the Number of full-time staff is greater than 0, then the **Total salary outlays** is expected to be between $29,000 and $101,000 times the **Number of full-time staff** reported:
  - Business and Financial Occupations
  - Computer, Engineering, and Science Occupations
  - Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
  - Healthcare Practitioners and Technical Occupations
- For the following occupational categories, if the Number of full-time staff is greater than 0, then the **Total salary outlays** is expected to be between $20,000 and $70,000 times the **Number of full-time staff** reported:
  - Service Occupations
  - Sales and Related Occupations
  - Office and Administrative Support Occupations
  - Natural Resources, Construction, and Maintenance Occupations
  - Production, Transportation, and Material Moving Occupations

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Part B: Part-time Staff and Graduate Assistants

Applicable to institutions that answered 'Yes' to the screening question that asks if your institution has part-time staff

Part B: Part-time Staff, page 1

Applicable to institutions that answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of part-time staff at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Primarily Instruction and Instruction/Research/Public Service Staff
- Research Staff
- Public service Staff
- Librarians, Curators, and Archivists
- Student and Academic Affairs and Other Education Services Occupations

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category.

The system will perform the following edit on the data entered:

- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to be within plus or minus 5 of the **Total from prior year** value.

Part B: Part-time Staff, page 2

Applicable to institutions that answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of part-time staff at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Management Occupations
- Business and Financial Operations Occupations
- Computer, Engineering, and Science Occupations
- Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations
- Healthcare Practitioners and Technical Occupations

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category.

The system will perform the following edit on the data entered:

- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to be within plus or minus 5 of the **Total from prior year** value.

Part B: Part-time Staff, page 3

Applicable to institutions that answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of part-time staff at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category. A **Grand total (all part-time staff)** value is also calculated for each gender and race/ethnicity classification.

The system will perform the following edits on the data entered:

- If you answered 'Yes' to the part-time screening question, then the **Total** number of part-time staff reported across all occupational categories must be greater than 0.
- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to be within plus or minus 5 of the **Total from prior year** value.
- If the **Total (men + women)** calculated for the **Grand total** is greater than 0, and the percent of staff (men + women) whose race/ethnicity is unknown is between 20% and 80% of the total, then you must explain.
- If the **Total (men + women)** calculated for the **Grand total** is greater than 0, and the percent of staff (men + women) whose race/ethnicity is unknown is greater than 80% of the total, then a fatal error will occur.

Part B: Graduate Assistants

Applicable to institutions that answered 'Yes' to the graduate assistants screening question AND answered 'Yes' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of graduate assistants at the institution by occupational category, gender, and race/ethnicity. Provide these data for each of the following occupational categories:

- Teaching
- Research
- Management
- Business and Financial Operations
- Computer, Engineering, and Science
- Community Service, Legal, Arts, and Media
- Library and Student and Academic Affairs and Other Education Services
- Healthcare Practitioners and Technical

Amounts for Total men, Total women, and Total (men + women) are calculated for each occupational category. A **Total** is also calculated for each gender and race/ethnicity classification.

The system will perform the following edits on the data entered:

- If you answered 'Yes' to the graduate assistants screening question, then the **Total (men + women)** calculated for the **Total** number of graduate assistants must be greater than 0.
- For each occupational category on this screen, the current year value calculated for **Total (men+women)** is expected to be within plus or minus 5 of the **Total from prior year** value.
- If the **Total (men + women)** calculated for the **Total** number of graduate assistants is greater than 0, and the percent of staff (men + women) whose race/ethnicity is unknown is between 20% and 80% of the total, then you must explain.
- If the **Total (men + women)** calculated for the **Total** number of graduate assistants is greater than 0, and the percent of staff (men + women) whose race/ethnicity is unknown is greater than 80% of the total, then a fatal error will occur.

Part B: Part-time Staff by Occupational Category

Applicable to institutions that answered 'No' to the screening question that asks if you wish to report data by gender and race/ethnicity

On this screen, report the number of part-time staff at the institution by medical school status (**Non-medical** and/or **Medical**, as applicable) and occupational category. Provide the total number of staff for each of the following:

- Postsecondary Teachers
  - Instructional Staff
  - Research
  - Public service
- Librarians, Curators, and Archivists
- Other Teachers and Instructional Support Staff
- Management Occupations
- Business and Financial Operations Occupations
- Computer, Engineering, and Science Occupations
- Community Service, Legal, Arts, and Media Occupations
- Healthcare Practitioners and Technical Occupations
- Service Occupations
- Sales and Related Occupations
- Office and Administrative Support Occupations
- Natural Resources, Construction, and Maintenance Occupations
- Production, Transportation, and Material Moving Occupations
- Graduate Assistants
  - Teaching
  - Research
  - Management
  - Business and Financial Operations
  - Computer, Engineering, and Science
  - Community Service, Legal, Arts, and Media
  - Library and Instructional Support
  - Healthcare Practitioners and Technical

Note: If you answered 'No' to the graduate assistants screening question, then the **Graduate Assistants** options will not be displayed on this screen.

The system will perform the following edits on the data entered:

- If you answered 'Yes' to the part-time screening question, then the **Total** number of part-time staff reported across all occupational categories must be greater than 0.
- If you answered 'Yes' to the graduate assistants screening question, then the **Total** number of graduate assistants reported must be greater than 0.
- For each occupational category, the number of staff entered on this screen (medical + non-medical) must be equal to the corresponding **Total** number of staff reported earlier in ***Part B.***
- If your institution has a medical school (with M.D. and/or D.O. programs reported in the Institutional Characteristics survey), then the **Total** number of **Medical school staff** is expected be greater than 0.
- If your institution has a medical school, then the **Total** number of **Non-medical school staff** is expected to be within plus or minus 5 of the **Total from prior year** value.
- If your institution has a medical school, then the **Total** number of **Medical school staff** is expected to be within plus or minus 5 of the **Total from prior year** value.
- If your institution does not have a medical school, then the **Total** number of staff is expected to be within plus or minus 5 of the **Total from prior year** value.

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Part C: Total Number of Staff

A totals screen is provided displaying the total number of staff reported by employment status, gender, and race/ethnicity. For each race/ethnicity classification, amounts are displayed for the following:

- Full-time men
- Full-time women
- Part-time men
- Part-time women
- Total men
- Total women

The system will perform the following edits on the data entered:

- The current year racial/ethnic distribution of **Men** is expected to be within a 30% range of the prior year racial/ethnic distribution, otherwise an *explanation* must be provided.
  Note: These distributions are calculated by finding the absolute value of the current year percentage for men minus the corresponding prior year percentage for men from each race/ethnicity category. If the sum of the absolute values across all race/ethnicity categories (excluding the **White** category) is greater than 30, then an *explanation* error will occur. For example, in *Table 1* (shown below) the sum of the **Current year minus prior year absolute values** across all applicable race/ethnicity categories is 40. Because this number is greater than 30, an *explanation* error will occur.

  Table 1

Race/ethnicity	Current year percentage of men	Prior year percentage of men	Current year minus prior year absolute value
Nonresident Alien	6	14	8
Hispanic/Latino	10	9	1
American Indian/Alaska Native	1	3	2
Asian	8	6	2
Black or African American	25	10	15
Native Hawaiian or Other Pacific Islander	6	4	2
White	50	46	--
Two or more races	4	6	2
Race and ethnicity unknown	0	8	8
Total	**--**	**--**	**40**

- As with the distribution of Men explained previously, the current year racial/ethnic distribution of **Women** is expected to be within a 30% range of the prior year racial/ethnic distribution, otherwise an *explanation* must be provided.

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Human Resources Survey Evaluation

In order to assess whether future changes should be made to definitions, instructions, and/or items collected, please list any employees who were difficult to categorize in the box provided.

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Relationships between HR Parts

The system will perform the following edit on all data entered:

- If your institution is not an administrative office, then the sum of full-time plus part-time **Instructional Staff** reported in ***Part A*** and ***Part B*** must be greater than 0.

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