

Human Resources

Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** section.

Yes No

Do ALL of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.

- 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)?
- No Yes Do ALL of the instructional staff teach pre-clinical or clinical medicine?

The completion of the Fall Staff section is optional this year as it is in even-numbered years.

Do you wish to complete the **Fall Staff** section this year?

If you answer **No**, screens to report **Fall Staff** data will not be displayed.

If you answer **Yes**, screens to report **Fall Staff** data will be displayed and you must complete ALL applicable **Fall Staff** screens.

- No, I will not complete Fall Staff
- Yes, I will complete Fall Staff

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



Human Resources Screening Questions

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2008 either for the *first time* or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2008? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

*If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in the **Fall Staff section (long version)**.*

Yes No

Screening questions - Method of reporting race and ethnicity for this component
race/ethnicity question

Which method of reporting race and ethnicity will you use for this component?

- NEW race/ethnicity categories (9 categories):

Notes:

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

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

- OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

- MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part A - Employees by Assigned Position - Full-time staff, non-medical school

Number of full-time staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service					
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Technical and paraprofessionals</u>				<input type="text"/>	
<u>Clerical and secretarial</u>				<input type="text"/>	
<u>Skilled crafts</u>				<input type="text"/>	
<u>Service/Maintenance</u>				<input type="text"/>	
Total full time (non medical)					
Total from prior year					

Part A - Employees by Assigned Position - Full-time staff, medical school

**** Applicable to institutions with M.D. or D.O. programs ****

Number of full-time staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service					
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Technical and paraprofessionals</u>				<input type="text"/>	
<u>Clerical and secretarial</u>				<input type="text"/>	
<u>Skilled crafts</u>				<input type="text"/>	
<u>Service/Maintenance</u>				<input type="text"/>	

Total full time (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

Part B - Employees by Assigned Position - Part-time staff, non-medical school

Number of part-time staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total	<u>Graduate assistants</u>
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	Without faculty status		
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service						
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service						
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Technical and paraprofessionals</u>				<input type="text"/>		<input type="text"/>
<u>Clerical and secretarial</u>				<input type="text"/>		<input type="text"/>
<u>Skilled crafts</u>				<input type="text"/>		<input type="text"/>
<u>Service/Maintenance</u>				<input type="text"/>		<input type="text"/>
Total part time (non medical)						
Total from prior year						

Part B - Employees by Assigned Position - Part-time staff, medical school

**** Applicable to institutions with M.D. or D.O. programs ****

Number of part-time staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status		
Primarily instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Instruction/research/public service/clinical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service/clinical						
Primarily research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service/clinical + Primarily research + Primarily public service						
Executive/administrative/managerial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Other professionals (support/service)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Technical and paraprofessionals				<input type="text"/>		<input type="text"/>
Clerical and secretarial				<input type="text"/>		<input type="text"/>
Skilled crafts				<input type="text"/>		<input type="text"/>
Service/Maintenance				<input type="text"/>		<input type="text"/>

Total part time (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

Part C - Employees by Assigned Position - Total number of staff

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2008

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Graduate assistants	Total including Graduate assistants
<u>Primarily instruction</u>						
<u>Instruction/research/public service</u>						
Primarily instruction + Instruction/research/public service						
<u>Primarily research</u>						
<u>Primarily public service</u>						
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service						
<u>Executive/administrative/managerial</u>						
<u>Other professionals (support/service)</u>						
<u>Technical and paraprofessionals</u>						
<u>Clerical and secretarial</u>						
<u>Skilled crafts</u>						
<u>Service/Maintenance</u>						
Grand total						

Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
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Men

Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total women

Total (men + women)

Total from EAP, full-time non-medical section
(Primarily instruction +
Instruction/research/public service lines)

Total from prior year (Salaries section)

Part D - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions only ****

Number of full-time instructional staff on 9/10-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Faculty status			Without faculty status	Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Men					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Total men prior year					
Women					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total women prior year					
Total (men + women)					

Part D - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions only ****

Number of full-time instructional staff on 11/12-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Faculty status			Without faculty status	Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Men					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Total men prior year					
Women					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total women prior year					
Total (men + women)					

Part E - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 9/10-month contracts/teaching periods by gender and academic rank

As of November 1, 2008				
Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total men				
Women				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total women				
Total (men + women)				

Part E - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 11/12-month contracts/teaching periods by gender and academic rank

As of November 1, 2008				
Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total men				
Women				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total women				
Total (men + women)				

Part F - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods -
Fringe benefits

Fringe benefits of full-time instructional staff on 9/10-month contracts/teaching periods

As of November 1, 2008

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years	<input type="text"/>	<input type="text"/>		
Retirement plans (other than Social Security) - Vested after 5-years	<input type="text"/>	<input type="text"/>		
Medical/dental plans	<input type="text"/>	<input type="text"/>		
Group life insurance	<input type="text"/>	<input type="text"/>		
<u>Other insurance benefits (cafeteria plan, etc.)</u>	<input type="text"/>	<input type="text"/>		
Guaranteed disability income protection	<input type="text"/>	<input type="text"/>		
Tuition plan (dependents only)				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Housing plan				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Social Security taxes	<input type="text"/>	<input type="text"/>		
Unemployment compensation taxes	<input type="text"/>	<input type="text"/>		
Worker's compensation taxes	<input type="text"/>	<input type="text"/>		
Other benefits in kind with cash options	<input type="text"/>	<input type="text"/>		
Total expenditures				

Part F - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Fringe benefits

Fringe benefits of full-time instructional staff on 11/12-month contracts/teaching periods

As of November 1, 2008

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years	<input type="text"/>	<input type="text"/>		
Retirement plans (other than Social Security) - Vested after 5-years	<input type="text"/>	<input type="text"/>		
Medical/dental plans	<input type="text"/>	<input type="text"/>		
Group life insurance	<input type="text"/>	<input type="text"/>		
<u>Other insurance benefits (cafeteria plan, etc.)</u>	<input type="text"/>	<input type="text"/>		
Guaranteed disability income protection	<input type="text"/>	<input type="text"/>		
Tuition plan (dependents only)				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Housing plan				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Social Security taxes	<input type="text"/>	<input type="text"/>		
Unemployment compensation taxes	<input type="text"/>	<input type="text"/>		
Worker's compensation taxes	<input type="text"/>	<input type="text"/>		
Other benefits in kind with cash options	<input type="text"/>	<input type="text"/>		
Total expenditures				

Asian	<input type="text"/>					
Black or African American	<input type="text"/>					
Native Hawaiian or Other Pacific Islander	<input type="text"/>					
White	<input type="text"/>					
Two or more races	<input type="text"/>					

OLD categories:

Black, non-Hispanic	<input type="text"/>					
American Indian/Alaska Native	<input type="text"/>					
Asian/Pacific Islander	<input type="text"/>					
Hispanic	<input type="text"/>					
White, non-Hispanic	<input type="text"/>					

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>					
Race and ethnicity unknown	<input type="text"/>					

Total women

Total (men+women)

Total from EAP

Asian	<input type="text"/>					
Black or African American	<input type="text"/>					
Native Hawaiian or Other Pacific Islander	<input type="text"/>					
White	<input type="text"/>					
Two or more races	<input type="text"/>					

OLD categories:

Black, non-Hispanic	<input type="text"/>					
American Indian/Alaska Native	<input type="text"/>					
Asian/Pacific Islander	<input type="text"/>					
Hispanic	<input type="text"/>					
White, non-Hispanic	<input type="text"/>					

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>					
Race/ethnicity unknown	<input type="text"/>					

Total women

Total (men+women)

Total from EAP

Part G - Fall Staff - Full-time instruction/research/public service staff - Not on tenure track/no tenure system

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff with faculty status who are Not on tenure track and whose primary responsibility is instruction, research, and/or public service OR number of full-time staff whose primary responsibility is instruction, research, and/or public service and who work at an institution with No tenure system by academic rank, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
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Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>						
American Indian or Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race and ethnicity unknown	<input type="text"/>						

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>					
American Indian or Alaska Native	<input type="text"/>					
Asian	<input type="text"/>					
Black or African American	<input type="text"/>					
Native Hawaiian or Other Pacific Islander	<input type="text"/>					
White	<input type="text"/>					
Two or more races	<input type="text"/>					

OLD categories:

Black, non-Hispanic	<input type="text"/>					
American Indian/Alaska Native	<input type="text"/>					
Asian/Pacific Islander	<input type="text"/>					
Hispanic	<input type="text"/>					
White, non-Hispanic	<input type="text"/>					

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>					
Race and ethnicity unknown	<input type="text"/>					

Total women

Total (men+women)

Total from EAP

Part G - Fall Staff - Full-time instruction/research/public service staff - Without faculty status

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff Without faculty status whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Total
Men	
NEW categories:	
Notes for NEW categories:	
<ul style="list-style-type: none"> ● Report Hispanic/Latino individuals of any race as Hispanic/Latino ● Report race for non-Hispanic/Latino individuals only 	
Hispanic/Latino	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Two or more races	<input type="text"/>
OLD categories:	
Black, non-Hispanic	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>
Hispanic	<input type="text"/>
White, non-Hispanic	<input type="text"/>
Categories used in BOTH New and Old:	
Nonresident alien	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>
Total men	
Women	
NEW categories:	
Notes for NEW categories:	
<ul style="list-style-type: none"> ● Report Hispanic/Latino individuals of any race as Hispanic/Latino ● Report race for non-Hispanic/Latino individuals only 	
Hispanic/Latino	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Total (men+women)

Total from EAP

Part G - Fall Staff - Full-time instruction/research/public service staff - Totals

Total number of full-time staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity

As of November 1, 2008

Total men Total women Total (men+women)

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total (must equal Part H (next part))

Part H - Fall Staff - Full-time instruction/research/public service staff by contract length/teaching period - Headcount

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
Report each individual only ONCE, in either a new category OR an old category.
Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff whose primary responsibility is instruction, research, and/or public service by contract length/teaching period, gender, and race/ethnicity

(Include all staff from these functions, including those with and without faculty status.)

As of November 1, 2008

Gender and race/ethnicity	Less-than-9-month	9/10-month	11/12-month	Total	Total from Part G
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Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
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American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total women

Total (men+women)

Total from EAP

Total (men+women) from Fall 2007

Part H - Fall Staff - Full-time instruction/research/public service staff on 9/10-month contracts/teaching periods - Salary class intervals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff on 9/10-month contracts/teaching periods whose primary responsibility is instruction, research, and/or public service by salary class intervals, gender, and race/ethnicity

(Include all staff from these functions, including those with and without faculty status.)

As of November 1, 2008

Gender and race/ethnicity	Below \$30,000	30,000-39,999	40,000-49,999	50,000-64,999	65,000-79,999	80,000-99,999	100,000 and above	Total from Part H (Headcount screen)
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Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>						
American Indian or Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race/ethnicity unknown	<input type="text"/>						

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>						
American Indian or Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race/ethnicity unknown	<input type="text"/>						

Total women

Total

(men+women)

Part H - Fall Staff - Full-time instruction/research/public service staff on 11/12-month contracts/teaching periods - Salary class intervals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff on 11/12-month contracts/teaching periods whose primary responsibility is instruction, research, and/or public service by salary class intervals, gender, and race/ethnicity

(Include all staff from these functions, including those with and without faculty status.)

As of November 1, 2008

Gender and race/ethnicity	Below \$30,000	30,000-39,999	40,000-49,999	50,000-64,999	65,000-79,999	80,000-99,999	100,000 and above	Total from Part H (Headcount screen)
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Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>						
American Indian or Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race and ethnicity unknown	<input type="text"/>						

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>						
American Indian or Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race and ethnicity unknown	<input type="text"/>						

Total women

Total

(men+women)

Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race and ethnicity unknown	<input type="text"/>						

Total women

Total (men+women)

Total from EAP

Alaska Native	<input type="text"/>						
Asian	<input type="text"/>						
Black or African American	<input type="text"/>						
Native Hawaiian or Other Pacific Islander	<input type="text"/>						
White	<input type="text"/>						
Two or more races	<input type="text"/>						

OLD categories:

Black, non-Hispanic	<input type="text"/>						
American Indian/Alaska Native	<input type="text"/>						
Asian/Pacific Islander	<input type="text"/>						
Hispanic	<input type="text"/>						
White, non-Hispanic	<input type="text"/>						

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>						
Race and ethnicity unknown	<input type="text"/>						

Total women

Total (men+women)

Total from EAP

Part I - Fall Staff - Full-time technical and paraprofessional staff - Salary class intervals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time technical and paraprofessional staff by salary class intervals, gender, and race/ethnicity

As of November 1, 2008						
Gender and race/ethnicity	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	Total
Men						
NEW categories:						
Notes for NEW categories:						
<ul style="list-style-type: none"> • Report Hispanic/Latino individuals of any race as Hispanic/Latino • Report race for non-Hispanic/Latino individuals only 						
Hispanic/Latino	<input type="text"/>					
American Indian or Alaska Native	<input type="text"/>					
Asian	<input type="text"/>					
Black or African American	<input type="text"/>					
Native Hawaiian or Other Pacific Islander	<input type="text"/>					
White	<input type="text"/>					
Two or more races	<input type="text"/>					
OLD categories:						
Black, non-Hispanic	<input type="text"/>					
American Indian/Alaska Native	<input type="text"/>					
Asian/Pacific Islander	<input type="text"/>					
Hispanic	<input type="text"/>					
White, non-Hispanic	<input type="text"/>					
Categories used in BOTH New and Old:						
Nonresident alien	<input type="text"/>					
Race and ethnicity unknown	<input type="text"/>					
Total men						
Women						
NEW categories:						
Notes for NEW categories:						
<ul style="list-style-type: none"> • Report Hispanic/Latino individuals of any race as Hispanic/Latino • Report race for non-Hispanic/Latino individuals only 						
Hispanic/Latino	<input type="text"/>					
American Indian or Alaska Native	<input type="text"/>					
Asian	<input type="text"/>					

Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race and ethnicity unknown	<input type="text"/>				

Total women

Total (men+women)

Total from EAP

Part I - Fall Staff - Full-time clerical and secretarial staff- Salary class intervals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time clerical and secretarial staff by salary class intervals, gender, and race/ethnicity

Gender and race/ethnicity	As of November 1, 2008					Total
	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>				
American Indian or Alaska Native	<input type="text"/>				
Asian	<input type="text"/>				
Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race and ethnicity unknown	<input type="text"/>				

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>				
American Indian or Alaska Native	<input type="text"/>				
Asian	<input type="text"/>				

Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race and ethnicity unknown	<input type="text"/>				

Total women

Total (men+women)

Total from EAP

Part I - Fall Staff - Full-time skilled crafts staff - Salary class intervals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time skilled crafts staff by salary class intervals, gender, and race/ethnicity

Gender and race/ethnicity	As of November 1, 2008					Total
	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>				
American Indian or Alaska Native	<input type="text"/>				
Asian	<input type="text"/>				
Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race/ethnicity unknown	<input type="text"/>				

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>				
American Indian or Alaska Native	<input type="text"/>				
Asian	<input type="text"/>				

Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race/ethnicity unknown	<input type="text"/>				

Total women

Total (men+women)

Total from EAP

Part I - Fall Staff - Full-time service/maintenance staff - Salary class intervals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time service/maintenance staff by salary class intervals, gender, and race/ethnicity

Gender and race/ethnicity	As of November 1, 2008					Total
	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>				
American Indian or Alaska Native	<input type="text"/>				
Asian	<input type="text"/>				
Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race/ethnicity unknown	<input type="text"/>				

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>				
American Indian or Alaska Native	<input type="text"/>				
Asian	<input type="text"/>				

Black or African American	<input type="text"/>				
Native Hawaiian or Other Pacific Islander	<input type="text"/>				
White	<input type="text"/>				
Two or more races	<input type="text"/>				

OLD categories:

Black, non-Hispanic	<input type="text"/>				
American Indian/Alaska Native	<input type="text"/>				
Asian/Pacific Islander	<input type="text"/>				
Hispanic	<input type="text"/>				
White, non-Hispanic	<input type="text"/>				

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>				
Race/ethnicity unknown	<input type="text"/>				

Total women

Total (men+women)

Total from EAP

Part I - Fall Staff - Full-time staff (excluding instruction/research/public service staff) - Totals
Total number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Executive/administrative/managerial	Other professionals (support/service)	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/Maintenance	Total
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Men

NEW categories:

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

OLD categories:

- Black, non-Hispanic
- American Indian/Alaska Native
- Asian/Pacific Islander
- Hispanic
- White, non-Hispanic

Categories used in BOTH New and Old:

- Nonresident alien
- Race and ethnicity unknown

Total men

Women

NEW categories:

- Hispanic/Latino
- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander

White

Two or more
races

OLD categories:

Black, non-
Hispanic

American
Indian/Alaska
Native

Asian/Pacific
Islander

Hispanic

White, non-
Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and
ethnicity unknown

Total women

Total

(men+women)

Total from EAP

Part J - Fall Staff - Part-time professional staff

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
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Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>

Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
OLD categories:			
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
Categories used in BOTH New and Old:			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women			
Total (men+women)			
Total from EAP			

Part J - Fall Staff - Part-time non-professional staff

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>
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Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Total (men+women)

Total from EAP

Part J - Fall Staff - Graduate assistants and part-time staff totals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Subtotal</u>	<u>Graduate assistants</u>	Part-time total
---------------------------	-----------------	----------------------------	-----------------

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>
White	<input type="text"/>
Two or more races	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>
Hispanic	<input type="text"/>
White, non-Hispanic	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>
Asian	<input type="text"/>
Black or African American	<input type="text"/>

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Total (men+women)

Total from EAP

Part K - Fall Staff - Total number of staff

Total number of staff by employment status, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
---------------------------	---------------	-----------------	---------------	-----------------	-----------	-------------

NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Grand total

Part L - Fall Staff - New hires - Full-time instruction/research/public service staff - Faculty status

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time permanent new hires whose primary responsibility is instruction, research, and/or public service by faculty status, gender, and race/ethnicity

(Hired full time between July 1 and October 31, 2008 and still on payroll of the institution as of November 1, 2008)

Gender and race/ethnicity	Faculty status			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino

	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
OLD categories:				
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Categories used in BOTH New and Old:				
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women				
Total (men+women)				

American Indian or Alaska Native	<input type="text"/>					
Asian	<input type="text"/>					
Black or African American	<input type="text"/>					
Native Hawaiian or Other Pacific Islander	<input type="text"/>					
White	<input type="text"/>					
Two or more races	<input type="text"/>					

OLD categories:

Black, non-Hispanic	<input type="text"/>					
American Indian/Alaska Native	<input type="text"/>					
Asian/Pacific Islander	<input type="text"/>					
Hispanic	<input type="text"/>					
White, non-Hispanic	<input type="text"/>					

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>					
Race and ethnicity unknown	<input type="text"/>					

Total women

Total (men+women)

Part L - Fall Staff - New hires - Totals

Total number of full-time permanent new hires by gender and race/ethnicity

**(Hired full time between July 1 and October 31, 2008 and
still on payroll of the institution as of November 1, 2008)**

	Total men	Total women	Total (men+women)
NEW categories:			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
OLD categories:			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Categories used in BOTH New and Old:			
Nonresident alien			
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.

A large, empty rectangular text box with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is designed for multi-line text input. The box is currently empty, ready for the user to provide an explanation.

Print Form(s)

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Human Resources

Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** section.

Yes No

Do ALL of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.

- 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)?
- No Yes Do ALL of the instructional staff teach pre-clinical or clinical medicine?

The completion of the Fall Staff section is optional this year as it is in even-numbered years.

Do you wish to complete the **Fall Staff** section this year?

If you answer **No**, screens to report **Fall Staff** data will not be displayed.

If you answer **Yes**, screens to report **Fall Staff** data will be displayed and you must complete ALL applicable **Fall Staff** screens.

- No, I will not complete Fall Staff
- Yes, I will complete Fall Staff

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



Human Resources Screening Questions

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2008 either for the *first time* or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2008? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

*If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in the **Fall Staff section (long version)**.*

Yes No

Screening questions - Method of reporting race and ethnicity for this component
race/ethnicity question

Which method of reporting race and ethnicity will you use for this component?

- NEW race/ethnicity categories (9 categories):

Notes:

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

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

- OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

- MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part A - Employees by Assigned Position - Full-time staff, non-medical school

Number of full-time staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service					
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Technical and paraprofessionals</u>				<input type="text"/>	
<u>Clerical and secretarial</u>				<input type="text"/>	
<u>Skilled crafts</u>				<input type="text"/>	
<u>Service/Maintenance</u>				<input type="text"/>	
Total full time (non medical)					
Total from prior year					

Part A - Employees by Assigned Position - Full-time staff, medical school

**** Applicable to institutions with M.D. or D.O. programs ****

Number of full-time staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service					
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Technical and paraprofessionals</u>				<input type="text"/>	
<u>Clerical and secretarial</u>				<input type="text"/>	
<u>Skilled crafts</u>				<input type="text"/>	
<u>Service/Maintenance</u>				<input type="text"/>	

Total full time (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

Part B - Employees by Assigned Position - Part-time staff, non-medical school

Number of part-time staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total	<u>Graduate assistants</u>
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	Without faculty status		
<u>Primarily instruction</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service						
<u>Primarily research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Primarily public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service						
<u>Executive/administrative/managerial</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Other professionals (support/service)</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
<u>Technical and paraprofessionals</u>				<input type="text"/>		<input type="text"/>
<u>Clerical and secretarial</u>				<input type="text"/>		<input type="text"/>
<u>Skilled crafts</u>				<input type="text"/>		<input type="text"/>
<u>Service/Maintenance</u>				<input type="text"/>		<input type="text"/>
Total part time (non medical)						
Total from prior year						

Part B - Employees by Assigned Position - Part-time staff, medical school

**** Applicable to institutions with M.D. or D.O. programs ****

Number of part-time staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status		
Primarily instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Instruction/research/public service/clinical	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service/clinical						
Primarily research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service/clinical + Primarily research + Primarily public service						
Executive/administrative/managerial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Other professionals (support/service)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Technical and paraprofessionals				<input type="text"/>		<input type="text"/>
Clerical and secretarial				<input type="text"/>		<input type="text"/>
Skilled crafts				<input type="text"/>		<input type="text"/>
Service/Maintenance				<input type="text"/>		<input type="text"/>

Total part time (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

Part C - Employees by Assigned Position - Total number of staff

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2008

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Graduate assistants	Total including Graduate assistants
<u>Primarily instruction</u>						
<u>Instruction/research/public service</u>						
Primarily instruction + Instruction/research/public service						
<u>Primarily research</u>						
<u>Primarily public service</u>						
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service						
<u>Executive/administrative/managerial</u>						
<u>Other professionals (support/service)</u>						
<u>Technical and paraprofessionals</u>						
<u>Clerical and secretarial</u>						
<u>Skilled crafts</u>						
<u>Service/Maintenance</u>						
Grand total						

Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
--------------------------	-------------------	------------	-------------	-------

Men

Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total women

Total (men + women)

Total from EAP, full-time non-medical section
(Primarily instruction +
Instruction/research/public service lines)

Total from prior year (Salaries section)

Part D - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions only ****

Number of full-time instructional staff on 9/10-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Faculty status			Without faculty status	Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Men					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Total men prior year					
Women					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total women prior year					
Total (men + women)					

Part D - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions only ****

Number of full-time instructional staff on 11/12-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Faculty status			Without faculty status	Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Men					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Total men prior year					
Women					
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Associate Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Assistant Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total women prior year					
Total (men + women)					

Part E - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 9/10-month contracts/teaching periods by gender and academic rank

As of November 1, 2008				
Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total men				
Women				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total women				
Total (men + women)				

Part E - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 11/12-month contracts/teaching periods by gender and academic rank

As of November 1, 2008				
Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total men				
Women				
Professors		<input type="text"/>		
Associate professors		<input type="text"/>		
Assistant professors		<input type="text"/>		
Instructors		<input type="text"/>		
Lecturers		<input type="text"/>		
No academic rank		<input type="text"/>		
Total women				
Total (men + women)				

Part F - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods -
 Fringe benefits

Fringe benefits of full-time instructional staff on 9/10-month contracts/teaching periods

As of November 1, 2008

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years	<input type="text"/>	<input type="text"/>		
Retirement plans (other than Social Security) - Vested after 5-years	<input type="text"/>	<input type="text"/>		
Medical/dental plans	<input type="text"/>	<input type="text"/>		
Group life insurance	<input type="text"/>	<input type="text"/>		
<u>Other insurance benefits (cafeteria plan, etc.)</u>	<input type="text"/>	<input type="text"/>		
Guaranteed disability income protection	<input type="text"/>	<input type="text"/>		
Tuition plan (dependents only)				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Housing plan				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Social Security taxes	<input type="text"/>	<input type="text"/>		
Unemployment compensation taxes	<input type="text"/>	<input type="text"/>		
Worker's compensation taxes	<input type="text"/>	<input type="text"/>		
Other benefits in kind with cash options	<input type="text"/>	<input type="text"/>		
Total expenditures				

Part F - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Fringe benefits

Fringe benefits of full-time instructional staff on 11/12-month contracts/teaching periods

As of November 1, 2008

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years	<input type="text"/>	<input type="text"/>		
Retirement plans (other than Social Security) - Vested after 5-years	<input type="text"/>	<input type="text"/>		
Medical/dental plans	<input type="text"/>	<input type="text"/>		
Group life insurance	<input type="text"/>	<input type="text"/>		
<u>Other insurance benefits (cafeteria plan, etc.)</u>	<input type="text"/>	<input type="text"/>		
Guaranteed disability income protection	<input type="text"/>	<input type="text"/>		
Tuition plan (dependents only)				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Housing plan				
Unrestricted	<input type="text"/>	<input type="text"/>		
<u>Restricted</u>	<input type="text"/>	<input type="text"/>		
Social Security taxes	<input type="text"/>	<input type="text"/>		
Unemployment compensation taxes	<input type="text"/>	<input type="text"/>		
Worker's compensation taxes	<input type="text"/>	<input type="text"/>		
Other benefits in kind with cash options	<input type="text"/>	<input type="text"/>		
Total expenditures				

Part G - Fall Staff - Full-time professional staff

Number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

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

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/administrative/managerial</u>	<u>Other professionals (support/service)</u>
Men			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total women

Total (men+women)

Total from EAP

Part G - Fall Staff - Full-time non-professional staff and totals

Number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

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

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>	Full-time grand total
Men					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Women					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total (men+women)					
Total from EAP					

Part H - Fall Staff - Part-time professional staff

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

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

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/administrative/managerial</u>	<u>Other professionals (support/service)</u>
Men			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total women

Total (men+women)

Total from EAP

Part H - Fall Staff - Part-time non-professional staff and totals

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

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

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>	Part-time grand total
Men					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Women					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total (men+women)					
Total from EAP					

Part H - Fall Staff - Graduate assistants and part-time staff totals

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

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

Gender and race/ethnicity	<u>Subtotal</u>	<u>Graduate assistants</u>	Part-time grand total (including graduate assistants)
Men			
Nonresident alien		<input type="text"/>	
Hispanic/Latino		<input type="text"/>	
American Indian or Alaska Native		<input type="text"/>	
Asian		<input type="text"/>	
Black or African American		<input type="text"/>	
Native Hawaiian or Other Pacific Islander		<input type="text"/>	
White		<input type="text"/>	
Two or more races		<input type="text"/>	
Race/ethnicity unknown		<input type="text"/>	
Total men			
Women			
Nonresident alien		<input type="text"/>	
Hispanic/Latino		<input type="text"/>	
American Indian or Alaska Native		<input type="text"/>	
Asian		<input type="text"/>	
Black or African American		<input type="text"/>	
Native Hawaiian or Other Pacific Islander		<input type="text"/>	
White		<input type="text"/>	
Two or more races		<input type="text"/>	
Race/ethnicity unknown		<input type="text"/>	
Total women			
Total (men+women)			
Total from EAP			

Part I - Fall Staff - Total number of staff

Total number of staff by employment status, gender, and race/ethnicity

As of November 1, 2008

	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/ethnicity unknown						
Grand total						

Human Resources Survey Evaluation

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

A large, empty rectangular text box with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is a scrollable area for text input.

Print Form(s)

GoBack

Human Resources

Human Resources Screening Questions

Does your institution have any part-time staff?

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** section.*

Yes No

The completion of the Fall Staff section is optional this year as it is in even-numbered years.

Do you wish to complete the **Fall Staff section** this year?

If you answer **No**, screens to report **Fall Staff** data will not be displayed.

If you answer **Yes**, screens to report **Fall Staff** data will be displayed and you must complete ALL applicable **Fall Staff** screens.

- No, I will not complete Fall Staff
- Yes, I will complete Fall Staff

Screening questions - Method of reporting race and ethnicity for this component
race/ethnicity question

Which method of reporting race and ethnicity will you use for this component?

- NEW race/ethnicity categories (9 categories):

Notes:

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

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

- OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

- MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part A - Employees by Assigned Position - Full-time staff

Number of full-time staff by primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Total
<u>Primarily instruction</u>	<input type="text"/>
<u>Instruction/research/public service</u>	<input type="text"/>
Primarily instruction + Instruction/research/public service	
<u>Primarily research</u>	<input type="text"/>
<u>Primarily public service</u>	<input type="text"/>
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	
<u>Executive/administrative/managerial</u>	<input type="text"/>
<u>Other professionals (support/service)</u>	<input type="text"/>
<u>Technical and paraprofessionals</u>	<input type="text"/>
<u>Clerical and secretarial</u>	<input type="text"/>
<u>Skilled crafts</u>	<input type="text"/>
<u>Service/Maintenance</u>	<input type="text"/>
Total full time	
Total from prior year	

Part B - Employees by Assigned Position - Part-time staff

Number of part-time staff by primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Total
<u>Primarily instruction</u>	<input type="text"/>
<u>Instruction/research/public service</u>	<input type="text"/>
Primarily instruction + Instruction/research/public service	
<u>Primarily research</u>	<input type="text"/>
<u>Primarily public service</u>	<input type="text"/>
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	
<u>Executive/administrative/managerial</u>	<input type="text"/>
<u>Other professionals (support/service)</u>	<input type="text"/>
<u>Technical and paraprofessionals</u>	<input type="text"/>
<u>Clerical and secretarial</u>	<input type="text"/>
<u>Skilled crafts</u>	<input type="text"/>
<u>Service/Maintenance</u>	<input type="text"/>
Total part time	
Total from prior year	

Part C - Employees by Assigned Position - Total number of staff

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2008

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Total
<u>Primarily instruction</u>					
<u>Instruction/research/public service</u>					
Primarily instruction + Instruction/research/public service					
<u>Primarily research</u>					
<u>Primarily public service</u>					
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
<u>Executive/administrative/managerial</u>					
<u>Other professionals (support/service)</u>					
<u>Technical and paraprofessionals</u>					
<u>Clerical and secretarial</u>					
<u>Skilled crafts</u>					
<u>Service/Maintenance</u>					
Grand total					

Part D - Fall Staff - Full-time professional staff

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
---------------------------	---	--	--

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>

Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
OLD categories:			
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
Categories used in BOTH New and Old:			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women			
Total (men+women)			
Total from EAP			

Part D - Fall Staff - Full-time non-professional staff and totals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of full-time staff by primary function/occupational activity, gender, and race/ethnicity

Gender and race/ethnicity	As of November 1, 2008				Full-time grand total
	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/Maintenance	
Men					
NEW categories:					
Notes for NEW categories:					
<ul style="list-style-type: none"> • Report Hispanic/Latino individuals of any race as Hispanic/Latino • Report race for non-Hispanic/Latino individuals only 					
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
OLD categories:					
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Categories used in BOTH New and Old:					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Women					
NEW categories:					
Notes for NEW categories:					
<ul style="list-style-type: none"> • Report Hispanic/Latino individuals of any race as Hispanic/Latino • Report race for non-Hispanic/Latino individuals only 					
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Total women

Total (men+women)

Total from EAP

Part E - Fall Staff - Part-time professional staff

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
---------------------------	---	--	--

Men

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>

OLD categories:

Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>

Categories used in BOTH New and Old:

Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total men

Women

NEW categories:

Notes for NEW categories:

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

Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>

Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
White	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
OLD categories:			
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>
Categories used in BOTH New and Old:			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women			
Total (men+women)			
Total from EAP			

Part E - Fall Staff - Part-time non-professional staff and totals

REMINDER: This screen contains both NEW and OLD race/ethnicity categories.
 Report each individual only ONCE, in either a new category OR an old category.
 Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

Gender and race/ethnicity	As of November 1, 2008				Part-time grand total
	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/Maintenance	
Men					
NEW categories:					
Notes for NEW categories:					
<ul style="list-style-type: none"> • Report Hispanic/Latino individuals of any race as Hispanic/Latino • Report race for non-Hispanic/Latino individuals only 					
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Native Hawaiian or Other Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
OLD categories:					
Black, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian/Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian/Pacific Islander	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
White, non-Hispanic	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Categories used in BOTH New and Old:					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total men					
Women					
NEW categories:					
Notes for NEW categories:					
<ul style="list-style-type: none"> • Report Hispanic/Latino individuals of any race as Hispanic/Latino • Report race for non-Hispanic/Latino individuals only 					
Hispanic/Latino	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
American Indian or Alaska Native	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Asian	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Black or African American	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race/ethnicity unknown

Total women

Total (men+women)

Total from EAP

Part F - Fall Staff - Total number of staff

Total number of staff by employment status, gender, and race/ethnicity

As of November 1, 2008

Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
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NEW categories:

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific
Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

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.

A large, empty rectangular text box with a thin black border. It features a vertical scrollbar on the right side and a horizontal scrollbar at the bottom, indicating it is designed for multi-line text input. The box is currently empty.

Print Form(s)

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**Instructions for the 2008-09
Integrated Postsecondary Education Data System (IPEDS)
Human Resources (HR) Component applicable to
Degree-granting institutions ONLY**

- **APPLICABILITY AND PURPOSE OF EACH SECTION**
- **SCREENING QUESTIONS**
- **GENERAL INSTRUCTIONS**
 - Period of reporting
 - Employment status (full time and part time)
 - Who to include in this report
 - Who *NOT* to include in this report

- **EMPLOYEES BY ASSIGNED POSITION (EAP) SECTION - applicable to all degree-granting institutions and related administrative offices**
 - Classification of staff by primary function/occupational activity
 - Staff whose primary responsibility is instruction, research, and/or public service
 - Primarily instruction (PI)
 - Primarily research (PR)
 - Primarily public service (PPS)
 - Instruction combined with research and/or public service (IRPS)
 - Executive/administrative/managerial
 - Other professionals (support/service)
 - Technical and paraprofessionals
 - Clerical and secretarial
 - Skilled crafts
 - Service/Maintenance
 - Graduate assistants
 - Faculty status
 - Medical school staff

- **SALARIES SECTION - applicable to all degree-granting institutions (unless one or more of four criteria is met)**

- Faculty status (applicable to 4-year degree-granting institutions and above only)
- Contract length/teaching period
- Academic rank
- Salary outlays
- Fringe benefits
- Relationship between the EAP section and the Salaries section
- Relationship between the Fall Staff section and the Salaries section

● **FALL STAFF SECTION - applicable to degree-granting institutions and related administrative offices that have 15 or MORE full-time staff**

- Classification of staff by primary function/occupational activity
- Reporting staff by racial/ethnic category
- Faculty status
- Contract length/teaching period
- Academic rank
- New hires (full-time permanent)
- Relationship between the EAP section and the Fall Staff section that have 15 or MORE full-time staff

● **FALL STAFF SECTION - applicable to degree-granting institutions and related administrative offices that have LESS THAN 15 full-time staff**

- Classification of staff by primary function/occupational activity
- Reporting staff by racial/ethnic category
- Relationship between the EAP section and the Fall Staff section that have LESS THAN 15 full-time staff

APPLICABILITY AND PURPOSE OF EACH SECTION

The 2008-09 Integrated Postsecondary Education Data System (IPEDS) Human Resources (HR) component consists of the following three sections: **Employees by Assigned Position (EAP)**, **Salaries**, and **Fall Staff**.

- The **EAP** section is applicable to all degree-granting institutions and related administrative offices. The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. programs only. The primary purpose of EAP is to collect the number of staff by employment status (full time and part time), faculty status, and primary function/occupational activity. The EAP

section must be completed first and will partially determine which parts of the Salaries section (if applicable) and the Fall Staff section must be completed. Totals from the EAP section will be carried forward to the Salaries section (if applicable) and the Fall Staff section for comparison purposes and to enhance the error resolution process. (Applicability of the Salaries section and the Fall Staff section will also depend on several other factors such as an institution's degree-granting status, number of full-time staff, etc.)

- The **Salaries** section is applicable to degree-granting institutions 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

The primary purpose of the Salaries section is to collect the number of full-time instructional staff by contract length/teaching period, gender, and academic rank. The reporting of data by faculty status in the Salaries section is required from 4-year degree-granting institutions and above only. Salary outlays and fringe benefits are also collected for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods.

- The **Fall Staff** section is *optional* this year as it is in even-numbered years. If you wish to complete the Fall Staff section this year, respond "Yes" to the screening question in the data collection system that asks, "Do you wish to complete the Fall Staff section this year?," otherwise, respond "No" to the screening question. There are two different versions of the Fall Staff section and the following information denotes the differences between the two versions:
 1. The primary purpose of the Fall Staff version that is **applicable to degree-granting institutions and related administrative offices that have 15 or MORE full-time staff** is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, faculty status, contract length/teaching period, academic rank, salary class intervals, primary function/occupational activity, and newly hired full-time permanent staff.
 2. The primary purpose of the Fall Staff version that is **applicable to degree-granting institutions and related administrative offices that have LESS THAN 15 full-time staff** is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity.

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SCREENING QUESTIONS

Responses to the following screening questions determine whether certain **parts of each section** must be completed.

- **Does your institution have any part-time staff?**

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** section.*

Yes No

- **Do ALL of the instructional staff at your institution fall into any of the following categories?**

*If you answer **Yes** to any of the questions below, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.*

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)?**

No Yes **Do ALL of the instructional staff teach pre-clinical or clinical medicine?**

- **The completion of the Fall Staff section is optional this year as it is in even-numbered years.**

Do you wish to complete the Fall Staff section this year?

- If you answer No, screens to report Fall Staff data will not be displayed.

- If you answer Yes, screens to report Fall Staff data will be displayed and you must complete ALL applicable Fall Staff

screens.

- No, I will not complete Fall Staff
- Yes, I will complete Fall Staff

NOTE: If your institution responded "Yes" to the previous screening question that asks, "Do you wish to complete the Fall Staff section this year?," you must respond to the following screening question.

- Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2008 either for the *first time (new to the institution)* or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2008? (Exclude persons who have returned from sabbatical leave or full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

*If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in the **Fall Staff** section.*

- Yes No

- Which method of reporting race and ethnicity will you use for this component?
 - NEW race/ethnicity categories (9 categories)
 - OLD race/ethnicity categories (7 categories)
 - MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen)

NOTE: For detailed information on the race/ethnicity categories, refer to the section below called, "**Reporting staff by racial/ethnic category.**"

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GENERAL INSTRUCTIONS

Staff members are counted only once even if employed in multiple ways (e.g., a full-time staff member who also teaches part time on a per course basis is counted only as full time).

Period of reporting

The period of reporting is intended to provide a snapshot of your human resources/payroll data at one point in the fall. Persons on the payroll of the institution as of **November 1, 2008** should be reported in the HR component.

Degree-granting institutions that have *15 or MORE* full-time staff AND responded "Yes" to the screening question about full-time permanent new hires will be required to complete Part L of the Fall Staff version that is applicable to *15 or MORE* full-time staff. Part L has additional criteria for reporting full-time permanent new hires. For example, the number of full-time permanent staff who were included on the payroll of the institution between **July 1 and October 31, 2008** either for the *first time (new to the institution)* or *after a break in service* AND **who were still on the payroll of the institution as of November 1, 2008** should be included in this version of Fall Staff. For more details on reporting full-time permanent new hires, refer to the section below on "[New hires \(full-time permanent\)](#)."

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Employment status (full time and part time)

Report a full-time staff member only once as full time, even if the staff member has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The staff member's term of contract/teaching period is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.

For IPEDS purposes, graduate assistants are considered part-time staff only. If your institution classifies graduate assistants as full time, the graduate assistants should be reported in IPEDS as part time.

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Who to include in this report

- Staff who are on sabbatical leave and staff who are on leave, but remain on the payroll.
- Staff whose primary responsibility is instruction, research, and/or public service and who are hired to temporarily replace staff whose primary responsibility is also instruction, research, and/or public service AND who are also on sabbatical leave or on leave without pay.
- "Visiting" staff whose primary responsibility is instruction, research, and/or public service and who are paid by your institution.
- Adjunct staff whose primary responsibility is instruction, research, and/or public service and who are employed on a full-time or on a part-time basis in the primary function/occupation activity for which they were hired.
- 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.)

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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.
- Staff who work strictly in hospitals associated with medical schools.

NOTE: 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. Additional stipends for administrative, managerial, or other responsibilities should **NOT** be considered in the salary calculations.

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NOTE: In order to assess whether future changes should be made to definitions, instructions, and/or items collected, please list any staff who were difficult to categorize in the designated comment box located at the end of the HR component in the data collection system.

EMPLOYEES BY ASSIGNED POSITION (EAP) SECTION - applicable to all degree-granting institutions and related administrative offices

Classification of staff by primary function/occupational activity

- **Standard Occupational Classification (SOC) codes and categories** are based on the 2000 revision and are provided to aid institutions in their classification of staff by primary functions/occupational activities. The SOC codes and categories are listed below within the primary functions/occupational activities.
- Staff must be assigned to **ONE** category based on work performed, skills, education, training and, credentials.
- If a staff member performs in more than one occupation, he/she should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, the staff member should be included in the functional category (occupation) in which they spend the most time.
- **Supervisors of professional and technical workers** usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales, and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise.
- **First-line managers and supervisors of production, service, and sales workers who spend more than 80 percent of their time performing supervisory activities** are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally

found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work.

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

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- **The primary functions/occupational activities and their definitions are listed below:**

IMPORTANT NOTE: For IPEDS purposes, Librarians and Counselors must be classified as Other professionals (support/service) only.

- **Reporting Staff whose primary responsibility is instruction, research, and/or public service**

- **Primarily instruction (PI)**

Persons whose specific assignments customarily are made for the purpose of **providing instruction or teaching** and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These persons may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads or equivalent) **IF** their principal activity is **instruction**.

- **Primarily research (PR)**

Persons whose specific assignments customarily are made for the purpose of **conducting research** and who may hold academic rank titles of professor, associate professor, assistant

professor, or titles such as research associate or postdoctoral fellow. These persons may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **research**.

- **Primarily public service (PPS)**

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 and who may hold academic rank titles of professor, associate professor, or assistant professor. These persons may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **public service**. (This category includes persons with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).

- **Instruction combined with research and/or public service (IRPS)**

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**. These persons may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These persons may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **instruction combined with research and/or public service**.

IMPORTANT NOTE: To assign an IRPS staff member who has multiple activities that are split evenly between two or more functions into a single function, count the staff member in the first category that is applicable. For example:

- An IRPS staff member who is 50 percent instruction

- and 50 percent research should be counted as **PI**.
 - An IRPS staff member who is 50 percent research and 50 percent public service should be counted as **PR**.
 - An IRPS staff member who is 40 percent instruction, 40 percent research, and 20 percent public service should be counted as **PI**.
 - An IRPS staff member for whom it is not possible to assign to a single function should be counted as **IRPS**.
-
- **NOTE: The staff previously mentioned in the four primary functions/occupational activities (Primarily instruction, Primarily research, Primarily public service, and/or Instruction combined with research and/or public service) in the EAP section are also to be reported in the Fall Staff section by race/ethnicity and gender in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service;" otherwise, a fatal error will occur.**

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- **Executive/administrative/managerial**

Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Report in this category persons holding the following titles:

- 11-1000 Top Executives
- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3000 Operations Specialties Managers
- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3060 Purchasing Managers

11-9033 Education Administrators, Postsecondary - includes

- presidents
- vice presidents (including assistants and associates)
- deans (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
- directors (including assistants and associates)
- department heads (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
- assistant, associate managers (*including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities*)

11-9040 Engineering Managers

11-9050 Food Service Managers

11-9080 Lodging Managers

11-9112 Medical and Health Services Managers

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● **Other professionals (support/service)**

Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Include persons with such titles as:

13-1000 Business Operations Specialists

13-1020 Buyers and Purchasing Agents

13-1070 Human Resources, Training, and Labor Relations Specialists

13-1110 Management Analysts

13-1120 Meeting and Convention Planners

13-1190 Miscellaneous Business Operations Specialists

13-2000 Financial Specialists

13-2011 Accountants and Auditors

13-2030 Budget Analysts

13-2050 Financial Analysts and Advisors

13-2060 Financial Examiners

13-2070 Loan Counselors and Officers

15-1000 Computer Specialists

15-1010 Computer and Information Scientists, Research

15-1020 Computer Programmers

15-1030 Computer Software Engineers

15-1040 Computer Support Specialists

15-1050 Computer Systems Analysts
15-1060 Database Administrators
15-1070 Network and Computer Systems Administrators
15-1080 Network Systems and Data Communications Analysts
21-1000 Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010 Counselors
21-1020 Social Workers
21-1091 Health Educators
21-2010 Clergy
21-2020 Directors, Religious Activities and Education
23-1010 Lawyers
25-4000 Librarians, Curators, and Archivists
25-4013 Museum Technicians and Conservators
25-4020 Librarians
27-1010 Artists and Related Workers
27-1020 Designers
27-2020 Athletes, Coaches, Umpires
27-2030 Dancers and Choreographers
27-2041 Music Directors and Composers
29-1010 Chiropractors
29-1020 Dentists
29-1030 Dietitians and Nutritionists
29-1040 Optometrists
29-1050 Pharmacists
29-1060 Physicians and Surgeons
29-1080 Podiatrists
29-1110 Registered Nurses
29-1120 Therapists
29-1130 Veterinarians

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- **Technical and paraprofessionals**

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000 Mathematical Technicians
19-4000 Life, Physical, and Social Science Technicians
19-4011 Agricultural and Food Science Technicians
19-4030 Chemical Technicians

19-4040 Geological and Petroleum Technicians
19-4050 Nuclear Technicians
23-2010 Paralegals and Legal Assistants
23-2090 Miscellaneous Legal Support Workers
29-2000 Health Technologists and Technicians
29-2051 Dietetic Technicians
29-2052 Pharmacy Technicians
29-2060 Licensed Practical and Licensed Vocational Nurses
29-2070 Medical Records and Health Information Technicians
29-2080 Opticians, Dispensing
31-0000 Healthcare Support Occupations
31-1012 Nursing Aides, Orderlies, and Attendants
31-2020 Physical Therapist Assistants and Aides
31-9010 Massage Therapists
31-9091 Dental Assistants
31-9092 Medical Assistants
31-9095 Pharmacy Aides

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- **Clerical and secretarial**

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010 Switchboard Operators, including Answering Service
43-2020 Telephone Operators
43-3010 Bill and Account Collectors
43-3020 Billing and Posting Clerks and Machine Operators
43-3030 Bookkeeping, Accounting, and Auditing Clerks
43-3050 Payroll and Timekeeping Clerks
43-3060 Procurement Clerks
43-4070 File Clerks
43-4120 Library Assistants, Clerical
43-4160 Human Resources Assistants, except Payroll and Timekeeping
43-5070 Shipping, Receiving, and Traffic Clerks
43-6000 Secretaries and Administrative Assistants
43-9010 Computer Operators
43-9020 Data Entry and Information Processing Workers
43-9031 Desktop Publishers
43-9051 Mail Clerks and Mail Machine Operators, except Postal Service
43-9060 Office Clerks, General

43-9070 Office Machine Operators, except Computer
43-9080 Proofreaders and Copy Markers

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- **Skilled crafts**

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

51-4121 Welders, Cutters, Solderers, and Brazers
51-5010 Bookbinders and Bindery Workers
51-5020 Printers
51-7010 Cabinetmakers and Bench Carpenters
51-8000 Plant and System Operators
51-8020 Stationary Engineers and Boiler Operators
51-8030 Water and Liquid Waste Treatment Plant and System Operators
51-9020 Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9080 Medical, Dental, and Ophthalmic Laboratory Technicians
51-9120 Painting Workers
51-9130 Photographic Process Workers and Processing Machine Operators
51-9194 Etchers and Engravers

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- **Service/Maintenance**

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010 Fire Fighters
33-3000 Law Enforcement Workers
33-3040 Parking Enforcement Workers
33-3050 Police Officers
33-9030 Security Guards
33-9092 Lifeguards, Ski Patrol
35-2000 Cooks and Food Preparation Workers
35-3000 Food and Beverage Serving Workers
35-3020 Fast Food and Counter Workers

35-3030 Waiters and Waitresses
35-9000 Other Food Preparation and Serving Related Workers
37-2000 Building Cleaning and Pest Control Workers
37-3000 Grounds Maintenance Workers
49-2000 Electrical and Electronic Equipment Mechanics, Installers, and Repairers
49-2020 Radio and Telecommunications Equipment Installers and Repairers
49-2091 Avionics Technicians
49-2092 Electric Motor, Power Tool, and Related Repairers
49-3000 Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-9010 Control and Valve Installers and Repairers
49-9021 Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-2000 Air Transportation Workers
53-3000 Motor Vehicle Operators
53-6021 Parking Lot Attendants

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- **Graduate assistants**

Report **graduate-level students** employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions. If your institution has graduate assistants who are classified as full time, for IPEDS purposes, classify those graduate assistants as PART TIME only.

Do **NOT** include students in the College Work-Study Program.

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Faculty status

If, by institutional definition, a staff member has faculty status, categorize the staff member according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.
- **On tenure track:** Personnel positions that lead to consideration for tenure.
- **Not on tenure track:** Positions that are considered non-tenure earning positions.

If a staff member does **NOT** have faculty status, include the staff member in the "**Without faculty status**" category.

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Medical school staff

The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. programs only.

All staff affiliated with (housed in or under the authority of) the medical school should be reported with the medical school.

Example: If an institution's medical school staff are housed with the institution's staff in other health-related disciplines (e.g., dentistry, veterinary medicine, nursing, dental hygiene, etc.), the institution should report both sets of staff in the medical school part of EAP and list the other health-related disciplines in the designated comment box in the EAP section in the data collection system.

Staff that are in health disciplines that are **NOT** considered part of a medical school must be reported on the non-medical school page of EAP.

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SALARIES SECTION - applicable to all degree-granting institutions (unless one or more of four criteria is met)

Faculty status (applicable to 4-year degree-granting institutions and above only)

The reporting of data by faculty status in the Salaries section is required from 4-year degree-granting institutions and above only.

If, by institutional definition, a staff member has faculty status, categorize the staff member according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.
- **On tenure track:** Personnel positions that lead to consideration for tenure.

- **Not on tenure track:** Positions that are considered non-tenure earning positions.

If a staff member does **NOT** have faculty status, include the staff member in the "**Without faculty status**" category.

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Contract length/teaching period

Staff should be reported by contract length/teaching period on the basis of the contracted (teaching) period, **NOT** on the basis of the number of installments in which salaries are paid. The definitions of the three contract lengths/teaching periods follow:

- **Less-than-9-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **less than 2 semesters, 3 quarters, 2 trimesters, or two 4-month sessions**.
- **9/10-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **2 semesters, 3 quarters, 2 trimesters, two 4-month sessions, or the equivalent**.
- **11/12-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **the entire year, usually a period of 11 or 12 months**.

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Academic rank

When reporting staff whose primary responsibility is instruction, research, and/or public service by academic rank (e.g., professor, associate professor, etc.), use the institution's designations. Institutions without standard academic ranks should report all staff whose primary responsibility is instruction, research, and/or public service in the "No Academic Rank" category.

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Salary outlays

Salary outlays should be reported only for those salaried full-time instructional staff classified as Primarily instruction or Instruction combined with research and/or public service on the EAP, full-time non-medical page, **AND** who are on 9/10-month and 11/12-month contracts/teaching periods. As mentioned above in the "General Instructions" section, when reporting staff on sabbatical leave and when reporting 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. Additional stipends for administrative, managerial, or other responsibilities should **NOT** be considered in the salary calculations.

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Fringe benefits

Fringe benefits should be reported only for those salaried full-time instructional staff classified as Primarily instruction or Instruction combined with research and/or public service on the EAP, full-time non-medical page, **AND** who are on 9/10-month and 11/12-month contracts/teaching periods.

Report the projected fringe benefit expenditures, which will be paid by the institution, state and/or local government, to full-time instructional staff during the full academic year. Report the number of instructional staff covered (except for the tuition plan (dependents only) benefit) and the total expenditures for each benefit. (Refer to the tuition plan benefit below for more details.)

Fringe benefits are defined as cash contributions, in the form of supplementary or deferred compensation, other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. When reporting expenditures for a fringe benefit, the number of persons receiving the benefit should also be reported.

NOTE: The number covered in Part E (Salaries section) cannot exceed the number reported in Part D (Salaries section), except for Tuition plan (dependents only).

Types of Fringe Benefits -

Retirement plans (other than Social Security): Report contributions by the

institution, state and local government toward retirement according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by institution, state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

- Vested within 5-years - Report contributions toward retirement if they become vested in the instructional staff members not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan even though some instructional staff members may have been employed less than 5 years.
- Vested after 5-years - Report expenditures for retirement plans in which the employer's contribution becomes vested in the instructional staff members after 5 years or only upon retirement.

Medical/dental plans: Report contributions to insurance plans which provide for hospital, medical, surgical or dental care.

Group life insurance: Report expenditures by the institution to support the group life insurance program.

Other insurance benefits (cafeteria plan, etc.): Report contributions to insurance plans which cannot be reported separately for medical/dental plans and group life insurance (hospital, medical, surgical, dental care and group life insurance) or plans which provide employee selected care options.

Guaranteed disability income protection: Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick leave benefits.

Tuition plan (dependents only): Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of instructional staff members to attend another institution or this institution. The number covered by this benefit should be the number of dependents of instructional staff members receiving tuition benefits, rather than the number of instructional staff members covered by this benefit. If the number of dependents who will receive this benefit in the academic year covered by this report is unknown, apply the tuition benefit to the number receiving the tuition in the previous academic year to derive an estimate. (NOTE: A restricted tuition plan is a plan

for dependents (including spouses) of instructional staff members which restrict the beneficiary to attendance at only the institution where the instructional staff member is employed.)

Housing plan: Report the expenditures in the form of cash payments or subsidies to of instructional staff members for off-campus or institution-owned housing. If the number of instructional staff members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate. (NOTE: A restricted housing plan is a plan that restricts beneficiaries to receive housing support only in institution-owned housing.)

Social Security taxes: If covered by Social Security, report the F.I.C.A. taxes calculated at the rate effective January 1, 2008. This amount should include taxes for Medicare and Old-Age, Survivors and Disability Insurance (OASDI).

Unemployment compensation: Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

Worker's compensation: Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

Other benefits in kind with cash options: Report personal benefits in kind only if the instructional staff member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

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Relationship between the EAP section and the Salaries section

The total number of staff reported as Primarily instruction and Instruction combined with research and/or public service on the full-time non-medical page in the EAP section MUST be reported in the Salaries section.

Example: If two staff members are reported on the full-time non-medical page in the EAP section as Primarily instruction and three staff members are reported on the full-time non-medical page in the EAP section as Instruction combined with research and/or public service, a total of five

full-time instructional staff will automatically be carried forward to the page in the Salaries section called, "Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount." Institutions must then report additional information (gender, academic rank, etc.) for the five full-time instructional staff in the Salaries section.

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Relationship between the Fall Staff section and the Salaries section

The total number of full-time instructional staff in the Salaries section MUST be less than or equal to the total number of full-time staff whose primary responsibility is instruction, research, and/or public service in the Fall Staff section.

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FALL STAFF SECTION - applicable to degree-granting institutions and related administrative offices that have *15 or MORE* full-time staff

Classification of staff by primary function/occupational activity

The staff previously mentioned in the four primary functions/occupational activities (Primarily instruction, Primarily research, Primarily public service, and/or Instruction combined with research and/or public service) in the EAP section are also to be reported in the Fall Staff section by race/ethnicity and gender in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service;" otherwise, a fatal error will occur. For information on the other primary functions/occupational activities, refer to the above section called, Classification of staff by primary function/occupational activity, in the EAP section.

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Reporting staff by racial/ethnic category

Instructions for reporting race/ethnicity data by the new, old, and mixed categories are listed below.

- **Reporting staff by racial/ethnic category - New categories (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 staff members to self-identify their race and ethnicity. For further details on the guidance for collecting 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 following NINE categories. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- o Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

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

In addition, the following categories may be used:

- o Nonresident alien
- o 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 -

- o **Hispanic or Latino** - A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.
- o **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.
- o **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.
- o **Black or African American** - A person having origins in any of the black racial groups of Africa.
- o **Native Hawaiian or Other Pacific Islander** - A person having origins in any of the original peoples of Hawaii, Guan, 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 staff member did not select EITHER a racial or ethnic designation.

- **Reporting staff by racial/ethnic category - Old Categories (1977 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.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, a staff member may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

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

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.

- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

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 five 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/ethnicity unknown** - This category is used ONLY if the staff member did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the staff member in one of the racial/ethnic categories.

- **Reporting staff by racial/ethnic category - Mixture of New and Old Categories**

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

Faculty status

If, by institutional definition, a staff member has faculty status, categorize the staff member according to his/her faculty status.

- **Tenured:** Status of a personnel position with respect to permanence of the position.
- **On tenure track:** Personnel positions that lead to consideration for tenure.
- **Not on tenure track:** Positions that are considered non-tenure earning positions.

If a staff member does **NOT** have faculty status, include the staff member in the "**Without faculty status**" category.

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Contract length/teaching period

Staff should be reported by contract length/teaching period on the basis of the contracted (teaching) period, **NOT** on the basis of the number of installments in which salaries are paid. The definitions for the three contract lengths/teaching periods follow:

- **Less-than-9-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **less than 2 semesters, 3 quarters, 2 trimesters, or two 4-month sessions**.
- **9/10-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **2 semesters, 3 quarters, 2 trimesters, two 4-month sessions, or the equivalent**.
- **11/12-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **the entire year, usually a period of 11 or 12 months**.

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Academic rank

When reporting staff whose primary responsibility is instruction, research, and/or public service by academic rank (e.g., professor, associate professor, etc.), use the institution's designations. Institutions without standard academic ranks should report all staff whose primary responsibility is instruction, research, and/or public service in the "No Academic Rank" category.

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New hires (full-time permanent)

NOTE: Degree-granting institutions that have *15 or MORE* full-time staff AND responded "Yes" to the screening question about full-time permanent new hires must complete this part (Part L) of the Fall Staff version that is applicable to *15 or MORE* full-time staff.

Report the number of full-time permanent staff who were included on the payroll of the institution between **July 1 and October 31, 2008** either for the *first time (new to the institution)* or *after a break in service* AND **who were still on the payroll of the institution as of November 1, 2008**. New hires reported in Part L should also be included in Parts G/H (full-time instruction/research/public service staff by race/ethnicity and gender) and Part I (other full time staff by race/ethnicity and gender). Do not include as new hires persons who have returned from sabbatical leave or full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.

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Relationship between the EAP section and the Fall Staff section - applicable to degree-granting institutions that have *15 or MORE* full-time staff

The staff previously mentioned in the four primary functions/occupational activities (Primarily instruction, Primarily research, Primarily public service, and/or Instruction combined with research and/or public service) in the EAP section are also to be reported in the Fall Staff section by race/ethnicity and gender in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service;" otherwise, a fatal error will occur.

The total number of staff reported in the EAP section **MUST** be reported in the Fall Staff section. More specifically, the number of staff by employment status and primary function/occupational activity for the EAP and Fall Staff sections must match.

Example: If four staff members are reported on the *full-time non-medical*

page in the EAP section as Other professionals (support/service) and two staff members are reported on the *full-time medical school page* in the EAP section as Other professionals (support/service), a total of six full-time Other professionals (support/service) will automatically be carried forward to the corresponding part (e.g., full-time Other professionals (support/service)) in the Fall Staff section. Institutions must then report additional information (race/ethnicity, gender, etc.) for the six full-time Other professionals in the Fall Staff section.

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FALL STAFF SECTION - applicable to degree-granting institutions and related administrative offices that have *LESS THAN 15 full-time staff*

Classification of staff by primary function/occupational activity

The staff previously mentioned in the four primary functions/occupational activities (Primarily instruction, Primarily research, Primarily public service, and/or Instruction combined with research and/or public service) in the EAP section are also to be reported in the Fall Staff section by race/ethnicity and gender in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service;" otherwise, a fatal error will occur. For information on the other primary functions/occupational activities, refer to the above section called, Classification of staff by primary function/occupational activity, in the EAP section.

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Reporting staff by racial/ethnic category

Instructions for reporting race/ethnicity data by the new, old, and mixed categories are listed below.

- **Reporting staff by racial/ethnic category - New categories (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 staff members to self-identify their race and ethnicity. For further details on the guidance for collecting 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 following NINE categories.

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 staff member did not select EITHER a racial or ethnic designation.

- **Reporting staff by racial/ethnic category - Old Categories (1977 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.

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. One acceptable method is a properly controlled system of post-enrollment self-identification by students. If a self-identification method is utilized, a verification procedure to ascertain the completeness and accuracy of student submissions should also be employed.

Assignment to categories - For the purpose of this report, a staff member may be included in the group to which he or she appears to belong, identifies with, or is regarded in the community as belonging. However, no person may be counted in more than one racial/ethnic category. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

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

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America and who maintains cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South

- American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

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 five 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/ethnicity unknown** - This category is used ONLY if the staff member did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the staff member in one of the racial/ethnic categories.

- **Reporting staff by racial/ethnic category - Mixture of New and Old Categories**

Institutions may choose, during the optional period for each survey component, to report using a mixture of new and old race/ethnicity categories within the same survey component. In this case, all 14 categories will show on the data collection screen at the same time.

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Relationship between the EAP section and the Fall Staff section - applicable to degree-granting institutions that have LESS THAN 15 full-time staff

The staff previously mentioned in the four primary functions/occupational activities (Primarily instruction, Primarily research, Primarily public service, and/or Instruction

combined with research and/or public service) in the EAP section are also to be reported in the Fall Staff section by race/ethnicity and gender in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service;" otherwise, a fatal error will occur.

The total number of staff reported in the EAP section MUST be reported in the Fall Staff section. More specifically, the number of staff by employment status and primary function/occupational activity in the EAP and Fall Staff sections must match.

Example: If four staff members are reported on the *full-time page* in the EAP section as Other professionals (support/service), the four full-time Other professionals (support/service) will automatically be carried forward to the corresponding part (e.g., full-time Other professionals (support/service)) in the Fall Staff section. Institutions must then report additional information (race/ethnicity, gender, etc.) for the four full-time Other professionals in the Fall Staff section.

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