

Human Resources for nondegree-granting institutions

Human Resources Screening Questions

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

*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)** and **Fall Staff** sections.*

Yes

No

CAVEATS

Employees by Assigned Position - Part A - Full-time

Number of **full-time** employees by faculty status and primary function/occupational activity

As of November 1, 2005

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

Employees by Assigned Position - Part B - Part-time

Number of **part-time** employees by faculty status and primary function/occupational activity

As of November 1, 2005

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

Fall Staff

Fall Staff, Parts A through C, are applicable only to nondegree-granting institutions and administrative offices that have 15 or more full-time employees

Fall Staff - Part A - Full-time professionals

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

As of November 1, 2005

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
Men			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>
Race/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"/>
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"/>
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 2003			

Fall Staff - Part A - Full-time non-professionals

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

As of November 1, 2005

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>	Full- time total
Men					
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
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"/>	
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"/>	
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"/>	
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Total women					
Total (men+women)					
Total from EAP					
Total (men+women) from Fall 2003					

Fall Staff - Part B - Part-time professionals

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

As of November 1, 2005

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
Men			
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>
Race/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"/>
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"/>
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 2003			

Fall Staff - Part B - Part-time non-professionals

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

As of November 1, 2005

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>
Men				
Nonresident alien	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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"/>
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"/>
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"/>
Race/ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total women				
Total (men+women)				
Total from EAP				
Total (men+women) from Fall 2003				

Fall Staff - Part B - Part-time Graduate assistant

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

As of November 1, 2005

Gender and race/ethnicity	Subtotal	<u>Graduate assistants</u>	Part-time total
Men			
Nonresident Alien		<input type="text"/>	
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"/>	
Race/ethnicity unknown		<input type="text"/>	
Total men			
Women			
Nonresident Alien		<input type="text"/>	
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"/>	
Race/ethnicity unknown		<input type="text"/>	
Total women			
Total (men+women)			
Total from EAP			
Total (men+women) from Fall 2003			

Fall Staff - Part C - Total Employees

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

As of November 1, 2005

	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
Nonresident alien						
Black, non-Hispanic						
American Indian/Alaska Native						
Asian/Pacific Islander						
Hispanic						
White, non-Hispanic						
Race/ethnicity unknown						
Grand total						
Total from Fall 2003						

Human Resources Survey Evaluation

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

Print Form(s)

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