

Human Resources - Degree-granting institutions and related administrative offices that have less than 15 full-time staff

### Human Resources Screening Questions

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

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

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?

Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **July 1 and October 31, 2006** 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, 2006**? (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, you will be provided the screens to report **full-time permanent new hires** in the **Fall Staff section (long version), Part L**.

Yes  No

CAVEATS

**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, 2006**

**Faculty status**

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Subtotal
	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"/>	
<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"/>	
<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, 2006**

**Faculty status**

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Subtotal
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
Primarily instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instruction/research/public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Executive/administrative/managerial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other professionals (support/service)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Technical and paraprofessionals				<input type="text"/>	
Clerical and secretarial				<input type="text"/>	
Skilled crafts				<input type="text"/>	
Service/Maintenance				<input type="text"/>	
<b>Total full 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 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, 2006**

**Faculty status**

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instruction/research/public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primarily research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Primarily public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Executive/administrative/managerial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Other professionals (support/service)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Technical and paraprofessionals				<input type="text"/>	<input type="text"/>	<input type="text"/>
Clerical and secretarial				<input type="text"/>	<input type="text"/>	<input type="text"/>
Skilled crafts				<input type="text"/>	<input type="text"/>	<input type="text"/>
Service/Maintenance				<input type="text"/>	<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, 2006**

**Faculty status**

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

**Total part time (medical school)**

Total from prior year

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

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

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

**As of November 1, 2006**

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

### Salaries

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

- All of the instructional staff at your institution are employed on a part-time basis.
- All of the instructional staff at your institution are military personnel.
- All of the instructional staff at your institution contribute their services (e.g., are members of a religious order)
- All of the instructional staff at your institution teach pre-clinical or clinical medicine.

**NOTE: The faculty status screens in the Salaries section are applicable only to 4-year degree-granting institutions.**

**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, 2006**

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>				
<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>				
<b>Total (men + women)</b>				
Total from EAP, full-time non-medical section (Primarily instruction and 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**

\*\*\*\* The reporting of data for this screen is **optional** this year, but will be mandatory next year for 4-year degree-granting institutions \*\*\*\*

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

**As of November 1, 2006**

**Faculty status**

Gender and academic rank	Faculty status			Without faculty status	Subtotal
	Tenured	On tenure track	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>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 (men + women)</b>					

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

\*\*\*\* The reporting of data for this screen is **optional** this year, but will be mandatory next year for 4-year degree-granting institutions \*\*\*\*

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

**As of November 1, 2006**

Gender and academic rank	Faculty status			Without faculty status	Subtotal
	Tenured	On tenure track	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>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 (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, 2006**

Gender and academic rank	Number	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, 2006**

Gender and academic rank	Number	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, 2006**

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	<input type="text"/>	<input type="text"/>		
Worker's compensation	<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, 2006**

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	<input type="text"/>	<input type="text"/>		
Worker's compensation	<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**

NOTE: These data are **optional** this year.

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

**As of November 1, 2006**

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>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>			
<b>Total (men+women)</b>			
Total from EAP			
Total (men+women) from Fall 2005			

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

NOTE: These data are **optional** this year.

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

**As of November 1, 2006**

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/Maintenance	Full-time total
<b>Men</b>					
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>					
<b>Women</b>					
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race/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 from EAP					
Total (men+women) from Fall 2005					



**Part H - Fall Staff - Part-time professional staff**

NOTE: These data are **optional** this year.

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

**As of November 1, 2006**

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>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<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"/>
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>			
<b>Total (men+women)</b>			
Total from EAP			
Total (men+women) from Fall 2005			

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

NOTE: These data are **optional** this year.

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

**As of November 1, 2006**

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Part- time total
<b>Men</b>					
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race/ethnicity unknown</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Total men</b>					
<b>Women</b>					
<u>Nonresident alien</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<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"/>	
<u>Race/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 from EAP					
Total (men+women) from Fall 2005					

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

NOTE: These data are **optional** this year.

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

**As of November 1, 2006**

Gender and race/ethnicity	Subtotal	<u>Graduate assistants</u>	Part-time total
<b>Men</b>			
<u>Nonresident Alien</u>		<input type="text"/>	
<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"/>	
<u>Race/ethnicity unknown</u>		<input type="text"/>	
<b>Total men</b>			
<b>Women</b>			
<u>Nonresident Alien</u>		<input type="text"/>	
<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"/>	
<u>Race/ethnicity unknown</u>		<input type="text"/>	
<b>Total women</b>			
<b>Total (men+women)</b>			
Total from EAP			
Total (men+women) from Fall 2005			

**Part I - Fall Staff - Total number of staff**NOTE: These data are **optional** this year.

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

**As of November 1, 2006**

	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
<u>Nonresident alien</u>						
<u>Black, non-Hispanic</u>						
<u>American Indian/Alaska Native</u>						
<u>Asian/Pacific Islander</u>						
<u>Hispanic</u>						
<u>White, non-Hispanic</u>						
<u>Race/ethnicity unknown</u>						
<b>Grand total</b>						
Total from Fall 2005						

**Human Resources Survey Evaluation**

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

[Empty form area]

Print Form(s)

GoBack

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**HUMAN RESOURCES COMPONENT**

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## Instructions for the 2006-2007 Human Resources Component the Integrated Postsecondary Education Data System (IPEC)

- INTRODUCTION
- APPLICABILITY OF EACH SECTION
- CROSSWALK OF PART NAMES FROM 2005-06 to 2006-07
- SCREENING QUESTIONS
- GENERAL INSTRUCTIONS
  - Period of reporting
  - Who to include in this report
  - Who *NOT* to include in this report
- **EMPLOYEES BY ASSIGNED POSITION (EAP) SECTION - applicable to all institution administrative offices**
  - Employment status (full time and part time)
  - Faculty status
  - Classification of staff by primary function/occupational activity
    - Staff whose primary responsibility is instruction, research, and/or public ser
      - Primarily instruction (PI)
      - Primarily research (PR)
      - Primarily public service (PPS)
      - Instruction combined with research and/or public service (IRPS)
    - Executive/administrative/managerial
    - Other professionals (support/service)
    - Technical and paraprofessionals
    - Clerical and secretarial
    - Skilled crafts
    - Service/Maintenance
    - Graduate assistants
  - Medical school staff
- **SALARIES SECTION - applicable to all degree-granting institutions (unless one or of four criteria is met)**
  - Relationship between the EAP and Salaries sections
  - Contract length/teaching period
  - Academic rank
  - Faculty status (applicable to 4-year degree-granting institutions only - Optional th
  - Salary outlays

- [Fringe benefits](#)

● **FALL STAFF (LONG VERSION) SECTION - applicable to degree-granting institution related administrative offices that have 15 or more full-time staff (Optional this year)**

- [Relationship between the EAP and Fall Staff \(long version\) sections](#)
- [Classification of staff by primary function/occupational activity](#)
- [Contract length/teaching period](#)
- [Academic rank](#)
- [Faculty status](#)
- [Classification of staff by racial/ethnic category](#)
- [New hires \(full-time permanent\)](#)

● **FALL STAFF (SHORT VERSION) SECTION - applicable to degree-granting institution related administrative offices that have less than 15 full-time staff (Optional this year)**

- [Relationship between the EAP and Fall Staff \(short version\) sections](#)
- [Classification of staff by primary function/occupational activity](#)
- [Classification of staff by racial/ethnic category](#)

● **FALL STAFF (SHORT VERSION) SECTION - applicable to nondegree-granting institution and related administrative offices (Optional this year)**

- [Relationship between the EAP and Fall Staff \(short version\) sections](#)
- [Classification of staff by primary function/occupational activity](#)
- [Classification of staff by racial/ethnic category](#)

## INTRODUCTION

The Integrated Postsecondary Education Data System (IPEDS) Human Resources (HR) component consists of the following three sections: Employees by Assigned Position (EAP), Salaries, and Staff. EAP, which is applicable to ALL institutions and administrative offices, must be completed. EAP will partially determine whether or not certain parts of each section must be completed. Applicability of the Salaries and Fall Staff sections will also depend on several other factors (e.g., degree-granting status, number of full-time staff, etc.) and is discussed in the following section called APPLICABILITY OF EACH SECTION. Data reported on EAP will be used to populate items, as much as possible in Salaries and Fall Staff.

[Top ▲](#)

## APPLICABILITY OF EACH SECTION

The following information depicts which sections are applicable to which institutions and administrative offices.

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



- **Salaries** is applicable to degree-granting institutions unless one or more of the following are true:
  - All instructional staff are employed on a part time basis.
  - All instructional staff are military personnel.
  - All instructional staff contribute their services (e.g., are members of a religious order).
  - All instructional staff teach pre-clinical or clinical medicine.

The primary purpose of Salaries is to collect the number of full-time instructional staff by contract length/teaching period, gender, and academic rank. The collection of data by faculty status for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods is new this year and is applicable only to 4-year degree-granting institutions. The reporting of data by faculty status in the Salaries section is optional in 2006-07, but will be mandatory in 2007-08. Salary outlays and benefits are also collected for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods.

- **Fall Staff**, which is optional this year, has three versions: one long version and two short versions.
  - **The long version of Fall Staff is applicable to degree-granting institutions and related administrative offices that have 15 or more full-time staff.** The primary purpose of the long version of Fall Staff is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, faculty status, contract length/teaching period, academic rank, salary class intervals, primary function/occupational activity, and newly hired full-time permanent staff.
  - One of the short versions of Fall Staff is **applicable to degree-granting institutions and related administrative offices that have less than 15 full-time staff.** This short version includes survey screens to report graduate assistants (if applicable). The other short version of Fall Staff is **applicable to nondegree-granting institutions and related administrative offices** and does not include survey screens to report graduate assistants. The primary purpose of both short versions of Fall Staff is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity.

Top ▲

### CROSSWALK OF PART NAMES FROM 2005-06 to 2006-07

Part names have been relabeled in the order of the HR component and do not contain duplicate names like before. For example, the EAP, Salaries, and Fall Staff sections no longer have duplicate part names such as Part A, Part B, etc.

Top ▲

### SCREENING QUESTIONS

Responses to the following screening questions determine whether or not certain **parts of each section** must be completed. The first screening question, which relates to part-time staff, is applicable to all institutions and administrative offices. The second screening question, which relates to full-time instructional staff, is applicable to degree-granting institutions only. The third screening question, which relates to full-time permanent new hires, is applicable to degree-granting institutions only.

and administrative offices that have 15 or more full-time staff.

- **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 **Employees by Assigned Position (EAP)** and **Fall Staff** sections.*

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?

- **Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2006 either for the *first time (new institution)* or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2006? (Exclude persons who have returned from sabbatical leave, part-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, you will be provided the screens to report full-time permanent new hires in the **Fall Staff (long version), Part L, New Hires**, section.*

Yes  No

[Top ▲](#)

## GENERAL INSTRUCTIONS

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

### Period of reporting

The period of reporting is intended to provide a snapshot of your human resources/payroll data at one point in the fall. Persons on the payroll of the institution as of **November 1, 2006** should be reported in the HR component.

Part L (Fall Staff (long version) section) has additional criteria for reporting full-time permanent

hires. For 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, 2006** 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 on November 1, 2006**. For more details on reporting full-time permanent new hires, refer to the section below on "New hires (full-time permanent)".

Top ▲

### 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 were 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 who are paid by your institution.
- Adjunct staff whose primary responsibility is instruction, research, and/or public service who are employed on a full-time or on a part-time basis in the primary function/occupational 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.)

Top ▲

### Who **NOT** to include in this report

- Staff on leave without pay.
- Staff in the military or religious orders who are not paid by your institution.
- Staff whose services are contracted by or donated to the institution.
- Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs).
- Undergraduate students.
- Students in the College Work-Study Program.
- Staff who work strictly in hospitals associated with medical schools.

**NOTE:** When reporting staff on sabbatical leave and staff who are on leave, but remain on the payroll of the institution, report such persons at their regular salaries even though the staff may be receiving a reduced annuity while on leave. Additional stipends for administrative, managerial or other responsibilities should **NOT** be considered in the salary calculations.

Top ▲

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

**EMPLOYEES BY ASSIGNED POSITION (EAP) SECTION - applicable to all institutions : administrative offices**

**EAP** is applicable to all institutions and administrative offices. (The medical school pages of EAP are applicable to institutions with M.D. and/or D.O. programs only.) The primary purpose of EAP is to collect the number of staff by employment status (full time and part time), faculty status, and primary function/occupational activity. Data provided in the EAP section will be used to pre-populate cells in the Salaries and Fall Staff sections (if applicable), which will enhance the error resolution process.

### Employment status (full time and part time)

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

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

Top ▲

### 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 an institution does **NOT** have a tenure system, all staff of the institution should be included in the "**No tenure system**" category.

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

Top ▲

### Classification of staff by primary function/occupational activity

• **Standard Occupational Classification (SOC) codes and categories** are based on the 2010 revision and are provided to aid institutions in their classification of staff by primary function/occupational activities. The SOC codes and categories are listed below within the primary function/occupational activities.

- Staff must be assigned to **ONE** category based on work performed, skills, education, training 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, staff member should be included in the functional category (occupation) in which they spend 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, 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, market research, 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.
- **The primary functions/occupational activities and their definitions are listed below**
  - **Staff whose primary responsibility is instruction, research, and/or public service**

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

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

Top ▲

- **Primarily instruction (PI)**

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

- **Primarily research (PR)**

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

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

- **Primarily public service (PPS)**

Persons whose specific assignments customarily are made for the purpose of **carrying out public service activities** such as agricultural extension services, clinical services, or continuing education and who may hold academic rank titles of professor, associate professor, or assistant professor. These persons may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **public service**. (This category includes persons with a public service assignment regardless of the location of assignment (e.g., in the field rather than on campus).

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

Persons for whom it is not possible to differentiate between **instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment**. These persons hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These persons may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) **IF** their principal activity is **instruction combined with research and/or public service**.

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

- An IRPS staff member who is 50 percent instruction and 50 percent research should be counted as **PI**.
- An IRPS staff member who is 50 percent research and 50 percent public service should be counted as **PR**.
- An IRPS staff member who is 40 percent instruction, 40 percent research, and 20 percent public service should be counted as **PI**.
- An IRPS staff member for whom it is not possible to assign to a single function should be counted as **IRPS**.

Top ▲

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

Persons who are classified in the four above primary functions/occupational activities (Primarily instruction, Primarily research, Primarily public service, Instruction combined with research and/or public service) on EAP are to be

reported in the sole Fall Staff category called, "Staff whose primary respons instruction, 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 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 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 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

**Top ▲**

- **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

**Top ▲**

- **Technical and paraprofessionals**

Report all persons whose assignments require specialized knowledge or skills which may be a through experience, apprenticeship, on-the-job training or academic work in occupationally sp programs that result in a 2-year degree or other certificate or diploma. Include persons who p some of the duties of a professional in a supportive role, which usually requires less formal tr 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

**Top ▲**

- **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

**Top ▲**

- **Skilled crafts**

Report all persons whose assignments typically require special manual skills and a thorough a 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 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

**Top ▲**

- **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 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

Top ▲

- **Graduate assistants**

**NOTE: Survey screens to report graduate assistants are available for degree-granting institutions, but not for nondegree-granting institutions.**

Report students employed on a part-time basis for the primary purpose of assisting in classroom 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 typical of these positions. If your institution has graduate assistants who are classified as full time, for all purposes, classify those graduate assistants as PART TIME only.

Do **NOT** include students in the College Work-Study Program. Staff hired on a full time basis (graduate students) are to be reported as Other professionals (support/service).

Top ▲

### Medical school staff

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

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

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

Top ▲

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

**Salaries** is applicable to degree-granting institutions unless one or more of the following are met:

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

The primary purpose of Salaries is to collect the number of full-time instructional staff by contract length/teaching period, gender, and academic rank. The collection of data by faculty status for part-time instructional staff on 9/10- and 11/12-month contracts/teaching periods is new this year and is applicable only to 4-year degree-granting institutions. The reporting of data by faculty status

Salaries section is optional in 2006-07, but will be mandatory in 2007-08. Salary outlays and benefits are also collected for full-time instructional staff on 9/10- and 11/12-month contracts/teaching periods.

### Relationship between the EAP and Salaries sections

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

Example: If two staff members are reported on the full-time non-medical page on EAP as Primarily instruction and three staff members are reported on the full-time non-medical page on EAP as Instruction combined with research and/or public service, a total of five full-time instructional staff will automatically be carried forward to the page in the Salaries section called, "Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount." Institutions must report additional information (gender, academic rank, etc.) for the five full-time instructional staff in the Salaries section.

**For further information on reporting full-time instructional staff in EAP and Salaries, go to the section called, Classification of staff by primary function/occupational activity**

Top ▲

### Contract length/teaching period

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

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

Top ▲

### Academic rank

When reporting staff whose primary responsibility is instruction, research, and/or public service, use the institution's designations for academic rank (e.g., professor, associate professor, etc.). 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.

Top ▲

### Faculty status (applicable to 4-year degree-granting institutions only - Optional this

As stated above, the collection of data by faculty status for full-time instructional staff on 9/11 11/12-month contracts/teaching periods is new to the Salaries section this year and is applicable only to 4-year degree-granting institutions. The reporting of data by faculty status in the Salaries section is optional in 2006-07, but will be mandatory in 2007-08.

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 an institution does **NOT** have a tenure system, all staff of the institution should be included in the "No tenure system" category.

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

NOTE: If data are not reported by faculty status in the Salaries section (because the reporting is optional this year), the faculty status cross-section edits for Salaries and EAP and for Salaries Fall Staff will not be implemented.

Top ▲

### Salary outlays

Salary outlays should be reported only for those salaried full-time instructional staff classified Primarily instruction or Instruction combined with research and/or public service on the EAP, 1 time non-medical page, **AND** who are on 9/10-month and 11/12-month contracts/teaching periods. As mentioned above for the "General Instructions" section, when reporting staff on sabbatical and when reporting staff who are on leave, but remain on the payroll of the institution, report persons at their regular salaries even though the staff may be receiving a reduced annuity while on leave. Additional stipends for administrative, managerial, or other responsibilities should **NOT** be considered in the salary calculations.

Top ▲

### Fringe benefits

Fringe benefits should be reported only for those salaried full-time instructional staff classified Primarily instruction or Instruction combined with research and/or public service on the EAP, 1 time non-medical page, **AND** who are on 9/10-month and 11/12-month contracts/teaching periods.

Report the projected fringe benefit expenditures, which will be paid by the institution, state 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 be reported.

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

### Types of Fringe Benefits -

**Retirement plans (other than Social Security):** Report contributions by the institution, state or 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 the 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 for 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 not 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 by 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 waiver 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 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 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 effective January 1, 2006. This amount should include taxes for Medicare and Old-Age, Survivors 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 professional nature (such as convention travel, membership fees, grading assistance, faculty travel, etc.) should not be included.

[Top ▲](#)

### **FALL STAFF (LONG VERSION) SECTION - applicable to degree-granting institutions and related administrative offices that have 15 or more full-time staff (Optional this year)**

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

#### **Relationship between the EAP and Fall Staff (long version) sections**

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

### IMPORTANT NOTES

- Staff whose primary responsibility is instruction, research, and/or public service on EAP and Fall Staff:** The same staff whose primary responsibility is instruction, research and/or public service must be reported on EAP and Fall Staff. On EAP this group of people is classified into four separate primary functions/occupational activities (Primarily instruction, Instruction combined with research and/or public service, Primarily research, and Primarily public service). On Fall Staff these staff are combined and reported in the single category called, "Staff whose primary responsibility is instruction, research, and/or public service".
- All staff in EAP and Fall Staff:** If the EAP medical school pages are applicable to an institution, the total of full-time medical plus full-time non-medical staff for each primary function/occupational activity are reported as full-time staff on Fall Staff. The same is true for part-time staff.

Example: If two full-time Clerical/secretarial staff members were reported on the full-time non-medical page and three full-time Clerical/secretarial staff members were reported on the full-time medical school page, a total of five full-time Clerical/secretarial staff will be carried forward to Fall Staff.

### Classification of staff by primary function/occupational activity

For further information on reporting staff in Fall Staff by primary function/occupational activity, refer to the above section called, Classification of staff by primary function/occupational activity.

Top ▲

### Contract length/teaching period

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

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



- **11/12-month salary contracts/teaching periods:** The contracted teaching period of staff whose primary responsibility is instruction, research, and/or public service and who are employed for **the entire year, usually a period of 11 or 12 months.**

Top ▲

### Academic rank

When reporting staff whose primary responsibility is instruction, research, and/or public service, use the institution's 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.

Top ▲

### 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 an institution does **NOT** have a tenure system, all staff of the institution should be included in the "**No tenure system**" category.

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

Top ▲

### Classification of staff by racial/ethnic category

**Method of collection:** The manner of collecting racial/ethnic information is left to the discretion of the institution provided that the system that is established results in reasonably accurate data that 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 workforce 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 belongs in the eyes of the community. A person may be counted in only one group. Racial/ethnic designations are requested only for U.S. 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/Alaska 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.
- **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, 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 rows 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 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 1-551 or 1-151), a Temporary Resident Card (Form 1-688), or an Arrival-Departure Record (Form 1-94) with notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 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.

Top ▲

### New hires (full-time permanent)

Report the number of full-time permanent staff who were included on the payroll of the institution between **July 1 and October 31, 2006** 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, 2006**. New hires reported in Part L should also be included in Parts G/H (full-time instruction/research/public service staff by race/ethnicity and gender) and Part I (other full-time staff by race/ethnicity and gender). Do not include as new hires persons who have returned from sabbatical leave or full-time staff who are working less-than-9-month contracts/teaching periods whose primary responsibility is instruction, research, and/or public service.

Top ▲

**FALL STAFF (SHORT VERSION) SECTION - applicable to degree-granting institutions related administrative offices that have less than 15 full-time staff (Optional this year)**

The primary purpose of this short version of Fall Staff is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity (including graduate assistants - if applicable).

### **Relationship between the EAP and Fall Staff (short version) sections**

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

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

Top ▲

### **Classification of staff by primary function/occupational activity**

For further information on reporting staff in Fall Staff by primary function/occupational activity, refer to the above section called, [Classification of staff by primary function/occupational activity](#).

Top ▲

### **Classification of staff by racial/ethnic category**

For further information on reporting staff in Fall Staff by racial/ethnic category, refer to the above section called, [Classification of staff by racial/ethnic category](#).

Top ▲

### **FALL STAFF (SHORT VERSION) SECTION - applicable to nondegree-granting institutions and related administrative offices (Optional this year)**

The primary purpose of this short version of Fall Staff is to collect the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity. The reporting of graduate assistants is not allowed in this short version.

### **Relationship between the EAP and Fall Staff (short version) sections**

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

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

the Fall Staff section. Institutions must then report additional information (race/ethnicity, gen etc.) for the four full-time Other professionals in the Fall Staff section.

**Top ▲**

### **[Classification of staff by primary function/occupational activity](#)**

For further information on reporting staff in Fall Staff by primary function/occupational activity to the above section called, [Classification of staff by primary function/occupational activity](#).

**Top ▲**

### **[Classification of staff by racial/ethnic category](#)**

For further information on reporting staff in Fall Staff by racial/ethnic category, refer to the at section called, [Classification of staff by racial/ethnic category](#).

**Top ▲**