

GENERAL INSTRUCTIONS – Winter Collection Screening Questions

Period of Report

Consider all persons on the payroll of the institution as of November 1, 2001 when answering the screening questions.

Screening Questions

Please read the following questions carefully. Your responses will determine whether or not you need to complete particular components of the winter collection. The data collection system will use your answers to determine which screens to display for data entry.

1. Does your institution have a medical school?

A “yes” answer to this question will generate separate screens to report employees of your medical school for the Employees by Assigned Position (EAP) component.

Institutions with medical schools and free standing medical schools, which offer postsecondary education as their primary mission, should report their full- and part-time medical school employees separately on the screens provided.

Employees in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., who work full-time or part-time should be reported on the screens along with other non-medical school employees.

Employees who work strictly in hospitals associated with medical schools should not be reported on any IPEDS survey.

2. Does your institution employ any full-time faculty on the following types of contracts?

- a) less than 9-month contract
- b) 9/10-month contract
- c) 11/12-month contract

Full-time faculty are those employed full time (as defined by the institution) whose initial assignments are typically made for the purpose of conducting instruction, research or public service as a principal activity (or activities). Indicate if your institution has full-time faculty on less than 9-month, 9/10-month and/or 11/12-month contracts. Screens for reporting data in the Faculty Salaries and Fall Staff components will be based on your response.

3. Does your institution have any part-time employees?

Part-time employees are persons on the payroll of the institution (or reporting unit) that are classified by the institution as part time. Students in the College Work-Study Program or casual employees (persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time employees.

If you indicate that your institution has part-time employees, screens for reporting these employees in the Fall Staff component will be generated.

4. How many staff are employed full time at your institution?

Please indicate whether your institution employs less than 15, or 15 or more full-time employees. Institutions with 15 or more full-time employees must complete the Fall Staff component.

5. Do ALL of the instructional faculty at your institution fall into any of the following categories?

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

If any one of these applies, you will not be asked to complete the Faculty Salaries component.