

**U.S. Department of Education
Office of Educational Research and Improvement**

National Center for Education Statistics

***1999 NATIONAL STUDY OF
POSTSECONDARY FACULTY
INSTITUTION QUESTIONNAIRE***



All information that would permit identification of individuals will be kept confidential.

Sponsored by: National Center for Education Statistics
U.S. Department of Education
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Washington, D.C. 20208

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National Endowment for the Humanities

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HOW TO ACCESS THE INSTITUTION QUESTIONNAIRE ON THE WORLD WIDE WEB

The Institution Questionnaire is available through the World Wide Web (WWW) at: **<http://www.gallup.com/usde>**. We strongly encourage you to complete the Web version of the questionnaire. The WWW version can be accessed through most browsers. For example, to access this address in *Netscape*, go to the **FILE** menu and select **Open Location**. Type in the WWW address exactly as it appears above in lower case, and hit the **Enter** key. To access the WWW address using *Microsoft Internet Explorer*, go to the FILE menu and select **Open**. Again, type in the WWW address exactly as it appears above in lower case, and hit the **Enter** key.

At this point, both Netscape and Microsoft systems will prompt you for a Personal Identification Number (PIN). Your individualized PIN appears on the label on the back of the questionnaire and at the bottom of the cover letter in the Gallup folder. (The PIN is used by Gallup to keep track of who completes the survey and to keep unauthorized persons from entering the website.) This number will never be used to link your responses to your name. ***Your individual responses will be kept completely confidential.***

Who to Contact for Assistance

If you have any questions about the study, including the WWW site, please contact Brian Kuhr of the Gallup Organization toll-free at 1-800-633-0209, or via e-mail at NSOPF99@gallup.com.

ASSURANCE OF CONFIDENTIALITY

All information that permits the identification of individuals will be kept strictly confidential. Individual responses, and all responses that permit the identification of individuals, will be protected by the National Education Statistics Act, Public Law 103-382 [20 U.S.C. 9001 *et seq.*], the Carl D. Perkins Vocational Education Act, and the Privacy Act of 1974 [5 U.S.C. 552a].

INSTRUCTIONS

The Gallup folder includes: 1) An institution questionnaire, 2) an affidavit of confidentiality, and 3) a request for a list of faculty and instructional staff employed in your institution. For information about the affidavit and faculty lists, see *Instructions for the Instruction Coordinator* provided in the Gallup folder.

This questionnaire seeks information about full-time and part-time faculty and instructional staff employed in your institution.

Full-time and part-time faculty and instructional staff INCLUDE:

- All part-time, full-time, temporary, permanent, adjunct, visiting, acting, postdoctoral appointees, tenured, tenure-track, non-tenure-track, undergraduate, graduate, professional school (e.g., medical, law, dentistry, etc.) faculty and instructional staff who were on the payroll of your institution as of November 1, 1998. Include faculty on paid sabbatical leave.
- Any administrators, researchers, librarians, coaches, etc., who have faculty status at your institution— whether or not they have instructional responsibilities—and were on the payroll of your institution as of November 1, 1998. Any administrators, researchers, librarians, coaches, etc., who do **not** have faculty status at your institution but have instructional responsibilities and were on the payroll of your institution as of November 1, 1998.
- All employees with **instructional responsibilities**—teaching one or more courses, or advising or supervising students' academic activities (e.g., serving on undergraduate or graduate thesis or dissertation committees, supervising an independent study or one-on-one instruction, etc.)—during the 1998 Fall Term who were on the payroll of your institution as of November 1, 1998 and who may or may not have faculty status.

Do NOT include: Graduate or undergraduate teaching or research assistants, faculty and instructional personnel on leave without pay or teaching outside the U.S., military personnel who teach only ROTC courses, instructional personnel supplied by independent contractors, and voluntary medical staff.

We realize that postsecondary education institutions vary widely in their organizational structures and staffing patterns and institutions may use different definitions of faculty and non-faculty positions, temporary and permanent status, and full-time and part-time status. Please interpret the instructions and terms according to your institution's usage. Should you have any questions about classification of personnel, or whether they should or should not be included on the lists, we urge you to contact Brian Kuhr at The Gallup Organization at 1-800-633-0209.

Refer to the Glossary on pages 11-12 for a more detailed definition of faculty and instructional staff and other terms used in the questionnaire.

Respondents. Several people at your institution may complete different parts of the questionnaire. Please ask each respondent to fill in the requested information in Section D on page 10.

Returning the questionnaire, affidavit and faculty lists. Please be sure to return all three items requested. **You may return each item as it is completed—you do not have to return all three documents at the same time.** A pre-paid, pre-addressed envelope is provided for your convenience and additional mailing instructions are on page 13.

Questions. If you have any questions about who to include and exclude in your responses to the questions, or if you have other questions about the study, please contact Brian Kuhr of The Gallup Organization toll-free at 1-800-633-0209 or via e-mail at NSOPF99@gallup.com.

Scannable Form. This questionnaire is a scannable form. Please follow the steps below carefully when completing this questionnaire. It will make it easier to interpret your results.

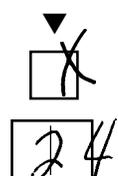
- Use a blue or black ink pen only.
- Do not use ink that soaks through the paper.
- Make solid marks that fit in the response boxes.
- To answer the survey questions, please mark the appropriate answer in each box.

EXAMPLE

RIGHT WAY



WRONG WAY



1999 NATIONAL STUDY OF POSTSECONDARY FACULTY INSTITUTION QUESTIONNAIRE

BE SURE TO READ BEFORE COMPLETING QUESTIONNAIRE: If your institution has multiple branches, answer only for the branch named on the label on the back of the questionnaire. If your institution/branch has schools (e.g., medical, law, etc.) or classes in more than one physical location, please be sure to include all faculty and instructional staff for these locations as well.

Please be sure to include in your counts **all faculty and instructional staff in all program areas (e.g., humanities, fine arts, social sciences, natural sciences, etc.). Remember also to include faculty and instructional staff from the health sciences.** The health sciences include: dentistry, health services administration, medicine, nursing, pharmacy, public health, veterinary medicine, allied health technologies and services, and other health sciences.

The number of individuals reported as full-time and part-time faculty and instructional staff should be as large or larger than the number your institution reported in your IPEDS Fall Staff Survey because NSOPF:99 uses a broader definition (Refer to the *Glossary* on pages 11-12).

1. **As of November 1, 1998, how many of each of the following types of staff were employed by your institution? Please report the total number of persons (i.e. headcount), rather than full-time equivalents (FTEs).** (Write a number in each box; if none, write in "0".)
- a. Full-time faculty and instructional staff (Any full-time faculty plus any other full-time employees with instructional responsibilities)
 - b. Part-time faculty and instructional staff (Any part-time faculty plus any other part-time employees with instructional responsibilities)

SPECIAL NOTE: The number of faculty and instructional staff reported in the *Institution Questionnaire* should be consistent with the number of personnel included on the *List of Faculty and Instructional Staff* that your institution is requested to prepare for NSOPF:99. If for some reason these counts are inconsistent, please explain the reason(s) for the inconsistency in the Comments section on page 13. (See the *Instructions for Preparing Lists of Faculty* provided in your Gallup folder.) If you have any questions, or need assistance, please contact Brian Kuhr at The Gallup Organization at 1-800-633-0209.

SECTION A

FULL-TIME FACULTY AND INSTRUCTIONAL STAFF

Instructions: If you indicated your institution had *any* full-time faculty or instructional staff, begin with this section. If your institution did not have any full-time faculty or instructional staff, skip to *Section B, Part-time Faculty and Instructional Staff*, on page 6.

2. **During the past five years has the total number of full-time faculty and instructional staff at your institution increased, decreased, or remained about the same? By what percentage (approximate)?** (Mark [x] one box; if numbers increased or decreased, write in percentage.)

Increased

Decreased

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 .0%

Remained about the same

3. During the past five years, has your institution done any of the following to decrease the number of full-time faculty and instructional staff at your institution? (Mark [x] one box for each item.)

Yes **No**
 ▼ ▼

- a. Replaced full-time faculty and instructional staff with part-time faculty and instructional staff
- b. Increased faculty course load rather than replace full-time faculty and instructional staff who left
- c. Increased class sizes
- d. Reduced the number of courses or program offerings
- e. Substituted on-campus courses taught by full-time faculty and instructional staff with remote site (e.g., video, audio, internet) courses

f. Other actions (Please specify.)

4. Does your institution have a tenure system for any full-time faculty and instructional staff? (Mark [x] one box.)

- Yes, has a tenure system
- Currently no tenure system, but still have tenured staff
- No tenure system

5. Please provide the following information about changes in the number of full-time faculty and instructional staff between the 1997 and 1998 Fall Terms. If your institution does not recognize tenure, please report all full-time faculty and instructional staff in column (D). (Write a number in each box; if none, write in "0".)

	A. Tenured	B. Non-tenured, on tenure track	C. Non-tenured, not on tenure track	D. Total
a. Total number as of November 1, 1997 Fall Term	<input style="width: 40px; height: 20px;" type="text"/>			
b. Number who changed from part-time to full-time status between Nov. 1, 1997 and Nov. 1, 1998	<input style="width: 40px; height: 20px;" type="text"/>			
c. Number hired between Nov. 1, 1997 and Nov. 1, 1998	<input style="width: 40px; height: 20px;" type="text"/>			
d. Number retired between Nov. 1, 1997 and Nov. 1, 1998	<input style="width: 40px; height: 20px;" type="text"/>			
e. Number who left for other reasons between Nov. 1, 1997 and Nov. 1, 1998	<input style="width: 40px; height: 20px;" type="text"/>			
f. Total number as of Nov. 1, 1998	<input style="width: 40px; height: 20px;" type="text"/>			

(Reminder—The total of column D should total to the same number reported in Question 1A. If it does not, please explain.)

Note: If your institution does not have a tenure system for any full-time faculty and instructional staff, please skip to *Question 10*.

6. During the 1997–98 academic year (i.e., Fall 1997 through Spring 1998), how many full-time faculty and instructional staff at your institution were considered for tenure, and how many were granted tenure? (Write a number in each box; if none, write in "0".)

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Number of full-time faculty and instructional staff considered for tenure

--	--	--	--	--

Number of full-time faculty and instructional staff granted tenure

7. For those on a tenure track but not tenured:
(Write a number, in years, in each box.)

--	--

What is the maximum number of years full-time faculty and instructional staff can be on a tenure track and not receive tenure? (If no maximum, write in "NA".)

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If the maximum number of years has changed during past 5 years, write in previous maximum. (If no change, write in "NA".)

8. During the past five years, has your institution done any of the following? (Mark [x] one box for each item.)

	Yes ▼	No ▼
a. Changed policy for granting tenure to full-time faculty and instructional staff	<input type="checkbox"/>	<input type="checkbox"/>
b. Made the standards more stringent for granting tenure to full-time faculty and instructional staff	<input type="checkbox"/>	<input type="checkbox"/>
c. Reduced the number of tenured full-time faculty and instructional staff through downsizing	<input type="checkbox"/>	<input type="checkbox"/>
d. Replaced some tenured or tenure-track full-time faculty and instructional staff with full-time faculty and instructional staff on fixed term contracts	<input type="checkbox"/>	<input type="checkbox"/>
e. Discontinued tenure system at the institution	<input type="checkbox"/>	<input type="checkbox"/>
f. Offered early or phased retirement to any tenured full-time faculty or instructional staff	<input type="checkbox"/>	<input type="checkbox"/>

(IF YES) Write in the number of full-time faculty and instructional staff who took early retirement during the past five years.

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9. Has your institution taken any other action(s) that reduced the number of tenured full-time faculty and instructional staff at your institution during the past five years? (Mark [x] one box.)

No

Yes (Please specify below.)

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10. How many full-time positions was your institution seeking to fill for the 1998 Fall Term?
(Write a number in the box; if none, write in "0".)

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Number of full-time positions institution was seeking to fill for the 1998 Fall Term

11. Indicate if each of the retirement plans listed below is available to any full-time faculty or instructional staff at your institution. If available, please indicate whether the plan is fully subsidized, partially subsidized, or not subsidized by your institution. (Mark [x] the appropriate box for each plan.)

	Fully Subsidized ▼	Partially Subsidized ▼	Not Subsidized ▼
a. TIAA/CREF plan			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
b. Other 403 plan			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
c. State plan			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
d. 401K or 401B plan			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
e. Other retirement plan			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			

12. Indicate which of the following employee benefits is available at your institution to any full-time faculty or instructional staff. If available, indicate whether the benefit for the employee is fully subsidized, partially subsidized, or not subsidized by your institution. (Mark [x] the appropriate box for each benefit.)

	Fully Subsidized ▼	Partially Subsidized ▼	Not Subsidized ▼
a. Medical insurance or medical care			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
b. Dental insurance or dental care			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
c. Disability insurance program			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
d. Life insurance			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
e. Child care			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
f. Medical insurance for retirees			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			
g. "Cafeteria-style" benefits plan (a plan under which staff can trade off some benefits for others, following guidelines established by the institution)			
<input type="checkbox"/> Yes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No			

13. Next, indicate which of the following employee benefits or policies is available at your institution to any full-time faculty or instructional staff. (Mark [x] the appropriate box for each benefit.)

	Yes ▼	No ▼
a. Wellness program or health promotion ...	<input type="checkbox"/>	<input type="checkbox"/>
b. Tuition remission/grants at this or other institutions for spouse	<input type="checkbox"/>	<input type="checkbox"/>
c. Tuition remission/grants at this or other institutions for children	<input type="checkbox"/>	<input type="checkbox"/>
d. Housing/mortgage; rent	<input type="checkbox"/>	<input type="checkbox"/>
e. Transportation/parking	<input type="checkbox"/>	<input type="checkbox"/>
f. Paid maternity leave	<input type="checkbox"/>	<input type="checkbox"/>
g. Paid paternity leave	<input type="checkbox"/>	<input type="checkbox"/>
h. Paid sabbatical leave	<input type="checkbox"/>	<input type="checkbox"/>
i. Employee assistance program	<input type="checkbox"/>	<input type="checkbox"/>

14. What is the average percentage of salary that is contributed by your institution to the total benefits package for full-time faculty and instructional staff? (Write a percent in the box; if none, write in "0".)

				.0%
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15. Are any of your full-time faculty and instructional staff legally represented by a union (or other association) for purposes of collective bargaining with your institution? If yes, what percent (approximate) are represented? (Mark [x] one box; if Yes, write in percent.)

<input type="checkbox"/> Yes	<table border="1" style="width: 100px; height: 30px;"> <tr> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;"></td> <td style="width: 20px;">.0%</td> </tr> </table>					.0%
				.0%		
<input type="checkbox"/> No						

20. Indicate which of the following employee benefits is available at your institution to any part-time faculty or instructional staff. If available, indicate whether the benefit for the employee is fully subsidized, partially subsidized, or not subsidized by your institution.

(Mark [x] the appropriate box for each benefit; if you do not know if a benefit is available, check "Don't Know.")

NA (Not applicable. No benefits available.)

	Fully Subsidized ▼	Partially Subsidized ▼	Not Subsidized ▼
a. Medical insurance or medical care			

Yes

No

Don't Know

b. Dental insurance or dental care

Yes

No

Don't Know

c. Disability insurance program

Yes

No

Don't Know

d. Life insurance

Yes

No

Don't Know

e. Child care

Yes

No

Don't Know

f. Medical insurance for retirees

Yes

No

Don't Know

Fully Subsidized ▼	Partially Subsidized ▼	Not Subsidized ▼
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g. "Cafeteria-style" benefits plan (a plan under which staff can trade off some benefits for others, following guidelines established by the institution)

Yes

No

Don't Know

21. Next, indicate which of the following employee benefits or policies is available at your institution to any part-time faculty or instructional staff.

(Mark [x] the appropriate box for each benefit; if you do not know if a benefit is available, check "Don't Know.")

NA (Not applicable. No benefits available.)

	Yes ▼	No ▼	Don't Know ▼
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a. Wellness program or health promotion

b. Tuition remission/grants at this or other institutions for spouse

c. Tuition remission/grants at this or other institutions for children ...

d. Housing/mortgage; rent

e. Transportation/parking

f. Paid maternity leave

g. Paid paternity leave

h. Paid sabbatical leave

i. Employee assistance program

22. Does your institution have any criteria that must be met in order for part-time faculty and instructional staff to be eligible for any benefits? (Mark [x] one box.)

No

Yes (Please describe below.)

23. What is the average percentage of salary that is contributed by your institution to the *total* benefits package for part-time faculty and instructional staff? (Write a number in the box; if none, write in "0".)

				.0%
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24. Are any of your part-time faculty and instructional staff legally represented by a union (or other association) for purposes of collective bargaining with this institution? If yes, what percent (approximate) are represented? (Mark [x] one box; if Yes, write in percent.)

Yes

				.0%
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No

25. Are any of the following used as part of institution or department/school policy in assessing the teaching performance of part-time instructional faculty/staff at this institution? (Mark [x] the appropriate boxes for each item; if you do not use or do not know, mark "Not Used" or "Don't Know.")

	Institution Policy ▼	Department/ School Policy ▼	Not Used ▼	Don't Know ▼
a. Student evaluations ...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Student test scores	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Student career placement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. Other measures of student performance ..	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Department/division chair evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
f. Dean evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Peer evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
h. Self-evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
i. Other (Please describe below.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION C ALL FACULTY AND INSTRUCTIONAL STAFF

26. What percentage of *undergraduate* student credit hours were assigned to the following staff? Student credit hours are defined as the number of course credits or contact hours multiplied by the number of students enrolled. (Write a percentage in each box; if none, write in "0". Categories should sum to 100%.)

Not applicable; no undergraduates (SKIP TO SECTION D on page 10)

				.0%
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Percent of undergraduate instruction assigned to full-time faculty or instructional staff

				.0%
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Percent of undergraduate instruction assigned to part-time faculty or instructional staff

				.0%
--	--	--	--	-----

Percent of undergraduate instruction assigned to teaching assistants

				.0%
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Percent of undergraduate instruction assigned to others (Please specify below.)

= 100 %

SECTION D
RESPONDENT INFORMATION

Instructions: Please fill in your name and title at this institution, as well as the names and titles of any other individuals who answered one or more questions in this questionnaire, and the question numbers each individual worked on. Include telephone numbers in case we have questions about any entries.

All information that would permit identification of individuals, including names and telephone numbers, will be removed from survey files.

a. Name of primary contact if there are any questions:

Title:

Telephone: - -

Please write in the question numbers answered:

All

b. Other respondent:

Title:

Telephone: - -

Please write in the question numbers answered:

c. Other respondent:

Title:

Telephone: - -

Please write in the question numbers answered:

d. Other respondent:

Title:

Telephone: - -

Please write in the question numbers answered:

e. Other respondent:

Title:

Telephone: - -

Please write in the question numbers answered:

f. Other respondent:

Title:

Telephone: - -

Please write in the question numbers answered:

GLOSSARY

1998 Fall Term—The term that was in progress as of November 1, 1998.

Note: While the NSOPF:99 definition of faculty is *similar* to the IPEDS definition [see *IPEDS Fall Staff Survey Definitions* on the next page], it is *not identical*. The NSOPF:99 definition of faculty is *broader* than the IPEDS definition of faculty. For example, NSOPF:99 includes as faculty an individual who is an administrator, dean, librarian; etc., and has faculty status even if that individual is *not* engaged in instructional activities during the 1998 Fall Term. NSOPF:99 is interested in all faculty. The IPEDS definitions that appear on the following page are provided to remind you to include all faculty as defined in IPEDS as well as all other individuals at your institution/branch who have faculty status.

NSOPF:99 Definition of Faculty and Instructional Staff

Faculty—All employees classified by the institution as faculty who were on the payroll of your institution as of November 1, 1998.

Include as Faculty:

- Any individuals who would be reported as “Faculty (Instruction/Research/Public Service)” on the U.S. Department of Education *Integrated Postsecondary Education Data System (IPEDS): Fall Staff Survey*.
- Any individuals with **faculty status** who would be reported as “Executive, Administrative, and Managerial” on the *IPEDS Fall Staff Survey*, whether or not the person is engaged in any instructional activities.
- Any individuals with **faculty status** who would be reported as “Other Professionals (Support/Service)” on the *IPEDS Fall Staff Survey*, whether or not the person is engaged in any instructional activities.

Exclude as Faculty:

- Any individuals who would be reported as “Instruction/Research Assistants” on the *IPEDS Fall Staff Survey*.

Instructional Staff—All employees with **instructional responsibilities**—teaching one or more courses, or advising or supervising students’ academic activities (e.g., serving on undergraduate or graduate thesis or dissertation committees, supervising an independent study or one-on-one instructions, etc.)—during the 1998 Fall Term who were on the payroll of your institution as of November 1, 1998 and who may or may not have faculty status.

Include as Instructional Staff:

- Any individuals with instructional responsibilities during the 1998 Fall Term who would be reported as “Executive, Administrative, and Managerial” on the *IPEDS Fall Staff Survey* (i.e., A finance officer teaching a class in the business school.)
- Any individuals with instructional responsibilities during the 1998 Fall Term who would be reported as “Other Professionals (Support/Service)” on the *IPEDS Fall Staff Survey*.

Exclude as Instructional Staff:

- Any individuals who would be reported as “Instruction/Research Assistants” on the *IPEDS Fall Staff Survey*.

Continue on next page ➡

Full-time—Persons on payroll of the institution and classified by the institution as full-time, regardless of the amount of instructional responsibilities.

Part-time—Persons on the payroll of the institution and classified by the institution as part-time, regardless of the amount of instructional responsibilities.

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.

NOTE:

This restriction does *not* apply in the case of the NSOPF:99 definition of faculty. Please include anyone with faculty status or any instructional responsibilities as of November 1, 1998.

For Reference Only

***IPEDS Fall Staff Survey
Definitions***

- **Faculty (Instruction/Research/Public Service)**—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. This category includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their ***principal activity*** is instructional. Student teachers or research assistants are not included in this category.
- **Executive, Administrative, and Managerial**—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. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment, and to direct the work of others. Included in this category are all officers subordinate to any of these 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.
- **Other Professionals (Support/Service)**—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, and coaches in this category.
- **Instruction/Research Assistants**—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.

			.0%
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Endorsed by:

- American Association for Higher Education
- American Association of Community Colleges
- American Association of State Colleges and Universities
- American Association of University Professors
- American Council on Education
- American Federation of Teachers
- Association for Institutional Research
- Association of American Colleges and Universities
- Association of Catholic Colleges and Universities
- College and University Personnel Association
- The College Board
- The College Fund/UNCF
- Council of Graduate Schools
- The Council of Independent Colleges
- National Association for Equal Opportunity in Higher Education
- National Association of Independent Colleges and Universities
- National Association of State Universities and Land-Grant Colleges
- National Education Association



Sponsored by: National Center for Education Statistics

Supported by: National Science Foundation
National Endowment for the Humanities

Contractor: The Gallup Organization
Government & Education Division

Mailing Address: The Gallup Organization
ATTN: Mary Beth Olson
P.O. Box 5700
Lincoln, Nebraska 68505-9926

Survey Contact: Brian Kuhr
E-mail: NSOPF99@gallup.com
Toll-Free Number: 1-800-633-0209