

**Human Resources for degree-granting institutions and related administrative offices that have 15 or more full-time staff (combo race/ethnicity)**

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.*

Yes  No

**Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2009 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, 2009? (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

**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?

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

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, 2009

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"/>	
<b>Total full time (non medical)</b>					
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, 2009

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, 2009

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"/>
<b>Total part time (non medical)</b>						
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, 2009

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/clinical</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service/clinical						
<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/clinical + 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"/>
<b>Total part time (medical school)</b>						

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, 2009**

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Graduate assistants	Graduate assistants py	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>							
<b>Grand total</b>							

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, 2009**

Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
<b>Men</b>				
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"/>	
<b>Total men</b>				
Total men from prior year				
<b>Women</b>				
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"/>	
<b>Total women</b>				
Total women from prior year				
<b>Total (men + women)</b>				
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 and above 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, 2009

Gender and academic rank	Faculty status			Total from Part D (Headcount screen)
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	
<b>Men</b>				
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"/>
<b>Total men</b>				
<b>Total men prior year</b>				
<b>Women</b>				
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"/>
<b>Total women</b>				
<b>Total women prior year</b>				
<b>Total (men + women)</b>				

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

\*\*\*\* Applicable to 4-year degree-granting institutions and above 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, 2009

Gender and academic rank	Faculty status			Total from Part D (Headcount screen)
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	
<b>Men</b>				
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"/>
<b>Total men</b>				
<b>Total men prior year</b>				
<b>Women</b>				
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"/>
<b>Total women</b>				
<b>Total women prior year</b>				
<b>Total (men + women)</b>				

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, 2009**

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
<b>Men</b>				
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"/>		
<b>Total men</b>				
<b>Women</b>				
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"/>		
<b>Total women</b>				
<b>Total (men + women)</b>				

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, 2009**

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
<b>Men</b>				
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"/>		
<b>Total men</b>				
<b>Women</b>				
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"/>		
<b>Total women</b>				
<b>Total (men + women)</b>				

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, 2009**

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
<u>Retirement plans (other than Social Security) - Vested within 5-years</u>	<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"/>		
<b>Total expenditures</b>				

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, 2009**

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
<u>Retirement plans (other than Social Security) - Vested within 5-years</u>	<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"/>		
<b>Total expenditures</b>				



<u>American Indian/Alaska Native</u>	<input type="text"/>					
<u>Asian/Pacific Islander</u>	<input type="text"/>					
<u>Hispanic</u>	<input type="text"/>					
<u>White, non-Hispanic</u>	<input type="text"/>					
<b>Categories used in BOTH New and Old:</b>						
<u>Nonresident alien</u>	<input type="text"/>					
<u>Race and ethnicity unknown</u>	<input type="text"/>					
<b>Total women</b>						
<b>Total (men+women)</b>						
Total from EAP						



<u>American Indian/Alaska Native</u>	<input type="text"/>					
<u>Asian/Pacific Islander</u>	<input type="text"/>					
<u>Hispanic</u>	<input type="text"/>					
<u>White, non-Hispanic</u>	<input type="text"/>					
<b>Categories used in BOTH New and Old:</b>						
<u>Nonresident alien</u>	<input type="text"/>					
<u>Race and ethnicity unknown</u>	<input type="text"/>					

**Total women**

**Total (men+women)**

Total from EAP



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 - 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, 2009**

Gender and race/ethnicity

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

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:**

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

**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, 2009**

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, 2009

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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

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

**OLD categories:**

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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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

Total (men+women) from Fall 2007



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)**



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)**

Part I - Fall Staff - Full-time executive/administrative/managerial 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 executive/administrative/managerial staff by salary class intervals, gender, and race/ethnicity**

As of November 1, 2009

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
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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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

**Total women**

**Total (men+women)**

Total from EAP

Part I - Fall Staff - Full-time other professional (support/service) 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 other professional (support/service) staff by salary class intervals, gender, and race/ethnicity**

**As of November 1, 2009**

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
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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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

<u>Nonresident alien</u>	<input type="text"/>						
<u>Race and ethnicity unknown</u>	<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, 2009					
Gender and race/ethnicity	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	Total
<b>Men</b>						
<b>NEW categories:</b>						
Notes for NEW categories:						
<ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>						
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<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"/>	<input type="text"/>	
<b>OLD categories:</b>						
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Categories used in BOTH New and Old:</b>						
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>						
<b>Women</b>						
<b>NEW categories:</b>						
Notes for NEW categories:						
<ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>						
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<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"/>	<input type="text"/>	
<b>OLD categories:</b>						
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

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

**REMEMINDER:** 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**

**As of November 1, 2009**

Gender and race/ethnicity	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

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

**OLD categories:**

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

<u>Hispanic</u>	<input type="text"/>				
<u>White, non-Hispanic</u>	<input type="text"/>				
<b>Categories used in BOTH New and Old:</b>					
<u>Nonresident alien</u>	<input type="text"/>				
<u>Race and ethnicity unknown</u>	<input type="text"/>				
<b>Total women</b>					
<b>Total (men+women)</b>					
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**

	As of November 1, 2009					
Gender and race/ethnicity	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	Total
<b>Men</b>						
<b>NEW categories:</b>						
Notes for NEW categories:						
<ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>						
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<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"/>	<input type="text"/>	
<b>OLD categories:</b>						
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Categories used in BOTH New and Old:</b>						
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>						
<b>Women</b>						
<b>NEW categories:</b>						
Notes for NEW categories:						
<ul style="list-style-type: none"> <li>• Report Hispanic/Latino individuals of any race as Hispanic/Latino</li> <li>• Report race for non-Hispanic/Latino individuals only</li> </ul>						
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<input type="text"/>	<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"/>	<input type="text"/>	
<b>OLD categories:</b>						
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

<u>Hispanic</u>	<input type="text"/>				
<u>White, non-Hispanic</u>	<input type="text"/>				
<b>Categories used in BOTH New and Old:</b>					
<u>Nonresident alien</u>	<input type="text"/>				
<u>Race and ethnicity unknown</u>	<input type="text"/>				
<b>Total women</b>					
<b>Total (men+women)</b>					
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**

As of November 1, 2009

Gender and race/ethnicity	Below \$20,000	20,000-29,999	30,000-39,999	40,000-49,999	50,000 and above	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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

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

**OLD categories:**

<u>Black, non-Hispanic</u>	<input type="text"/>					
<u>American Indian/Alaska Native</u>	<input type="text"/>					

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 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  
(excluding instruction/research/public service staff)**

**As of November 1, 2009**

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, 2009

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>
<b>Men</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 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, 2009

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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

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

**Categories used in BOTH New and Old:**

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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

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

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 grand total

**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, 2009

Gender and race/ethnicity	Total (includes Part-time Professionals and Part-time Non- professionals)	<u>Graduate assistants</u>	Part-time grand total (includes graduate assistants)
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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

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

**OLD categories:**

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

**Categories used in BOTH New and Old:**

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

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

**OLD categories:**

<u>Black, non-Hispanic</u>	<input type="text"/>
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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, 2009**

Gender and race/ethnicity	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**

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, 2009 and still on payroll of the institution as of November 1, 2009)

Gender and race/ethnicity	Faculty status			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
<b>Men</b>					
<b>NEW categories:</b>					
Notes for NEW categories:					
• Report Hispanic/Latino individuals of any race as Hispanic/Latino					
• Report race for non-Hispanic/Latino individuals only					
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<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"/>	
<b>OLD categories:</b>					
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Categories used in BOTH New and Old:</b>					
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Race and ethnicity unknown</u>	<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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<u>White</u>	<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:**

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>				
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>				
<b>Total (men+women)</b>				



**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)**

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, 2009 and  
still on payroll of the institution as of November 1, 2009)**

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.

**Human Resources for degree-granting institutions and related administrative offices that have less than 15 full-time staff (combo race/ethnicity)**

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.*

Yes  No

**Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2009 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, 2009? (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

**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?

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

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, 2009

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"/>	
<b>Total full time (non medical)</b>					
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, 2009

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, 2009

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"/>
<b>Total part time (non medical)</b>						
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, 2009

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/clinical</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		<input type="text"/>
Primarily instruction + Instruction/research/public service/clinical						
<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/clinical + 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"/>
<b>Total part time (medical school)</b>						

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, 2009**

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Graduate assistants	Graduate assistants py	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>							
<b>Grand total</b>							

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, 2009**

Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
<b>Men</b>				
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"/>	
<b>Total men</b>				
Total men from prior year				
<b>Women</b>				
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"/>	
<b>Total women</b>				
Total women from prior year				
<b>Total (men + women)</b>				
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 and above 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, 2009

Gender and academic rank	Faculty status			Total from Part D (Headcount screen)
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	
<b>Men</b>				
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"/>
<b>Total men</b>				
<b>Total men prior year</b>				
<b>Women</b>				
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"/>
<b>Total women</b>				
<b>Total women prior year</b>				
<b>Total (men + women)</b>				

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

\*\*\*\* Applicable to 4-year degree-granting institutions and above 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, 2009

Gender and academic rank	Faculty status			Total from Part D (Headcount screen)
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	
<b>Men</b>				
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"/>
<b>Total men</b>				
<b>Total men prior year</b>				
<b>Women</b>				
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"/>
<b>Total women</b>				
<b>Total women prior year</b>				
<b>Total (men + women)</b>				

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, 2009**

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
<b>Men</b>				
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"/>		
<b>Total men</b>				
<b>Women</b>				
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"/>		
<b>Total women</b>				
<b>Total (men + women)</b>				

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, 2009**

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
<b>Men</b>				
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"/>		
<b>Total men</b>				
<b>Women</b>				
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"/>		
<b>Total women</b>				
<b>Total (men + women)</b>				

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, 2009**

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
<u>Retirement plans (other than Social Security) - Vested within 5-years</u>	<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"/>		
<b>Total expenditures</b>				

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, 2009**

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
<u>Retirement plans (other than Social Security) - Vested within 5-years</u>	<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"/>		
<b>Total expenditures</b>				

Part G - 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, 2009

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>
<b>Men</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (men+women) from prior year

Total from EAP

Part G - Fall Staff - Full-time non-professional staff and full-time grand total

**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, 2009

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 (includes Professionals and Non-professionals)
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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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

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

**Categories used in BOTH New and Old:**

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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>				
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>				
<b>Total (men+women)</b>				
Total (men+women) from prior year				
Total from EAP				

Part H - 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, 2009

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>
<b>Men</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (men+women) from prior year

Total from EAP

Part H - Fall Staff - Part-time non-professional staff and part-time grand total

**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, 2009

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 (includes Professionals and Non-professionals)
---------------------------	--	---------------------------------	-----------------------	----------------------------	--

**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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

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

**Categories used in BOTH New and Old:**

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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>				
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>				
<b>Total (men+women)</b>				
Total (men+women) from prior year				
Total from EAP				

Part H - Fall Staff - Graduate assistants and part-time grand total

**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, 2009

Gender and race/ethnicity	Total (from previous screen)	<u>Graduate assistants</u>	Part-time grand total (including graduate assistants)
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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

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:**

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

**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, 2009**

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.

Human Resources Component Applicable to Degree-granting Institutions

**Instructions for the 2009-10  
Integrated Postsecondary Education Data System (IPEDS)  
Human Resources (HR) Component  
Applicable to Degree-granting Institutions and Related Administrative  
Offices ONLY**

**[Purpose of Component](#)**

**[Changes in Reporting](#)**

**[General Instructions](#)**

**Context Boxes**

**Reporting Period Covered**

**Reporting Staff by Primary Function/Occupational Activity**

**Faculty Status**

**Contract Length/Teaching Period**

**Academic Rank**

**[Coverage](#)**

**Who to Include in this Report**

**Who *NOT* to Include in this Report**

**[Where to Get Help](#)**

**IPEDS Data Collection Help Desk**  
**AIR Website**  
**IPEDS Resources Page**

### **Where the Data Will Appear**

#### **Detailed Instructions**

#### **Screening Questions**

#### **Reporting Persons by Racial/Ethnic Category**

#### **Descriptions of Primary Functions/Occupational Activities**

- **Staff whose primary responsibility is instruction, research, and/or public service**
    - **Primarily instruction**
    - **Primarily research**
    - **Primarily public service**
    - **Instruction combined with research and/or public service**
  - **Executive/administrative/managerial**
  - **Other professionals (support/service)**
  - **Technical and paraprofessionals**
  - **Clerical and secretarial**
  - **Skilled crafts**
  - **Service/Maintenance**
  - **Graduate assistants**
- EAP section only**  
**Salaries section only**  
**Fall Staff section only**

### **Purpose of Component**

The HR component consists of the following three sections: **Employees by Assigned Position (EAP)**, **Salaries (if applicable)**, and **Fall Staff**. The purpose of each section is described below.

#### **EAP -**

- The primary purpose of the **EAP section** 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 EAP section is applicable to all degree-granting institutions and related administrative offices. The medical school pages of EAP are applicable to degree-granting institutions with M.D. and/or D.O. programs only.

### **Salaries -**

- 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 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

### **Fall Staff -**

- The primary purpose of the **Fall Staff section 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), primary function/occupational activity, gender, race/ethnicity, faculty status, contract length/teaching period, academic rank, and salary class intervals. Data on newly hired full-time permanent staff are also collected.
- The primary purpose of the **Fall Staff section 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), primary function/occupational activity, gender, and race/ethnicity.

## Changes in Reporting

There are no changes from last year to this year for the HR component that is applicable to degree-granting institutions and related administrative offices.

## General Instructions

### Context Boxes

Context boxes (previously known as caveat boxes) are provided on several screens to give institutions the opportunity to provide more information about survey items. The context box called, "Human Resources Survey Evaluation," which is located at the end of the HR component is used to assess whether future changes should be made to definitions, instructions, and/or items collected and is also used to list any staff who were difficult to categorize.

### Reporting Period Covered

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, 2009** 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 HR component that is applicable to degree-granting institutions and related administrative offices that have *15 or MORE* full-time staff. Part L has different reporting

criteria from the other parts. For example, Part L includes the number of full-time permanent staff who were included on the payroll of the institution between **July 1 and October 31, 2009** 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, 2009**. Additional information about the reporting of new hires can be found under the section called, "Detailed Instructions."

### **Reporting Staff by Primary Function/Occupational Activity**

- 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). In other words, 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, **Librarians** and **Counselors** must be classified as Other professionals (support/service) only.
- **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. Information on each primary function/occupational activity can be found under the section called, "Detailed Instructions."
- 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.

### 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.

### 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 for a period of 11 or 12 months.**

### **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.

### **Coverage**

#### **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.)

### **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.

### **Where to Get Help**

#### **IPEDS Data Collection Help Desk**

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

#### **AIR Website**

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

## **IPEDS Resources Page**

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

## **Where the Data Will Appear**

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)
- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## **Detailed Instructions**

### **Screening Questions**

Respondents MUST answer a few screening questions before providing detailed data. Responses to the screening questions will determine which screens will be displayed and which parts of each section must be completed. The four screening questions are listed below.

- The *first* question asks, "**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.
- The *second* question asks, "**Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2009 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, 2009?**" 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 Part L of the HR component that is applicable to degree-granting institutions and administrative offices that have 15 or *MORE* full-time staff.
- The *third* question asks, "**Do ALL of the instructional staff at your institution fall into any of the following categories?**"

- Are ALL of the instructional staff military personnel?
- Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
- Do ALL of the instructional staff teach pre-clinical or clinical medicine?

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

Also, if all instructional staff are part time, the Salaries section is NOT applicable to your institution.

- The *fourth* question asks, "**Which method of reporting race and ethnicity will you use for this component?**" There are three choices: 1) NEW race/ethnicity categories (9 categories); 2) OLD race/ethnicity categories (7 categories); and 3) MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen).

Please select the desired method of reporting race/ethnicity.

## Reporting Persons by Racial/Ethnic Category

### Reporting Persons 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 students and staff 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 NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

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

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

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

- Hispanic or Latino- A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.

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

#### **Other descriptive categories**

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

## **Reporting Individuals by Racial/Ethnic Category and Gender - 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. 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, an individual 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 student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

### **Reporting Persons 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.

## **Descriptions of Primary Functions/Occupational Activities**

**The following four primary functions/occupational activities are collected separately in the EAP section, but are collected jointly in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service," in the Fall Staff section.**

- **Primarily instruction (PI)**

Report 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 employees 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)**

Report 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 employees 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)**

Report 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 employees 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 employees 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)**

Report 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 employees may hold academic rank titles of professor,

associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees 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**.

### **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

### **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

### **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

### **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

## **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

## **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

### Graduate assistants

Report 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. Employees hired on a full time basis (not students) are to be reported as Other professionals (support/service).

### EAP section only

The **EAP section** is applicable to all degree-granting institutions and related administrative offices and collects the number of staff by employment status (full time

and part time), faculty status, and primary function/occupational activity. Additional information about reporting staff by employment status and primary functions/occupational activities can be found in the section called, "Reporting Staff by Primary Function/Occupational Activity," under the "General Instructions" section while additional information about reporting staff by faculty status can be found in the section called, "Faculty Status," also under the "General Instructions" section. 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. (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 medical school pages of EAP are applicable to degree-granting institutions with M.D. and/or D.O. programs only.

Listed below is a summary of each part in the EAP section.

- **Part A, full-time (non-medical school) staff, page** - Collects the number of full-time staff by faculty status and primary function/occupational activity.
- **Part B, part-time (non-medical school) staff, page** - Collects the number of part-time staff by faculty status and primary function/occupational activity.
- **Part C, total number of (non-medical school) staff, page** - Automatically sums the data reported in Part A and Part B.

(Note: The following pages are also applicable to medical schools: **Part A, full-time (medical school) staff, page**, and **Part B, part-time (medical school) staff, page**.)

Listed below is additional information on reporting medical school staff.

### **Medical School Staff**

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(s) of EAP.

### **Salaries section only**

The **Salaries section** is applicable to all degree-granting institutions, unless one or more of the following are true:

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

**Note:** While items 2 through 4 above are listed on the screening question page and must be answered on the screening question page, item 1 (e.g., all instructional staff are employed on a part time basis) is determined based on the data reported in the EAP section. For example, if an institution reported part-time instructional staff only or full-time, medical school, staff only, in the EAP section then the Salaries section is not applicable. Additional information about the relationship between the Salaries and EAP sections follows.

#### **Relationship between the Salaries section and EAP section**

The total number of "Primarily instruction" and "Instruction/research/public service" staff reported on the full-time, non-medical school page, in the EAP section **MUST** be reported in Part D (headcount page) of the Salaries section.

**Example:** If two staff members are reported on the full-time, non-medical school, page in the EAP section as "Primarily instruction" and three staff members are reported on the full-time, non-medical school page, in the EAP section as "Instruction/research/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."

#### **Relationship between the Salaries section and Fall Staff section**

The total number of full-time instructional staff reported 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.

**Example:** If four full-time instructional staff members are reported in the Salaries section, there cannot be more than four staff members whose primary responsibility is instruction, research, and/or public service in the Fall Staff section.

Listed below is a summary of each part in the Salaries section.

- **Part D, headcount, page** - Collects the number of full-time instructional staff on the following contract lengths/teaching periods: less-than-9-month, 9/10-month, and 11-12-month. (For additional information on reporting full-time instructional staff by contract length/teaching period, refer to the section called, "Contract Length/Teaching Period," under the "General Instructions" section.)
- **Part D, faculty status, page** - Collects the number of 9/10- and 11/12-month full-time instructional staff by faculty status, gender, and academic rank. (Note: This page ONLY applies to 4-year degree-granting institutions and above.) (For additional information on reporting full-time instructional staff by faculty status, refer to the section called, "Faculty Status," under the "General Instructions" section.)
- **Part E, salary outlays, page** - Collects the salary outlays for 9/10- and 11/12-month full-time instructional staff. (Salary outlays are NOT collected for full-time instructional staff reported as less-than-9-month.)
  - **Salary outlays** should be reported only for those salaried full-time instructional staff who have already been classified in Part D (headcount page) of the Salaries section as 9/10- and 11/12-month instructional staff. 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 included in the salary calculation.)

**Part F, fringe benefits, page** - Collects fringe benefit data for 9/10- and 11/12-month full-time instructional staff. (Fringe benefit data are NOT collected for full-time instructional staff reported as less-than-9-month.)

- **Fringe benefits** should be reported only for those salaried full-time instructional staff who have already been classified in Part D (headcount page) of the Salaries section as 9/10- and 11/12-month instructional staff.

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 the Salaries section, Part F, cannot exceed the number reported in the Salaries section, Part E, 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, 2009. 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.

### Fall Staff only -

- The **Fall Staff section that is applicable to degree-granting institutions and related administrative offices that have 15 or MORE full-time staff** collects the number of staff by employment status (full time and part time), primary function/occupational activity, gender, race/ethnicity, faculty status, contract length/teaching period, academic rank, and salary class intervals. Data on newly hired full-time permanent staff are also collected.

**For additional information on reporting staff in the Fall Staff section, refer to the section called, "Descriptions of Primary Functions/Occupational Activities" under the "Detailed Instructions" section. Information on reporting staff by race/ethnicity can be found in the section called, "Reporting Persons by Racial/Ethnic Category" under the "Detailed Instructions" section.**

Listed below is a summary of each part in this Fall Staff section.

- **Part G, full-time instruction/research/public service staff, pages** - Collects the number of full-time instruction/research/public service staff by faculty status, academic rank, gender, and race/ethnicity. (For additional information on reporting full-time instruction/research/public service staff by faculty status and academic rank, refer to the sections called, "Faculty Status," and "Academic Rank," under the "General Instructions" section.)
- **Part G, total number of full-time instruction/research/public service staff, page** - Automatically sums the data reported on the other Part G pages.
- **Part H, full-time instruction/research/public service staff, headcount, page** - Collects the number of full-time instruction/research/public service staff by contract

length, gender, and race/ethnicity for the following contract lengths/teaching periods: less-than-9-month, 9/10-month, and 11/12-month. (For additional information on reporting full-time instruction/research/public service staff by contract length/teaching period, refer to the section called, "Contract Length/Teaching Period," under the "General Instructions" section.)

- **Part H, full-time instruction/research/public service staff, salary class interval, pages** - Collects the number of 9/10- and 11/12-month full-time instruction/research/public service staff by contract length, salary class interval, gender, and race/ethnicity. (For additional information on reporting full-time instruction/research/public service staff by contract length/teaching period, refer to the section called, "Contract Length/Teaching Period," under the "General Instructions" section.)
- **Part I, full-time executive/administrative/managerial staff, salary class interval, page** - Collects the number of full-time executive/administrative/managerial staff by salary class interval, gender, and race/ethnicity.
- **Part I, full-time other professionals (support/service) staff, salary class interval, page** - Collects the number of full-time other professionals (support/service) staff by salary class interval, gender, and race/ethnicity.
- **Part I, full-time technical and paraprofessional staff, salary class interval, page** - Collects the number of full-time technical and paraprofessional staff by salary class interval, gender, and race/ethnicity.
- **Part I, full-time clerical and secretarial staff, salary class interval, page** - Collects the number of full-time clerical and secretarial staff by salary class interval, gender, and race/ethnicity.
- **Part I, full-time skilled crafts staff, salary class interval, page** - Collects the number of full-time skilled crafts staff by salary class interval, gender, and race/ethnicity.
- **Part I, full-time service/maintenance staff, salary class interval, page** - Collects the number of full-time service/maintenance by salary class interval, gender, and race/ethnicity.
- **Part I, total number of full-time staff (excluding instruction/research/public service staff), page** - Automatically sums the data reported on the other Part I pages.
- **Part J, part-time professional and part-time non-professional staff, pages** - Collects the number of part-time staff by primary function/occupational activity, gender, and race/ethnicity.
- **Part J, total number of part-time staff, page** - Automatically sums the data reported on the other Part J pages.
- **Part K, total number of staff, page** - Automatically sums the data reported for full-time and part-time staff.

- **Part L, newly hired full-time permanent instruction/research/public service staff, page** - Collects the number of full-time permanent instruction/research/public service new hires by faculty status, gender, and race/ethnicity. (For additional information on reporting staff by faculty status, refer to the section called, "Faculty Status," under the "General Instructions" section.)
- **Part L, other newly hired full-time permanent staff, page** - Collects the number of other full-time permanent new hires by primary function/occupational activity, gender, and race/ethnicity.
- **Part L, total number of newly hired full-time permanent staff, page** - Automatically sums the data reported for all full-time permanent new hires.
  - Additional information on reporting **newly hired full-time permanent staff in Part L** follows. 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 HR component that is applicable to degree-granting institutions and related administrative offices that have 15 or *MORE* full-time staff. As mentioned previously, Part L has different reporting criteria from the other parts. In Part L, report the number of **full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2009 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, 2009**. 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.
  
- The **Fall Staff section that is applicable to degree-granting institutions and related administrative offices that have LESS THAN 15 full-time staff** collects the number of staff by employment status (full time and part time), primary function/occupational activity, gender, and race/ethnicity.

**For additional information on reporting staff in the Fall Staff section, refer to the section called, "Descriptions of Primary Functions/Occupational Activities" under the "Detailed Instructions" section. Information on reporting staff by race/ethnicity can be**

**found in the section called, "Reporting Persons by Racial/Ethnic Category" under the "Detailed Instructions" section.**

Listed below is a summary of each part in this Fall Staff section.

- **Part G, full-time professional and full-time non-professional staff, pages** - Collects the number of full-time staff by primary function/occupational activity, gender, and race/ethnicity.
- 
- **Part H, part-time professional and part-time non-professional staff, pages** - Collects the number of part-time staff by primary function/occupational activity, gender, and race/ethnicity.
- 
- **Part I, total number of staff, page** - Automatically sums the data reported in Part G and Part H.

### **Relationship between the EAP Section and Fall Staff Section (for all degree-granting institutions)**

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

**Example:** If four staff members are reported on the *full-time page(s)* in the EAP section as Other professionals (support/service), these four persons 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.

Also, the following four primary functions/occupational activities, which are collected separately in the EAP section, must be reported jointly in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service," in the Fall Staff section: Primarily instruction, Primarily research, Primarily public service, and Instruction combined with research and/or public service.

Human Resources

**Human Resources for nondegree-granting institutions and related administrative offices  
(combo race/ethnicity)**

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.*

Yes

No

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

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 - Full-time professional staff

**REMEMINDER:** 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, 2009

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>
<b>Men</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (men+women) from prior year

Part A - Full-time non-professional staff and full-time grand total

**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, 2009

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 (includes Professionals and Non-professionals)
---------------------------	--	---------------------------------	-----------------------	----------------------------	--

**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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

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

**Categories used in BOTH New and Old:**

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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>				
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>				
<b>Total (men+women)</b>				
Total (men+women) from prior year				

Part B - 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, 2009

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>
<b>Men</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<b>NEW categories:</b>			
Notes for NEW categories:			
• Report Hispanic/Latino individuals of any race as Hispanic/Latino			
• Report race for non-Hispanic/Latino individuals only			
<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>OLD categories:</b>			
<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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 (men+women) from prior year

Part B - Part-time non-professional staff and part-time grand total

**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, 2009

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 (includes Professionals and Non-professionals)
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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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

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

**Categories used in BOTH New and Old:**

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

<u>Hispanic/Latino</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian or Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Black or African American</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Native Hawaiian or Other Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White</u>	<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:**

<u>Black, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>American Indian/Alaska Native</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Asian/Pacific Islander</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>White, non-Hispanic</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Categories used in BOTH New and Old:</b>				
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<u>Race and ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>				
<b>Total (men+women)</b>				
Total (men+women) from prior year				

Part C - Total number of staff

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

**As of November 1, 2009**

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.

Human Resources Component Applicable to Non-degree-granting Institutions

**Instructions for the 2009-10  
Integrated Postsecondary Education Data System (IPEDS)  
Human Resources (HR) Component  
Applicable to Non-degree-granting Institutions and Related  
Administrative Offices ONLY**

**[Purpose of Component](#)**

**[Changes in Reporting](#)**

**[General Instructions](#)**

**[Context Boxes](#)**

**[Reporting Period Covered](#)**

**[Reporting Staff by Primary Function/Occupational Activity](#)**

**[Coverage](#)**

**[Who to Include in this Report](#)**

**[Who \*NOT\* to Include in this Report](#)**

**[Where to Get Help](#)**

**[IPEDS Data Collection Help Desk](#)**

**[AIR Website](#)**

## **IPEDS Resources Page**

### **Where the Data Will Appear**

#### **Detailed Instructions**

##### **Screening Questions**

##### **Reporting Persons by Racial/Ethnic Category**

##### **Descriptions of Primary Functions/Occupational Activities**

- **Staff whose primary function is instruction, research, and/or public service**
  - **Primarily instruction**
  - **Primarily research**
  - **Primarily public service**
  - **Instruction combined with research and/or public service**
- **Executive/administrative/managerial**
- **Other professionals (support/service)**
- **Technical and paraprofessionals**
- **Clerical and secretarial**
- **Skilled crafts**
- **Service/Maintenance**

### **Purpose of Component**

The primary purpose of the Human Resources (HR) component that is applicable to non-degree-granting institutions and related administrative offices is to collect the number of staff by employment status (full time and part time), primary function/occupational activity, race/ethnicity, and gender. While the reporting of data by employment status and primary function/occupational activity is required every year, in odd-numbered years such as this year (e.g., 2009-10), the reporting of data by race/ethnicity and gender is also required. In even-numbered years (e.g., 2010-11), the reporting of data by race/ethnicity and gender is optional.

## **Changes in Reporting**

The following changes were implemented this year (2009-10) for the HR component that is applicable to non-degree-granting institutions and related administrative offices to simplify IPEDS reporting and reduce reporting burden:

- The Employees by Assigned Position (EAP) section and the Fall Staff section were combined.
- The following four categories were combined into the single category called, "Staff whose primary responsibility is instruction, research, and/or public service: Primarily instruction, Instruction/research/public service, Primarily research, and Primarily public service.

## **General Instructions**

### **Context Boxes**

Context boxes (previously known as caveat boxes) are provided on several screens to give institutions the opportunity to provide more information about survey items. The context box called, "Human Resources Survey Evaluation," which is located at the end of the HR component is used to assess whether future changes should be made to definitions, instructions, and/or items collected and is also used to list any staff who were difficult to categorize.

### Reporting period covered

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, 2009** should be reported in the HR component.

### Reporting Staff by Primary Function/Occupational Activity

- 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). In other words, 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, **Librarians** and **Counselors** must be classified as Other professionals (support/service) only.
- **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. Information on each primary function/occupational activity can be found under the section called, "Detailed Instructions."
- 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.

## Coverage

### 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.)

### 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.

## Where to Get Help

### IPEDS Data Collection Help Desk

Phone: 1-877-225-2568

Email: [ipedshelp@rti.org](mailto:ipedshelp@rti.org)

### AIR Website

You can also consult the [AIR website](#) that contains several tutorials on IPEDS data collection, a self-paced overview of IPEDS tools and other valuable resources.

### IPEDS Resources Page

In addition, the [IPEDS Resources Page](#) contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, information on the new race/ethnicity categories and other relevant information.

## Where the Data Will Appear

Data collected through IPEDS will be accessible at the institution- and aggregate-levels.

At the institution-level, data will appear in the:

- [College Navigator Website](#)

- [IPEDS Data Center](#)
- [IPEDS Data Feedback Reports](#)

At the aggregate-level, data will appear in:

- [IPEDS First Looks](#)
- [IPEDS Table Library](#)
- [IPEDS Data Feedback Reports](#)
- [The Digest of Education Statistics](#)
- [The Condition of Education](#)

## Detailed Instructions

### Screening Questions

Respondents MUST answer a few screening questions before providing detailed data. Responses to the screening questions will determine which screens will be displayed and which parts of each section must be completed. There are two screening questions for this HR version.

- The *first* question asks, "**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.
- 

The *second* question asks, "**Which method of reporting race and ethnicity will you use for this component?**" There are three choices: 1) NEW race/ethnicity categories (9 categories); 2) OLD race/ethnicity categories (7 categories); and 3) MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen). Please select the desired method of reporting race/ethnicity.

## Reporting Persons by Racial/Ethnic Category

### Reporting Persons 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 students and staff 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 NINE categories below. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens.

- Hispanic or Latino, regardless of race

For Non-Hispanic/Latino individuals:

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

In addition, the following categories may be used:

- Nonresident alien
- Race and ethnicity unknown

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

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

**Other descriptive categories**

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

### **Reporting Individuals by Racial/Ethnic Category and Gender - 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. 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, an individual 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 student did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the student in one of the racial/ethnic categories during established enrollment procedures or in any post-enrollment identification or verification process.

### **Reporting Persons 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.

## **Descriptions of Primary Functions/Occupational Activities**

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

**If a staff member falls in one of the following categories, the staff member should be reported in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service."**

- **Primarily instruction (PI)**

Report 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 employees 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**.

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- **Primarily research (PR)**

Report 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 employees 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)**

Report 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 employees 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 employees 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)**

Report 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 employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees 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.**

### **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

### **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

### **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

### **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

### **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

### **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