

FORM **IPEDS-S**
(6-1-95)

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

**FALL STAFF SURVEY
1995**

NOTE – The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

This report is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q).

The collection and reporting of racial/ethnic data on the Fall Staff survey are **MANDATORY** for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13).

For those institutions not required to submit racial/ethnic data on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

Please correct any errors in the name, address, and ZIP Code.

Please read the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 622-6193 or FAX number (301) 457-1542.

RETURN TO

Date due: November 15, 1995

1. Name of respondent	2. Title of respondent	3. Telephone (Area code, number, ext.)
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PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES), collects these data biennially to obtain and report a comprehensive picture of staff in institutions of postsecondary education, by their full-time or part-time status and by the type of work they do. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States. . . ." (P.L. 103-382, National Education Statistics Act of 1994, Sec 404(a)).

USES OF DATA

Collection of these data over a period of time will produce insights into the use of full-time and part-time faculty and staff in postsecondary education. It will also allow comparisons of staffing patterns by institutional type and control and will permit analysis of the relationship between financial resources and staff resources.

CERTIFICATION – I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

4. Name (Type or print)	5. Title	6. Telephone (Area code, number, ext.)
7. Signature		8. Date

COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Staff survey, Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) Compliance Reports – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

The time required to complete this information collection is estimated to vary from 1.0 hour to 10.0 hours per response, with an average of 5.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of *your individual submission* of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

Changes from the 1994 form for 1995 Fall Staff Survey

▶ **Part A, Full-Time Faculty (Instruction/Research/Public Service) Employees by Racial/Ethnic Category, Sex, Contract Length and Salary Class Intervals**

Sections 1 and 3; salary class intervals have been revised, affecting:

Lines 1–9

Lines 12–20

▶ **Part B, All Other Full-Time Employees by Racial/Ethnic Category, Sex, Primary Occupational Activity and Salary Class Interval**

Sections 1, 2, 3, and 5; salary class intervals have been revised, affecting:

Lines 23 - 31

Lines 33 - 41

Lines 43 - 48

Lines 57 - 62

Line numbers have been revised to accommodate changes in salary class intervals.

▶ **Part C, All Other Full-Time Employees by Racial/Ethnic Category, Sex, and Primary Occupational Activity**

New Part C, "All Other Full-Time Employees By Racial/ Ethnic Category, Sex, and Primary Occupational Activity" has been added to obtain additional information similar to the EEO-6 survey. Instructions have also been added for new Part C.

Prior survey Part C data has been moved to Part D.

▶ **Part E, Contracted or Donated Services**

This item has been modified to measure the extent of these services utilized by the institution.

▶ **Part F, Tenure of Full-Time Faculty (Instruction/Research/Public Service) by Racial/Ethnic Category, Sex and Academic Rank**

Lines 91, 98, and 105, "No Academic Rank" have been revised to "Other Faculty" defined as "institutions without standard academic ranks".

Part A — FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX, CONTRACT LENGTH AND SALARY CLASS INTERVALS

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by contract length and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	1. 9/10 month salary contracts																
1	Below \$25,000																
2	\$25,000–29,999																
3	30,000–34,999																
4	35,000–39,999																
5	40,000–44,999																
6	45,000–54,999																
7	55,000–64,999																
8	65,000–74,999																
9	75,000 and above																
10	TOTAL 9/10 MONTH SALARY CONTRACTS <i>(Sum of lines 1–9)</i>																
11	2. Less than 9/10 month salary contracts																
	3. 11/12 month salary contracts																
12	Below \$25,000																
13	\$25,000–29,999																
14	30,000–34,999																
15	35,000–39,999																
16	40,000–44,999																
17	45,000–54,999																
18	55,000–64,999																
19	65,000–74,999																
20	75,000 and above																
21	TOTAL 11/12 MONTH SALARY CONTRACTS <i>(Sum of lines 12–20)</i>																
22	4. PART A TOTAL <i>(Sum of lines 10+11+21)</i> <i>(Same as line 107)</i>																

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
23	1. Executive/Administrative, and managerial Below \$25,000																
24	\$25,000–29,999																
25	30,000–34,999																
26	35,000–39,999																
27	40,000–44,999																
28	45,000–54,999																
29	55,000–64,999																
30	65,000–74,999																
31	75,000 and above																
32	TOTAL EXECUTIVE/ ADMINISTRATIVE AND MANAGERIAL <i>(Sum of lines 23–31)</i>																
33	2. Other professionals (Support/Service) Below \$25,000																
34	\$25,000–29,999																
35	30,000–34,999																
36	35,000–39,999																
37	40,000–44,999																
38	45,000–54,999																
39	55,000–64,999																
40	65,000–74,999																
41	75,000 and above																
42	TOTAL OTHER PROFESSIONALS (SUPPORT/SERVICE) <i>(Sum of lines 33–41)</i>																

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	3. Technical and paraprofessionals																
43	Below \$16,000																
44	\$16,000–19,999																
45	20,000–24,999																
46	25,000–29,999																
47	30,000–34,999																
48	35,000 and above																
49	TOTAL TECHNICAL AND PARAPROFESSIONALS <i>(Sum of lines 43–48)</i>																
	4. Clerical and secretarial																
50	Below \$12,000																
51	\$12,000–15,999																
52	16,000–19,999																
53	20,000–24,999																
54	25,000–29,999																
55	30,000 and above																
56	TOTAL CLERICAL AND SECRETARIAL <i>(Sum of lines 50–55)</i>																

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	5. Skilled crafts																
57	Below \$16,000																
58	\$16,000–19,999																
59	20,000–24,999																
60	25,000–29,999																
61	30,000–34,999																
62	35,000 and above																
63	TOTAL SKILLED CRAFTS <i>(Sum of lines 57–62)</i>																
	6. Service/Maintenance																
64	Below \$12,000																
65	\$12,000–15,999																
66	16,000–19,999																
67	20,000–24,999																
68	25,000–29,999																
69	30,000 and above																
70	TOTAL SERVICE/ MAINTENANCE <i>(Sum of lines 64–69)</i>																
71	7. PART B TOTAL <i>(Sum of lines 32+42+49+56+63+70)</i>																
72	GRAND TOTAL ALL FULL-TIME EMPLOYEES <i>(Sum of lines 22+71)</i>																

**Part C — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, AND PRIMARY OCCUPATIONAL ACTIVITY**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
73	Executive, administrative, and managerial personnel with academic rank and/or tenure					ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY)											
74	Full-time staff paid in full from "soft money" sources																
75	Nonresident aliens (included in line 22)																

**Part D — PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX AND PRIMARY OCCUPATIONAL ACTIVITY**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
76	PART-TIME EMPLOYEES Executive, administrative, and managerial																
77	Faculty (Instruction/Research/Public Service)																
78	Instruction/Research assistants																
79	Other professionals (Support/Service)																
80	Technical and paraprofessionals																
81	Clerical and secretarial																
82	Skilled crafts																
83	Service/Maintenance																
84	TOTAL PART-TIME EMPLOYEES <i>(Sum of lines 76-83)</i>																
85	GRAND TOTAL ALL EMPLOYEES <i>(Sum of lines 72 and 84)</i>																

Part E – CONTRACTED OR DONATED SERVICES

This part requests information on any services that are contracted for by the institution or donated to the institution, whether or not they were provided in part by employees reported in Parts A, B, and D,

Report the number of full- and part-time individuals who are contracting with outside firms or donating services, by occupational activity.

Mark (X) if no services are contracted or donated and SKIP to Part F.

Enter "0" in both columns if there are no contracted or donated services in that occupational activity category.

Line No.	Occupational activity	Full-time	Part-time
01	Executive/administrative and managerial		
02	Faculty (instruction, research, public service)		
03	Other professionals		
04	Technical/paraprofessionals		
05	Clerical and secretarial		
06	Skilled crafts		
07	Service/maintenance		
08	Total contracted and donated services <i>(Sum of lines 01—07)</i>		

Remarks

Part F — TENURE OF FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK

S

(Include only those employees reported in "Faculty", line 22, part A.)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Faculty by tenure and academic rank	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	1. Faculty with tenure	OMIT IF NO EXISTING TENURE PROGRAM															
86	Professors																
87	Associate professors																
88	Assistant professors																
89	Instructors																
90	Lecturers																
91	Other faculty*																
92	TOTAL FACULTY WITH TENURE (Sum of lines 86—91)																
	2. Non-tenured faculty (Those on tenure track)	OMIT IF NO EXISTING TENURE PROGRAM															
93	Professors																
94	Associate professors																
95	Assistant professors																
96	Instructors																
97	Lecturers																
98	Other faculty*																
99	TOTAL NON-TENURED FACULTY (Those on tenure track) (Sum of lines 93—98)																
	3. Non-tenured faculty (Those not on tenure track)	COMPLETE FOR ALL FACULTY NOT IN A TENURE PROGRAM															
100	Professors																
101	Associate professors																
102	Assistant professors																
103	Instructors																
104	Lecturers																
105	Other faculty*																
106	TOTAL NON-TENURED FACULTY (Those not on tenure track) (Sum of lines 100—105)																
107	TOTAL FACULTY (Sum of lines 92+99+106) (Same as line 22)																

*Institutions without standard academic ranks should report full-time faculty here.

Part G – NEW HIRES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	NEW HIRES (Full-time between 1 July and 30 Sept.) <input type="checkbox"/> Mark (X) if no new hires																
108	Executive, administrative, and managerial							PERMANENT FULL TIME ONLY									
109	Faculty																
	a. Tenured																
110	b. Non-tenured on track																
111	c. Non-tenured not on track																
112	Other professionals (Support/Service)																
113	Technical and paraprofessionals																
114	Clerical and secretarial																
115	Skilled crafts																
116	Service/Maintenance																
117	TOTAL (Sum of lines 108–116)																

GENERAL INSTRUCTIONS — S

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, enter the name, title, area code, and telephone number of the person responsible for completing the report.

PERIOD OF REPORT

All persons on the payroll of the institution as of October 1, 1995 are to be included in this report.

PARTS A, B, C, AND D —

FULL-TIME FACULTY, ALL OTHER FULL-TIME EMPLOYEES, ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY), AND PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX AND PRIMARY OCCUPATIONAL ACTIVITY

CATEGORIZATION OF EMPLOYEES BY ATTENDANCE STATUS

In reporting employees, the following apply —

Report in columns 1—16 men and women by their full-time/part-time status of October 1 of this year. This status is to be determined by the institution. The attached definitions should assist in clarifying full-time/part-time status. Persons whose services are contracted by or donated to the institution should be reported only in Part E.

Each employee must be accounted for in only one of the occupational activity categories in Part A, lines 1—22 (full-time faculty), Part B, lines 23—71 (all other full-time employees), or Part D, lines 76—85 (part-time employees). If an employee is engaged in two or more separate activities, the employee should be reported according to his or her primary activity. The institution should determine what constitutes the primary activity.

Employees at off-campus centers associated with the campus covered by this report should also be reported.

Hospitals, medical centers, and other institutions which offer postsecondary education programs as only one of their primary missions should report ONLY staff who work full-time or part-time in the postsecondary education division or component of the institution. If an employee works full-time for the institution but only part-time in the postsecondary education division or component, for purposes of this survey that employee should be reported as part-time in his or her primary occupational activity in the post secondary education division or component.

The following instructions will assist in the assignment of employees to primary occupational activity categories.

• **Executive, Administrative, and Managerial**

Report all persons whose assignments require primary (and major) responsibility for 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, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement and to direct the work of others. Report in this category all officers holding

titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

NOTE — Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

- *Full-time employees report in Part B on lines 23–32.*
- *Part-time employees report in Part D on line 76.*

• **Faculty (Instruction/Research/Public Service)**

Report all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, report in this category deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent). Do not include student teachers or research assistants here, but report them on line 78 (part-time).

Librarians and counselors are normally reported in the Other professionals category; however, some institutions treat them like faculty. If they are reported as faculty, the institution must also report them by tenure and academic rank (Part F).

Report adjunct faculty employed on a part-time basis or on a full-time basis (if they were employed the full year) in the primary occupational for which they were hired.

- *Full-time employees report in Part A.*
- *Part-time employees report in Part D on line 77.*

• **Instruction/Research Assistants**

Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

- *Part-time employees report on line 78.*

• **Other Professionals (Support/Service)**

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, systems analysts, computer programmers, and coaches.

- *Full-time employees report in Part B on lines 33–42.*
- *Part-time employees report in Part D on line 79.*

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – S — Continued

PARTS A, B, C, AND D — FULL-TIME FACULTY, ALL OTHER FULL-TIME EMPLOYEES, ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY), AND PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX AND PRIMARY OCCUPATIONAL ACTIVITY – Continued

• **Technical and Paraprofessionals**

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

- *Full-time employees report in Part B on lines 43–49.*
- *Part-time employees report in Part D on line 80.*

• **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, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

- *Full-time employees report in Part B on lines 50–56.*
- *Part-time employees report in Part D on line 81.*

• **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 mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, compositors, and type-setters.

- *Full-time employees report in Part B on lines 57–63.*
- *Part-time employees report in Part D on line 82.*

• **Service/Maintenance**

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry, and dry cleaning operatives, cafeteria and restaurant workers, truck drivers,

bus drivers, garage laborers, custodial personnel, gardeners, and groundskeepers, refuse collectors, construction laborers, and security personnel.

- *Full-time employees report in Part B on lines 64–70.*
- *Part-time employees report in Part D on line 83.*

Part C — ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY)

• **Persons with Academic Rank and/or Tenure**

Report on line 73 the number of full-time staff members included in **Executive/Administrative/Managerial** Activities (Part B, line 32) who, although their principle work is within that activity, also hold an academic rank and/or have tenure status within the institution.

• **Full-time Staff Paid in Full from "Soft Money" Source**

Report on line 74 the number of persons on the institution's payroll, employed full-time, who are paid in full from funds, traditionally referred to as "Soft Money," *that are not part of the general operating fund budget for the institution.* These funds may be from government agencies or private foundations for programs involving public services; research; capital improvements; administration of student-aid programs for grants, work aid, or loans; and other miscellaneous services.

Do not include tenured faculty members in this category even if they are paid from "Soft Money" sources.

• **Nonresident Aliens**

Report on line 75 the sex and racial/ethnic category of faculty members who are reported as nonresident aliens employed full time in Part A, line 22, columns 1 and 2. If no nonresident alien faculty are reported in Part A, do not report data on this line.

CLASSIFICATION OF EMPLOYEES BY RACIAL/ETHNIC CATEGORY AND SEX

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

Race/Ethnicity. Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens (*See definitions below.*).

Racial/ethnic descriptions — Racial/ethnic designations 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 or Alaskan Native** — A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.

GENERAL INSTRUCTIONS – S — Continued

- **Asian or 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 columns provided, rather than included in any of the five racial/ethnic categories above.

Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but 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 employee did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.

In columns 15 and 16, report the grand total of all staff employed in your institution regardless of race/ethnicity or citizenship.

PART E — CONTRACTED OR DONATED SERVICES

If the institution contracts with outside firms for services, either in whole or in part, or receives donated services, in whole or in part, (for example, volunteers, services provided by the System Office for which the institution is not charged) that would otherwise be provided by paid employees, report the number of full- and part-time individuals who are replacing employees of the institution, by occupational activity. Mark (X) in the box provided if the institution has no contracted or donated services. Under each occupational activity, enter "0" in both columns if there are no contracted or donated services in that occupational activity category.

PART F — TENURE OF FULL-TIME INSTRUCTIONAL FACULTY BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK

Report in this section only persons who are members of the faculty who were also reported in Part A. Count an employee only once by tenure status. Line 107, columns 15 and 16 of this section must equal the sum of all faculty members reported in Part A (line 22, columns 15 and 16).

A. Tenured

Report by sex and racial/ethnic designation the number of faculty who have tenure status within the institution in each of the academic ranks shown on lines 86 through 91. Total employees on line 92.

In reporting the number of faculty with academic rank and tenure, use the institution's criteria or requirements for either, notwithstanding the fact that the policy used by the institution may be different from that which meets or refers to a national set of principles.

B. Non-tenured on track

Report by sex and racial/ethnic designation the number of faculty who are non-tenured but are in positions which lead to consideration for tenure in each of the academic ranks shown on lines 93 through 98. Total employees on line 99.

C. Non-tenured not on track

Report by sex and racial/ethnic designation the number of faculty who are in non-tenure earning positions in each of the academic ranks or their equivalents shown on lines 100 through 105. Total employees on line 106. Line 107 of this section must equal the sum of all faculty members reported in Part F (lines 92, 99, and 106).

PART G — NEW HIRES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY

Report on lines 108 through 116 the number of full-time permanent employees in the respective activities who were included in the payroll for the first time between July 1 and September 30 of the survey year, and who also are included in Parts A, B, and C (full-time). These are persons who were hired for full-time permanent employment for the first time or after a break in service. **Do not** include as new hires persons who have returned from sabbatical leave or full-time faculty with less than 9/10 month contracts. Report employment for the newly hired full-time faculty separately by Tenured, Non-tenured on track, and Non-tenured not on track.

Report total New Hires on line 117. **If you had no new hires during the specified period, mark (X) the box designating no new hires.**

GLOSSARY FALL STAFF SURVEY — S

ADJUNCT FACULTY — A faculty position where one has an occasional or temporary affiliation with an institution or another faculty member in performing a duty or service in an auxiliary capacity.

CONTRACTED SERVICES — Services obtained through contracts with outside agencies which would normally be provided by paid employees.

DONATED (CONTRIBUTED) SERVICES — Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus.

FULL-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll.

LESS THAN 9/10-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions.

PART-TIME STAFF — Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or

casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.

POSTSECONDARY EDUCATION INSTITUTION — An institution which has its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

TENURE — Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

TENURE TRACK — Positions that lead to consideration for tenure.

9/10-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

11/12-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for the entire year, usually a period of 11 months.