



U.S. Department of Education  
Institute of Education Sciences  
NCES 2006-187

# Employees in Postsecondary Institutions, Fall 2004, and Salaries of Full-Time Instructional Faculty, 2004-05

E.D. TAB





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January 2006

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## Foreword

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This E.D. TAB presents findings from the Integrated Postsecondary Education Data System (IPEDS) Winter 2004–05 data collection, which included two required survey components: Employees by Assigned Position (EAP) for fall 2004 and Salaries (SA) for academic year 2004–05; the Fall Staff (S) component was optional for fall 2004. These data were collected through the IPEDS web-based data collection system.

The data on which this report is based are available to researchers and the public through the IPEDS Peer Analysis System, which can be found at <http://nces.ed.gov/ipeds>. This report continues a series of E.D. TABs based on the collection of data from over 6,500 postsecondary education institutions that participate in Title IV federal student financial aid programs.

We hope that the information provided in the report will be useful to a wide range of interested readers. Further, we hope that the results reported here will encourage researchers and others to make full use of the IPEDS data for analysis, peer comparisons, or to help answer questions about postsecondary education institutions.

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The U.S. Department of Education, National Center for Education Statistics (NCES), and the Office for Civil Rights, with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic and gender information from all postsecondary institutions that participate in the Enrollment, Completions, and Fall Staff components of IPEDS. In this collaboration, data provided by postsecondary institutions are designated as Compliance Reports pursuant to the Civil Rights Act of 1964 (34 CFR 100.6(b)).

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# Introduction

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The Integrated Postsecondary Education Data System (IPEDS) is designed to collect data from postsecondary institutions in the United States (50 states and the District of Columbia) and other jurisdictions, such as Puerto Rico.<sup>1</sup> For IPEDS, a postsecondary institution is defined as an organization open to the public that has as its primary mission the provision of postsecondary education. IPEDS defines postsecondary education as formal instructional programs with a curriculum designed primarily for students who are beyond the compulsory age for high school. This includes academic, vocational, and continuing professional education programs and excludes institutions that offer only avocational (leisure) and adult basic education programs.

Prior to the inception of IPEDS, the National Center for Education Statistics (NCES) collected data from approximately 3,600 institutions of higher education through its Higher Education General Information Survey (HEGIS) program. HEGIS was conducted from 1966 until 1985, when the mission of NCES was expanded to include all postsecondary institutions.

## IPEDS 2004–05

Participation in IPEDS was a requirement for the 6,548 institutions that participated in Title IV federal student financial aid programs such as Pell Grants or Stafford Loans during the 2004–05 academic year.<sup>2</sup> Title IV schools include traditional colleges and universities, 2-year institutions, and for-profit degree- and non-degree-granting institutions (such as schools of cosmetology), among others. In addition, four of the U.S. service academies are included in the IPEDS universe as if they were Title IV institutions.<sup>3</sup>

As the fall surveys were being conducted, information was received that 9 institutions lost their Title IV eligibility after the cycle began; thus 6,539 institutions were eligible to participate in the winter 2004–05 collection. This year, the 83 administrative (central and system) offices listed in the IPEDS universe were not required to participate in either of the required IPEDS components: Employees by Assigned Position (EAP) and Salaries (SA). The EAP component was required of all 6,539 Title IV institutions, and 6,523, or 99.8 percent, responded. The Salaries component was required of all degree-granting Title IV institutions. However, institutions were not required to respond to the Salaries component if all instructional faculty<sup>4</sup> were in the military, contributed their services, or taught clinical or preclinical medicine because institutions with these

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<sup>1</sup> The other jurisdictions surveyed in IPEDS are American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Marianas, Palau, Puerto Rico, and the Virgin Islands.

<sup>2</sup> Institutions participating in Title IV programs are accredited by an agency or organization recognized by the Secretary of the U.S. Department of Education, have a program of over 300 clock hours or 8 credit hours, have been in business for at least 2 years, and have a signed Program Participation Agreement (PPA) with the Office of Postsecondary Education (OPE), U.S. Department of Education.

<sup>3</sup> The four U.S. service academies that are not Title IV eligible are the U.S. Naval Academy, the U.S. Military Academy, the U.S. Coast Guard Academy, and the U.S. Air Force Academy. One academy, the U.S. Merchant Marine Academy, is Title IV eligible. Data for all five institutions are included in the tables and counts of institutions.

<sup>4</sup> Instructional faculty are those members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Full-time instructional faculty also include those for whom it is not possible to differentiate among teaching, research, and public service because each of these functions is an integral component of their regular assignment. They are reported as

characteristics would be outliers with little or no salaries, or very high salaries. For the winter 2004–05 collection, 4,153 institutions were required to complete the Salaries component. Of these, 4,146, or 99.8 percent, responded. The Fall Staff component was not required.<sup>5</sup>

### **Focus of This Report**

Tabulations in this report present selected data items collected from, or imputed for, the 6,374 Title IV institutions in the United States that are eligible for at least one component of the Winter 2004-05 data collection. Data for the 165 institutions located in other jurisdictions, such as Puerto Rico, are not included in the tabulations in this report. Additional detailed information is available through the various IPEDS web tools.<sup>6</sup> Institutions provided data about faculty and staff employed at Title IV participating institutions in the United States as well as salaries and fringe benefits of those full-time instructional faculty at Title IV degree-granting institutions in the United States. Degree-granting institutions are those offering associate's, bachelor's, master's, doctor's, and first-professional degrees. The information presented about salaries and fringe benefits have been adjusted. Total salary outlays for full-time faculty (by rank) on 11/12-month contracts were adjusted to 9/10-month outlays by multiplying the outlay for 11/12-month contracted faculty by 0.8182. The "equated" outlays were then added to the outlays for 9/10-month faculty to determine an average salary for each rank. Salaries for faculty on less than-9-month contracts are not included.

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"primarily instruction" or "instruction combined with research and/or public service" in the full-time non-medical school section on the Employees by Assigned Position component.

<sup>5</sup> Fall Staff data are required biannually, for odd-numbered reporting years.

<sup>6</sup> See <http://nces.ed.gov/ipeds>.

# Selected Findings

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## Employees at Title IV Institutions

- Title IV institutions in the United States employed over 3.3 million individuals in fall 2004, of which, 315,000 were employed in medical schools (table 1).
- Of the 3.3 million, nearly 2.2 million were employed full-time and about 1.2 million were employed part-time (table 1).
- Public institutions employed more individuals than private institutions (table 1). Public institutions reported 2.2 million employees, private not-for-profit institutions reported about 959,000 employees, and private for-profit institutions reported about 155,000 employees.

## Full-time Professional Employees at Title IV Institutions

- About 1.2 million full-time professional employees were employed by Title IV institutions (except medical schools) in the United States in fall 2004 (table 2). Of those, 51 percent had faculty status. Among the 183,000 full-time professional employees in medical schools, 45 percent had faculty status.
- Considering full-time professional employees (except those in medical schools), 47 percent at 4-year institutions had faculty status (table 2). Likewise, 64 percent of full-time professional employees at 2-year institutions and 70 percent at less-than-2-year institutions had faculty status.
- Considering tenure, 23 percent of full-time professional employees (except those in medical schools) had tenure, 10 percent were on tenure track, 10 percent were not on tenure track, and 8 percent were employed by institutions without a tenure system (table 2).

## Salaries and Fringe Benefits of Full-Time Instructional Faculty

- The 2004-05 academic year salaries of full-time instructional faculty varied by academic rank, with faculty holding higher ranks earning higher average salaries (table 3). Considering adjusted 9-month average salaries<sup>1</sup>, professors earned \$87,634; associate professors earned \$63,567; assistant professors earned \$53,481, instructors earned \$46,238, and lecturers earned \$44,385.
- In general, men earned higher average salaries than women (table 3). For example, male professors at 4-year public institutions earned \$91,102 and female professors at 4-year public institutions earned \$81,719 on average. The only consistent exception was private not-for-profit 2-year institutions, where women earned more than men at every academic rank.
- The largest fringe benefit offered to full-time instructional faculty at public and private not-for-profit institutions are retirement plans; medical/dental plans are the largest benefit at private for-profit institutions (table 4).

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<sup>1</sup> Total salary outlays for full-time faculty (by rank) on 11/12-month contracts were adjusted to 9/10-month outlays by multiplying the outlay for 11/12-month contracted faculty by 0.8182. The “equated” outlays were then added to the outlays for 9/10-month faculty to determine an average salary for each rank. Salaries for faculty on less than-9-month contracts are not included.

Table 1. Employees at Title IV institutions, by employment status, place of employment, control of institution, and primary function/occupational activity: United States, fall 2004

Control of institution and primary function/occupational activity	Total			Full time			Part time		
	Total	Employees (except those in medical schools)	Medical school employees	Total	Employees (except those in medical schools)	Medical school employees	Total	Employees (except those in medical schools)	Medical school employees
Total	3,335,093	3,020,047	315,046	2,162,081	1,900,703	261,378	1,173,012	1,119,344	53,668
Primarily instruction	951,869	926,713	25,156	427,502	407,046	20,456	524,367	519,667	4,700
Instruction/research/public service	257,954	205,172	52,782	196,419	150,570	45,849	61,535	54,602	6,933
Primarily research	46,732	32,257	14,475	38,241	25,707	12,534	8,491	6,550	1,941
Primarily public service	19,933	12,978	6,955	13,800	8,285	5,515	6,133	4,693	1,440
Executive/administrative/managerial	194,351	181,297	13,054	187,775	175,234	12,541	6,576	6,063	513
Other professional (support/service)	644,887	546,610	98,277	553,272	466,877	86,395	91,615	79,733	11,882
Graduate assistants	300,475	282,956	17,519	†	†	†	300,475	282,956	17,519
Technical and paraprofessionals	191,176	158,139	33,037	152,995	124,048	28,947	38,181	34,091	4,090
Clerical and secretarial	440,668	395,311	45,357	345,398	303,709	41,689	95,270	91,602	3,668
Skilled crafts	61,945	60,608	1,337	58,832	57,544	1,288	3,113	3,064	49
Service/maintenance	225,103	218,006	7,097	187,847	181,683	6,164	37,256	36,323	933
Public	2,221,224	2,039,986	181,238	1,399,249	1,254,651	144,598	821,975	785,335	36,640
Primarily instruction	600,795	585,017	15,778	271,558	258,676	12,882	329,237	326,341	2,896
Instruction/research/public service	186,363	156,573	29,790	139,170	114,252	24,918	47,193	42,321	4,872
Primarily research	34,700	25,338	9,362	27,842	20,000	7,842	6,858	5,338	1,520
Primarily public service	13,565	10,840	2,725	8,881	6,772	2,109	4,684	4,068	616
Executive/administrative/managerial	94,964	89,392	5,572	92,043	86,692	5,351	2,921	2,700	221
Other professional (support/service)	424,060	363,721	60,339	361,531	309,128	52,403	62,529	54,593	7,936
Graduate assistants	244,846	231,283	13,563	†	†	†	244,846	231,283	13,563
Technical and paraprofessionals	136,952	121,409	15,543	107,793	94,535	13,258	29,159	26,874	2,285
Clerical and secretarial	288,653	264,010	24,643	219,322	196,801	22,521	69,331	67,209	2,122
Skilled crafts	46,190	45,605	585	44,037	43,480	557	2,153	2,125	28
Service/maintenance	150,136	146,798	3,338	127,072	124,315	2,757	23,064	22,483	581
Private not-for-profit	958,663	824,855	133,808	677,662	560,882	116,780	281,001	263,973	17,028
Primarily instruction	262,463	253,085	9,378	128,903	121,329	7,574	133,560	131,756	1,804
Instruction/research/public service	68,964	45,972	22,992	56,186	35,255	20,931	12,778	10,717	2,061
Primarily research	11,995	6,882	5,113	10,365	5,673	4,692	1,630	1,209	421
Primarily public service	6,147	1,917	4,230	4,746	1,340	3,406	1,401	577	824
Executive/administrative/managerial	82,907	75,425	7,482	79,784	72,594	7,190	3,123	2,831	292
Other professional (support/service)	194,857	156,919	37,938	167,514	133,522	33,992	27,343	23,397	3,946
Graduate assistants	55,327	51,371	3,956	†	†	†	55,327	51,371	3,956
Technical and paraprofessionals	50,084	32,590	17,494	41,884	26,195	15,689	8,200	6,395	1,805
Clerical and secretarial	138,550	117,836	20,714	114,958	95,790	19,168	23,592	22,046	1,546
Skilled crafts	15,377	14,625	752	14,544	13,813	731	833	812	21
Service/maintenance	71,992	68,233	3,759	58,778	55,371	3,407	13,214	12,862	352
Private for-profit	155,206	155,206	†	85,170	85,170	†	70,036	70,036	†
Primarily instruction	88,611	88,611	†	27,041	27,041	†	61,570	61,570	†
Instruction/research/public service	2,627	2,627	†	1,063	1,063	†	1,564	1,564	†
Primarily research	37	37	†	34	34	†	3	3	†
Primarily public service	221	221	†	173	173	†	48	48	†
Executive/administrative/managerial	16,480	16,480	†	15,948	15,948	†	532	532	†
Other professional (support/service)	25,970	25,970	†	24,227	24,227	†	1,743	1,743	†
Graduate assistants	302	302	†	†	†	†	302	302	†
Technical and paraprofessionals	4,140	4,140	†	3,318	3,318	†	822	822	†
Clerical and secretarial	13,465	13,465	†	11,118	11,118	†	2,347	2,347	†
Skilled crafts	378	378	†	251	251	†	127	127	†
Service/maintenance	2,975	2,975	†	1,997	1,997	†	978	978	†

† Not applicable.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Employees by Assigned Position component.

Table 2. Full-time professional employees at Title IV institutions, by control of institution, place of employment, level of institution, and faculty status: United States, fall 2004

Place of employment, level of institution, and faculty status	Number				Percent			
	Total	Public	Private not-for-profit	Private for-profit	Total	Public	Private not-for-profit	Private for-profit
Employees (except those in medical schools)	1,233,719	795,520	369,713	68,486	100.0	100.0	100.0	100.0
With faculty status	623,890	422,542	168,481	32,867	50.6	53.1	45.6	48.0
With tenure	282,758	206,420	73,125	3,213	22.9	25.9	19.8	4.7
On tenure track	117,254	81,468	35,558	228	9.5	10.2	9.6	0.3
Not on tenure track	127,672	91,596	35,904	172	10.3	11.5	9.7	0.3
No tenure system	96,206	43,058	23,894	29,254	7.8	5.4	6.5	42.7
Without faculty status	609,829	372,978	201,232	35,619	49.4	46.9	54.4	52.0
4-year	997,916	606,047	363,157	28,712	100.0	100.0	100.0	100.0
With faculty status	472,242	298,933	164,470	8,839	47.3	49.3	45.3	30.8
With tenure	227,421	154,378	72,861	182	22.8	25.5	20.1	0.6
On tenure track	99,233	63,717	35,440	76	9.9	10.5	9.8	0.3
Not on tenure track	115,272	79,435	35,769	68	11.6	13.1	9.8	0.2
No tenure system	30,316	1,403	20,400	8,513	3.0	0.2	5.6	29.6
Without faculty status	525,674	307,114	198,687	19,873	52.7	50.7	54.7	69.2
2-year	211,593	183,816	5,351	22,426	100.0	100.0	100.0	100.0
With faculty status	134,589	118,798	3,262	12,529	63.6	64.6	61.0	55.9
With tenure	51,502	49,855	195	1,452	24.3	27.1	3.6	6.5
On tenure track	17,200	17,028	110	62	8.1	9.3	2.1	0.3
Not on tenure track	11,894	11,677	135	82	5.6	6.4	2.5	0.4
No tenure system	53,993	40,238	2,822	10,933	25.5	21.9	52.7	48.8
Without faculty status	77,004	65,018	2,089	9,897	36.4	35.4	39.0	44.1
Less-than-2-year	24,210	5,657	1,205	17,348	100.0	100.0	100.0	100.0
With faculty status	17,059	4,811	749	11,499	70.5	85.0	62.2	66.3
With tenure	3,835	2,187	69	1,579	15.8	38.7	5.7	9.1
On tenure track	821	723	8	90	3.4	12.8	0.7	0.5
Not on tenure track	506	484	0	22	2.1	8.6	0.0	0.1
No tenure system	11,897	1,417	672	9,808	49.1	25.0	55.8	56.5
Without faculty status	7,151	846	456	5,849	29.5	15.0	37.8	33.7
Medical school employees <sup>1</sup>	183,290	105,505	77,785	†	100.0	100.0	100.0	†
With faculty status	82,862	48,282	34,580	†	45.2	45.8	44.5	†
With tenure	20,771	13,202	7,569	†	11.3	12.5	9.7	†
On tenure track	15,832	6,694	9,138	†	8.6	6.3	11.7	†
Not on tenure track	45,813	28,386	17,427	†	25.0	26.9	22.4	†
No tenure system	446	0	446	†	0.2	0.0	0.6	†
Without faculty status	100,428	57,223	43,205	†	54.8	54.2	55.5	†

† Not applicable.

<sup>1</sup> Medical schools are defined as those offering the M.D. degree only.

NOTE: Detail may not sum to totals because of rounding. Professional employees include those employees in the following positions: primarily instruction, instruction combined with research and/or public service, primarily research, primarily public service, executive/administrative/managerial, and other professional (support/service).

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Employees by Assigned Position component.

Table 3. Average salaries of full-time instructional faculty at Title IV degree-granting institutions, by academic rank, control and level of institution, and gender: United States, academic year 2004–05

Control and level of institution, and gender	All ranks	Professor	Associate professor	Assistant professor	Instructor	Lecturer	No academic rank <sup>1</sup>
Adjusted 9-month average salaries <sup>2</sup>	\$63,062	\$87,634	\$63,567	\$53,481	\$46,238	\$44,385	\$48,185
Public	62,404	85,341	63,312	53,399	49,930	43,358	48,391
4-year	66,548	89,001	64,921	54,523	39,176	43,235	45,228
Men	71,748	91,102	66,598	56,422	40,006	45,221	46,988
Women	57,931	81,719	62,187	52,265	38,613	41,521	43,552
2-year	52,918	63,473	53,006	46,826	53,856	45,367	48,928
Men	54,189	65,264	53,931	47,498	54,853	48,929	49,971
Women	51,729	61,451	52,160	46,255	52,935	41,940	47,977
Private not-for-profit	67,465	92,903	64,319	53,738	40,165	48,220	50,830
4-year	67,824	93,024	64,423	53,833	40,452	48,243	51,397
Men	73,140	95,815	66,172	55,671	40,352	51,519	53,841
Women	59,404	84,275	61,747	51,848	40,534	45,296	48,140
2-year	38,290	44,723	41,077	34,635	37,421	46,578	37,815
Men	36,972	44,352	39,267	32,722	37,346	41,981	33,048
Women	39,514	45,032	42,141	35,680	37,507	48,477	43,310
Private for-profit	34,408	48,247	43,596	40,804	32,184	30,748	37,128
4-year	39,038	52,051	45,196	42,474	35,833	44,572	39,374
Men	39,550	52,512	45,380	43,176	36,553	†	38,486
Women	38,108	50,859	44,729	41,460	34,529	44,572	40,709
2-year	29,832	31,391	30,566	32,197	29,824	29,827	28,915
Men	31,414	31,858	32,467	33,113	31,467	31,431	29,614
Women	27,927	30,125	28,603	31,390	27,823	27,185	28,385

† Not applicable.

<sup>1</sup> Includes faculty at institutions without standard academic ranks.

<sup>2</sup> Total salary outlays for full-time faculty (by rank) on 11/12-month contracts were adjusted to 9/10-month outlays by multiplying the outlay for 11/12-month contracted faculty by 0.8182. The "equated" outlays were then added to the outlays for 9/10-month faculty to determine an average salary for each rank. Salaries for faculty on less than-9-month contracts are not included.

NOTE: Full-time instructional faculty are those members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Full-time instructional faculty also include full-time faculty for whom it is not possible to differentiate among teaching, research, and public service because each of these functions is an integral component of their regular assignment. Does not include faculty at institutions where all instructional faculty teach preclinical or clinical medicine.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Salaries component.



Table 4. Average fringe benefits of full-time instructional faculty at Title IV degree-granting institutions, by control of institution: United States, academic year 2004–05

Adjusted 9-month average fringe benefits <sup>1</sup>	Private not-for-profit			
	Total	Public	Private not-for-profit	Private for-profit
Retirement plan (vested within 5 years) <sup>2</sup>	\$6,325	\$6,333	\$6,478	\$1,317
Retirement plan (vested after 5 years) <sup>2</sup>	5,561	5,767	4,004	1,651
Medical/dental plans	6,069	6,308	5,712	3,315
Group life insurance	208	191	220	416
Other insurance benefits	911	952	884	504
Guaranteed disability income protection	281	279	278	375
Tuition plan (dependents only)	3,922	1,291	7,133	3,095
Housing plan	4,503	3,744	4,882	†
Social Security taxes	4,240	4,132	4,634	2,520
Unemployment compensation	238	199	298	563
Worker's compensation	481	471	500	497
Other benefits in kind with cash options	1,625	1,732	1,506	887

† Not applicable.

<sup>1</sup> Average amounts for 11/12-month contracts were adjusted to 9-month averages by multiplying the average 11/12-month amount by 0.8182.

<sup>2</sup> The retirement plan does not include Social Security.

NOTE: Full-time instructional faculty are those members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Full-time instructional faculty also include full-time faculty for whom it is not possible to differentiate among teaching, research, and public service because each of these functions is an integral component of their regular assignment. Does not include faculty at institutions where all instructional faculty teach preclinical or clinical medicine.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Salaries component.



# Appendix A: Survey Methodology

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## Overview

IPEDS defines a postsecondary institution as an organization that is open to the public and has a primary mission of providing education or training beyond the high school level. The primary focus of the IPEDS winter 2004–05 data collection was to collect data from Title IV institutions. These institutions have Program Participation Agreements (PPAs) with the Office of Postsecondary Education (OPE) within the U.S. Department of Education and thus are eligible to participate in Title IV student financial aid programs. There were 6,631 Title IV entities<sup>1</sup> located in the United States and the other jurisdictions<sup>2</sup> of the United States, such as Puerto Rico, at the beginning of the 2004–05 academic year. Nine institutions lost Title IV eligibility before the winter 2004–05 data collection began, leaving 6,539 institutions and 83 administrative offices.

IPEDS began collecting data from all postsecondary institutions in 1986, when it superseded the Higher Education General Information Survey (HEGIS), which was directed at institutions of higher education only. HEGIS data were collected from 1966 through 1985. In 1992, the focus of IPEDS became the Title IV institutions, when the Higher Education Amendments made IPEDS mandatory for these institutions. In 2000, IPEDS implemented a web-based data collection system with the capability of tailoring data collections screens to each institution. Edits were also built into the system to give immediate feedback to the institutions when problems were detected. This system has allowed for earlier release of data to institutions and the public.

For winter 2004–05, institutions in the universe were asked to enter their survey responses using the IPEDS data collection website. The winter 2004–05 IPEDS data were collected between December 1, 2004, and January 26, 2005. The collection had two required components: Employees by Assigned Position (EAP) and Salaries (SA); and one optional component: Fall Staff (S). Copies of the data collection instruments are available at <http://nces.ed.gov/ipeds/web2000/WinterDataItems.asp>.

## Terminology Used in the IPEDS Web Collection

Please refer to the Glossary provided in appendix B for definitions of various terms.

## Universe, Institutions Surveyed, and Response Rates

Each year, the IPEDS universe is established during the fall collection period. For the 2004–05 cycle, 30 institutions included in prior IPEDS data collections were declared to be outside the scope of IPEDS. This happened because they were closed or were merged with another

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<sup>1</sup> Includes 6,548 institutions and 83 administrative offices (central or system offices). The administrative offices are required to complete the Institutional Characteristics component in the fall and the Finance component in the spring (if they have their own separate budget). Also includes the U.S. service academies.

<sup>2</sup> The other jurisdictions surveyed in IPEDS are American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Marianas, Palau, Puerto Rico, and the Virgin Islands.

institution. Furthermore, another 136 institutions included separately in prior IPEDS data collections were reclassified and are now reported by a parent institution. In addition, 182 institutions were added to the universe. These schools were identified from several sources, including a universe review by state coordinators, a review of the data file maintained by OPE, and information provided by the institutions themselves.

The full set of 6,631 Title IV entities was validated by matching the IPEDS universe file with OPE's Postsecondary Education Participation System (PEPS) file. Because most of the studies that use IPEDS data concentrate on the Title IV institutions, this group is the main focus of IPEDS. Federal regulations mandate that as a condition of continued participation in the federal student aid programs, all institutions must complete, in a timely manner and to the satisfaction of the Secretary, all required components conducted as a part of the IPEDS. (See Section 487(a)(17) of the Higher Education Act of 1965 (HEA), as amended, 20 U.S.C. § 1094(a)(17) and 34 C.F.R. § 668.14 (b)(19).) Non-Title IV institutions are not required to respond to IPEDS but are encouraged to provide data.

The IPEDS database includes institutions that do not participate in Title IV financial aid programs. These institutions are invited to participate in the IPEDS program, and if they voluntarily respond to the surveys, the institutions are included in College Opportunities On-Line (IPEDS COOL). IPEDS COOL is a website developed to help parents and students make informed decisions about postsecondary education.

Not all Title IV institutions are required to complete all parts of the winter data collection. Nine institutions were not required to complete the EAP component because they closed during the collection year. The Salaries component was required of degree-granting institutions only. In addition, institutions are not required to respond to the Salaries component if all of their faculty fall into one of four exclusionary categories (all are part-time, are in the military, contribute their services, or teach clinical or preclinical medicine). Of the 6,548 Title IV institutions eligible for the 2004–05 IPEDS collection, 6,539 institutions were eligible (9 had closed) for the EAP component and 4,153 institutions were eligible for the Salaries component.

Table A-1 provides the number of Title IV institutions and the survey response rates by degree-granting status and by level and control of institution for the United States and other jurisdictions for the two surveys that were required in winter 2004–05. Because Title IV institutions are the primary focus of IPEDS and they are required to respond, response rates for Title IV institutions in the winter 2004–05 IPEDS collection were quite high. The response rate in winter 2004–05 for each of the two required components was 99.8 percent.

Table A-1a provides the number of Title IV institutions and the survey response rates by degree-granting status and by level and control of institution for those institutions located in the United States only.

NCES requires that the potential for nonresponse bias for all institutions (including those in the other jurisdictions) be analyzed for sectors for which the response rate was less than 90 percent. As shown in table A-1, no sectors require this analysis.

Table A-1. Title IV institutions responding to the IPEDS winter 2004–05 data collection, by survey component, degree-granting status, and level and control of institution: United States and other jurisdictions

Degree-granting status and level and control of institution	Employees by Assigned Position			Salaries		
	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)
All institutions	6,539	6,523	99.8	4,153	4,146	99.8
Public	2,055	2,052	99.9	1,718	1,716	99.9
Private not-for-profit	1,922	1,917	99.7	1,619	1,615	99.8
Private for-profit	2,562	2,554	99.7	816	815	99.9
4-year	2,613	2,609	99.8	2,497	2,492	99.8
Public	658	656	99.7	650	648	99.7
Private not-for-profit	1,579	1,577	99.9	1,507	1,504	99.8
Private for-profit	376	376	100.0	340	340	100.0
2-year	2,185	2,181	99.8	1,656	1,654	99.9
Public	1,153	1,153	100.0	1,068	1,068	100.0
Private not-for-profit	227	224	98.7	112	111	99.1
Private for-profit	805	804	99.9	476	475	99.8
Less-than-2-year	1,741	1,733	99.5	†	†	†
Public	244	243	99.6	†	†	†
Private not-for-profit	116	116	100.0	†	†	†
Private for-profit	1,381	1,374	99.5	†	†	†
Degree-granting	4,302	4,296	99.9	4,153	4,146	99.8
4-year	2,593	2,589	99.8	2,497	2,492	99.8
Public	657	655	99.7	650	648	99.7
Private not-for-profit	1,561	1,559	99.9	1,507	1,504	99.8
Private for-profit	375	375	100.0	340	340	100.0
2-year	1,709	1,707	99.9	1,656	1,654	99.9
Public	1,071	1,071	100.0	1,068	1,068	100.0
Private not-for-profit	116	114	98.3	112	111	99.1
Private for-profit	522	522	100.0	476	475	99.8
Non-degree-granting	2,237	2,227	99.6	†	†	†
4-year <sup>1</sup>	20	20	100.0	†	†	†
Public	1	1	100.0	†	†	†
Private not-for-profit	18	18	100.0	†	†	†
Private for-profit	1	1	100.0	†	†	†
2-year	476	474	99.6	†	†	†
Public	82	82	100.0	†	†	†
Private not-for-profit	111	110	99.1	†	†	†
Private for-profit	283	282	99.6	†	†	†
Less-than-2-year	1,741	1,733	99.5	†	†	†
Public	244	243	99.6	†	†	†
Private not-for-profit	116	116	100.0	†	†	†
Private for-profit	1,381	1,374	99.5	†	†	†

† Not applicable.

<sup>1</sup> These institutions grant certificates at the postbaccalaureate and post-master's levels; they do not award degrees.

NOTE: The Employees by Assigned Position component was applicable to all institutions, but not to administrative offices. The Salaries component was applicable to all degree-granting institutions except for those institutions at which all instructional faculty are part time, contribute their services, are in the military, or teach clinical or preclinical medicine. The Salaries component was not applicable to administrative offices. The other jurisdictions include American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Marianas, Palau, Puerto Rico, and the Virgin Islands.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05.

Table A-1a. Title IV institutions responding to the IPEDS winter 2004–05 data collection, by survey component, degree-granting status, and level and control of institution: United States

Degree-granting status and level and control of institution	Employees by Assigned Position			Salaries		
	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)
All institutions	6,374	6,358	99.7	4,065	4,058	99.8
Public	2,026	2,023	99.9	1,689	1,687	99.9
Private not-for-profit	1,872	1,867	99.7	1,579	1,575	99.7
Private for-profit	2,476	2,468	99.7	797	796	99.9
4-year	2,551	2,547	99.8	2,436	2,431	99.8
Public	640	638	99.7	632	630	99.7
Private not-for-profit	1,542	1,540	99.9	1,471	1,468	99.8
Private for-profit	369	369	100.0	333	333	100.0
2-year	2,156	2,152	99.8	1,629	1,627	99.9
Public	1,142	1,142	100.0	1,057	1,057	100.0
Private not-for-profit	223	220	98.7	108	107	99.1
Private for-profit	791	790	99.9	464	463	99.8
Less-than-2-year	1,667	1,659	99.5	†	†	†
Public	244	243	99.6	†	†	†
Private not-for-profit	107	107	100.0	†	†	†
Private for-profit	1,316	1,309	99.5	†	†	†
Degree-granting	4,212	4,206	99.9	4,065	4,058	99.8
4-year	2,531	2,527	99.8	2,436	2,431	99.8
Public	639	637	99.7	632	630	99.7
Private not-for-profit	1,524	1,522	99.9	1,471	1,468	99.8
Private for-profit	368	368	100.0	333	333	100.0
2-year	1,681	1,679	99.9	1,629	1,627	99.9
Public	1,060	1,060	100.0	1,057	1,057	100.0
Private not-for-profit	112	110	98.2	108	107	99.1
Private for-profit	509	509	100.0	464	463	99.8
Non-degree-granting	2,162	2,152	99.5	†	†	†
4-year <sup>1</sup>	20	20	100.0	†	†	†
Public	1	1	100.0	†	†	†
Private not-for-profit	18	18	100.0	†	†	†
Private for-profit	1	1	100.0	†	†	†
2-year	475	473	99.6	†	†	†
Public	82	82	100.0	†	†	†
Private not-for-profit	111	110	99.1	†	†	†
Private for-profit	282	281	99.6	†	†	†
Less-than-2-year	1,667	1,659	99.5	†	†	†
Public	244	243	99.6	†	†	†
Private not-for-profit	107	107	100.0	†	†	†
Private for-profit	1,316	1,309	99.5	†	†	†

† Not applicable.

<sup>1</sup> These institutions grant certificates only at the post-baccalaureate, post-master's, and post-doctorate levels.

NOTE: The Employees by Assigned Position component was applicable to all institutions, but not to administrative offices. The Salaries component was applicable to all degree-granting institutions except for those institutions at which all instructional faculty are part time, contribute their services, are in the military, or teach clinical or preclinical medicine. The Salaries component was not applicable to administrative offices.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05.

## Survey Procedures

The winter 2004–05 IPEDS data collection was conducted using the IPEDS web-based data collection system. Each institution appointed a keyholder, who was the person responsible for ensuring that survey data submitted by the institution were correct. The keyholder could generate UserIDs and passwords for up to six additional survey respondents who could also enter or review data. For many institutions, keyholders were also required to edit and “lock” the data; locking is equivalent to submitting completed data to NCES.

Coordinators are individuals who take responsibility for a specified group of institutions to ensure that all data were entered correctly. Some coordinators may be responsible for a system of institutions (e.g., SUNY—the State University of New York); others may coordinate all or some institutions in a state. Also, coordinators may elect to provide different levels of review. For example, some may only view data provided by their institutions, while others may upload, review, or lock data for their institutions.

For the 2004–05 IPEDS data collections, keyholders were asked to register prior to the fall 2004 data collection. Registration information, including UserIDs and passwords, was e-mailed to existing keyholders in mid-July. Also in mid-July, letters were sent to chief executive officers (CEOs) at institutions without preregistered keyholders, requesting that they appoint a keyholder for the 2004–05 collection year. The package included a letter for the keyholder and a registration certificate with the institution’s UserID and password for the entire 2004–05 collection period. Subsequent registration mailings were sent to CEOs of institutions at which a keyholder had still not been registered, in mid-August, mid-September, mid-December, and mid-March. At the beginning of the winter and spring collections, in late November and early March, respectively, e-mail messages were sent to registered keyholders and coordinators requesting that they update or confirm their registration contact information when the collections opened. Schools were allowed to designate a new keyholder at any time during the collection year, if needed. As with previous IPEDS studies, followup for nonresponse was conducted with CEOs, coordinators, and keyholders via mail, e-mail, and telephone throughout all three collection periods.

The web-based survey instruments offered many features designed to improve the quality and timeliness of the data. As indicated above, survey respondents were required to register before entering 2004–05 data to ensure a point of contact between NCES/IPEDS and the institution.

Online data entry forms were tailored to each institution based on characteristics such as degree-granting status and presence of a medical school. When data from previous years were available for an institution, they were preloaded on the customized forms for easy reference and comparison purposes. Once the 2004–05 data were entered, either manually or through file upload, the keyholders were required to run edit checks and resolve all errors before they were able to lock their data. Once data were locked, they were considered “submitted,” regardless of whether or not the coordinator had reviewed the submission.

Once the data were complete and all locks were applied, IPEDS help desk staff conducted a final review. If any additional problems were detected, the help desk staff contacted the institutions to resolve any remaining questions. Once all problems were resolved, the final data were migrated

to the Peer Analysis System, where they were made available to other responding institutions for comparison purposes. Because of confidentiality issues, Salaries and (optional) Fall Staff data were perturbed during the migration process to protect any individually identifiable information.

## **Survey Components**

### *Employees by Assigned Position (EAP)*

This component of the web-based survey was required for all Title IV institutions for winter 2004–05. The EAP survey is used to categorize all employees on the institution’s payroll as of November 1 of the collection year, by employment status (full or part time), faculty status, and primary function/occupational activity (assigned position). Title IV institutions that have medical schools are required to report their medical school employees separately.

The primary functions/occupational activities are faculty (primarily instruction, instruction combined with research and/or public service, primarily research, and primarily public service), executive/administrative/managerial, graduate assistants, other professional (support/service), technical and paraprofessionals, clerical and secretarial, skilled crafts, and service/maintenance. If, by institutional definition, an employee has faculty status, the employee is categorized according to tenure status: with tenure, on tenure track, or not on tenure track/no tenure system. If the employee does not have faculty status, he or she is counted as “without faculty status.”

All full-time instructional faculty classified in the EAP component as either (1) primarily instruction or (2) instruction combined with research and/or public service are included in the Salaries component, unless they are exempted because of one of the exclusions noted in the description of the Salaries component. Full-time instructional faculty in medical schools are not included in the Salaries component because they all teach preclinical or clinical medicine, regardless of whether they teach other courses.

Cautionary Note: In previous collections, all 4-year institutions were given the opportunity to report employees in medical schools. However, some institutions that did not have a medical school erroneously reported employees in this section of the EAP. For the winter 2004–05 collection, IPEDS limited the collection of data on employees in medical schools to those with an MD program based on information provided in the Institutional Characteristics component of the fall IPEDS collection. This change may cause some discrepancies when comparing medical school data from the 2004–05 IPEDS collection with earlier IPEDS collections.

### *Salaries (SA)*

This component of the web-based survey collects data on full-time instructional faculty—that is, those classified as either primarily instruction or instruction combined with research and/or public service (except those in medical schools, as described above). The data are current as of November 1 of the collection year and include all full-time instructional faculty on the payroll. This component is applicable to all degree-granting institutions. However, the Salaries component is not applicable (institutions are not asked to respond) if any of the following conditions apply:



- All instructional faculty are employed on a part-time basis.
- All instructional faculty are military personnel.
- All instructional faculty contribute their services.
- All instructional faculty teach preclinical or clinical medicine.

Part A of the Salaries component collects data on the number of full-time instructional faculty and the total salary outlay, by contract length (less-than-9-month, 9/10-month, 11/12-month) and by gender and academic rank (professor, associate professor, assistant professor, instructor, lecturer, no academic rank). Part B collects data on the fringe benefit expenditures and the number of full-time instructional faculty on 9/10-month and 11/12-month contracts covered by these benefits. Types of fringe benefits included are retirement plans, medical/dental plans, group life insurance, other insurance benefits, guaranteed disability income protection, tuition plan, housing plan, employer portion of social security taxes, unemployment compensation, worker's compensation, and other benefits in kind with cash options.

Note: The tables included in this ED TAB use "equated" or "adjusted" faculty salaries (salaries equated to 9-month contracts). Total salary outlays for full-time faculty (by rank) on 11/12-month contracts were adjusted to 9/10-month outlays by multiplying the outlay for 11/12-month contracted faculty by 0.8182. The "equated" outlays were then added to the outlays for 9/10-month faculty to determine an average salary for each rank. Salaries for faculty on less than-9-month contracts are not included.

### **Edit Procedures**

Edit checks were built into the web-based instrument to detect major reporting errors. The system automatically generated average salaries or totals for each component (as required), and edit checks compared current responses to previously reported data. The edit checks could be run at any time during the collection. As edit checks were executed, survey respondents were allowed to correct any errors detected by the system. If data were entered correctly but failed the edit checks, the survey respondents were asked either to confirm that the data were correct as entered or to explain why the data appeared to be out of the expected data range. All edit checks had to be resolved (confirmed, explained, or corrected) before the survey could be locked. Survey respondents were also provided with one or more caveats boxes for each survey component and were encouraged to use this area to explain any special circumstances that might not be evident in their reported data. In addition, the data were manually reviewed for additional inconsistencies by coordinators (when applicable) and the IPEDS help desk staff. When necessary, keyholders were contacted to verify the accuracy of the data.

For both components, current year data were compared to the previous year's data and large discrepancies had to be explained. In addition, for the Salaries component, average salaries were calculated, and checks were in place for unusually high or unusually low averages. The number of faculty receiving fringe benefits could not exceed the total number of faculty on contract. The number of full-time instructional faculty in the Salaries component had to be equal to the number of full-time, non-medical school, faculty reported as either primarily instruction or instruction

combined with research and/or public service in the EAP and less than or equal to the number of full-time faculty in the Fall Staff component (if completed).

### **Imputation Procedures**

The EAP data and Salaries data for Title IV institutions were subject to imputation for nonresponse—both total (institutional) nonresponse and partial (item) nonresponse. The imputation base was restricted to institutions satisfying the following conditions:

- The institution must participate in Title IV student financial aid programs.
- The institution must be currently active<sup>3</sup> in IPEDS.
- The institution must not be a child<sup>4</sup> institution.
- For the Salaries component, the institution must be a degree-granting institution.
- For the Salaries component, the institution’s instructional faculty must not fall into one of the following categories:
  - All instructional faculty are employed on a part-time basis.
  - All instructional faculty contribute their services.
  - All instructional faculty are military personnel.
  - All instructional faculty teach preclinical or clinical medicine.

For the EAP component, there were 54 imputation groups to be used as needed to impute data for institutions with similar characteristics. The imputation groups were formed based primarily on institutional sector, undergraduate, graduate, and first-professional offerings.

For the Salaries component, both Part A and Part B of the survey form were subject to imputation. Twenty-nine imputation groups were formed based primarily on institutional sector, undergraduate, graduate, and first-professional offerings to be used as needed to impute data.

### *Employees by Assigned Position*

The following imputation methods<sup>5</sup> were used to impute missing data in the EAP component of the data collection:

- *Carry Forward*—Reported prior year EAP data were carried forward to the current year. The number of employees reported in the prior year was used as the base value for the imputation. For each combination of full-time/part-time and medical school/non-medical-school, to adjust for year-to-year change, the base value was then multiplied by the median ratio of the total staff reported in the current year to those reported in the prior year, within the imputation group.

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<sup>3</sup> Institutions that did not respond were verified as currently active (open for business) prior to imputation through telephone calls or e-mail.

<sup>4</sup> A child is one that has all of its data reported by another institution referred to as a parent.

<sup>5</sup> Imputation methods are listed in order of preferred usage. If data are not available for application of one method, the next method is used.

- *Nearest Neighbor*—The current year Salaries data or the previous year Fall Enrollment data were used to determine the distance between an imputee and a potential donor. A distance was defined depending on the survey used. For the Salaries component, the distance measure was the sum of employees over the three different contract lengths. For the Fall Enrollment component, the distance measure was full-time equivalent (FTE) enrollment, defined as  $(1/3 \times \text{part-time students}) + (\text{full-time students})$ . Salaries survey data were considered first, and then fall enrollment data were considered. Each nearest neighbor imputee was imputed with the EAP data from the donor in the same imputation group with the nearest value of the distance measure. The donor's data values were multiplied by the ratio of the imputee's distance measure to the donor's distance measure.
- *Group Median*—If insufficient prior year data were available to perform any of the previously described methods, the group median method was used. For each imputation group, the sum of all full-time staff and one-third of the part-time staff was calculated for each institution. The institution with the median value of this measure within each imputation group was the donor institution.

### *Salaries*

The following imputation methods<sup>6</sup> were used to impute missing data in the Salaries component of the survey:

- *Carry Forward*—Reported prior year Salaries data were carried forward to the current year. The values were then multiplied by a year-to-year adjustment for employee count and by an inflation adjustment for average salaries, each from within the imputation group. Salary outlays were then calculated as the product of employee count and average salaries.
- *Nearest Neighbor EAP*—Data from a nearest neighbor of the imputee based on the current year EAP data within the imputation group were used as the imputed values. In the full-time, non-medical-school category of the EAP dataset, the sum of employees for primarily instruction and instruction combined with research and/or public service was used in defining the distance measure. An imputee/donor total instructional faculty adjustment was made to the imputed values. Since most medical schools are exempted from the Salaries component, the medical school category of the EAP dataset is not used.
- *Nearest Neighbor Fall Staff (S)*—Data from a nearest neighbor of the imputee based on the current year Fall Staff data within the imputation group were used as the imputed values. The number of faculty reported in Part A of the Fall Staff data was used in defining the distance measure. An imputee/donor total full-time faculty adjustment was made to the imputed values.
- *Nearest Neighbor FTE*—Data from a nearest neighbor of the imputee based on previous years' FTE enrollment values within the imputation group were used as the imputed values. An imputee/donor FTE adjustment was made to the imputed values.
- *Group Median*—For each institution, the sum of total salary outlays over all contract lengths was calculated and ranked within each imputation group. The institution with the median

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<sup>6</sup> Imputation methods are listed in order of preferred usage. If data are not available for application of one method, the next method is used.

rank was the donor institution. The donor's values are assigned to the imputee with no adjustments.

For the EAP component, table A-2 provides information on the total number of employees and the number and percentages of employees that were imputed for all Title IV institutions in the United States, by control of institution, employment status, primary function/occupational activity, degree-granting status, and place of employment.

Table A-2. Employees, number of employees imputed, and percentages imputed for all Title IV institutions, by control of institution, employment status, primary function/occupational activity, degree-granting status, and place of employment: United States, fall 2004

Employment status, primary function/occupational activity, degree-granting status, and place of employment	Total			Public			Private not-for-profit			Private for-profit		
	Employees	Imputed		Employees	Imputed		Employees	Imputed		Employees	Imputed	
		Number	Percent		Number	Percent		Number	Percent		Number	Percent
Employees	3,335,093	1,556	#	2,221,224	1,224	0.1	958,663	229	#	155,206	103	0.1
Full-time employees	2,162,081	928	#	1,399,249	700	0.1	677,662	143	#	85,170	85	0.1
Primarily instruction	427,502	354	0.1	271,558	201	0.1	128,903	100	0.1	27,041	53	0.2
Instruction/research/public service	196,419	174	0.1	139,170	174	0.1	56,186	0	0.0	1,063	0	0.0
Primarily research	38,241	0	0.0	27,842	0	0.0	10,365	0	0.0	34	0	0.0
Primarily public service	13,800	0	0.0	8,881	0	0.0	4,746	0	0.0	173	0	0.0
Executive/administrative/managerial	187,775	152	0.1	92,043	78	0.1	79,784	43	0.1	15,948	31	0.2
Other professional (support/service)	553,272	51	#	361,531	50	#	167,514	0	0.0	24,227	1	#
Technical and paraprofessionals	152,995	26	#	107,793	26	#	41,884	0	0.0	3,318	0	0.0
Clerical and secretarial	345,398	62	#	219,322	62	#	114,958	0	0.0	11,118	0	0.0
Skilled crafts	58,832	20	#	44,037	20	#	14,544	0	0.0	251	0	0.0
Service/maintenance	187,847	89	#	127,072	89	0.1	58,778	0	0.0	1,997	0	0.0
Part-time employees	1,173,012	628	0.1	821,975	524	0.1	281,001	86	#	70,036	18	#
Primarily instruction	524,367	88	#	329,237	0	0.0	133,560	77	0.1	61,570	11	#
Instruction/research/public service	61,535	283	0.5	47,193	272	0.6	12,778	9	0.1	1,564	2	0.1
Primarily research	8,491	0	0.0	6,858	0	0.0	1,630	0	0.0	3	0	0.0
Primarily public service	6,133	0	0.0	4,684	0	0.0	1,401	0	0.0	48	0	0.0
Executive/administrative/managerial	6,576	2	#	2,921	0	0.0	3,123	0	0.0	532	2	0.4
Other professional (support/service)	91,615	53	0.1	62,529	50	0.1	27,343	0	0.0	1,743	3	0.2
Graduate assistants	300,475	0	0.0	244,846	0	0.0	55,327	0	0.0	302	0	0.0
Technical and paraprofessionals	38,181	5	#	29,159	5	#	8,200	0	0.0	822	0	0.0
Clerical and secretarial	95,270	197	0.2	69,331	197	0.3	23,592	0	0.0	2,347	0	0.0
Skilled crafts	3,113	0	0.0	2,153	0	0.0	833	0	0.0	127	0	0.0
Service/maintenance	37,256	0	0.0	23,064	0	0.0	13,214	0	0.0	978	0	0.0
Degree-granting	3,268,028	1,413	#	2,194,295	1,207	0.1	953,259	206	#	120,474	0	0.0
Non-degree-granting	67,065	143	0.2	26,929	17	0.1	5,404	23	0.4	34,732	103	0.3
Employees (except those in medical schools)	3,020,047	1,556	0.1	2,039,986	1,224	0.1	824,855	229	#	155,206	103	0.1
Medical school employees	315,046	0	0.0	181,238	0	0.0	133,808	0	0.0	†	†	†

† Not applicable.

# Rounds to zero.

NOTE: Table is restricted to U.S. institutions only. For institutions in other jurisdictions, no employees were imputed.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Employees by Assigned Position component.

For the Salaries component, table A-3 provides the total salary outlays and the amounts and percentages that were imputed for Title IV degree-granting institutions in the United States, by control of institution, contract length, gender, and academic rank. Table A-4 provides the total benefit expenditures and the amounts and percentages that were imputed for Title IV degree-granting institutions in the United States, by control of institution, contract length, and benefit type.

### **Cautionary Notes**

The data in this publication should be used with caution. Certain institutions do not respond to the Salaries component (see list of exclusions described under Imputation Procedures) and are thus not represented in tables 3 and 4 of the Selected Findings. However, tables 1 and 2 are based on data from the EAP component, which is required of all Title IV institutions. Because of the differences in the sets of responding institutions, the numbers of employees and faculty may differ among the tables.

Second, the edit checks embedded in the data collection system compare numbers of employees reported across the three human resource components; however, these edits provided for a certain amount of tolerance in the comparisons. For example, if the number of employees by primary function/occupational activity for one survey component differed in another survey component by 10 percent or less, no explanation was required.

Finally, as discussed under Survey Components, changes in the way that data were collected in the 2004–05 EAP component on employees in medical schools could affect comparisons with earlier IPEDS collections.

### **Data Perturbation and Confidentiality**

Four laws cover protection of the confidentiality of individually identifiable information collected by NCES—the Privacy Act of 1974, as amended; the E-Government Act of 2002; the Education Sciences Reform Act of 2002; and the USA Patriot Act of 2001. Therefore,

Under law, public use data collected and distributed by the National Center for Education Statistics (NCES) may be used only for statistical purposes. Any effort to determine the identity of any reported case by public-use data users is prohibited by law. Violations are subject to Class E felony charges of a fine up to \$250,000 and/or a prison term up to 5 years.

In order to preserve the confidentiality of individuals' salaries, data in the Fall Staff and Salaries data files are subject to perturbation. Perturbation of the salaries data was performed in such a manner that the average salaries by institutional level were not affected by perturbation. All salaries data in this report are based on the perturbed data. Fall Staff and Salaries data included in the Peer Analysis System are perturbed.

Table A-3. Salary outlays, amounts imputed, and percentages imputed for Title IV degree-granting institutions, by control of institution, contract length, gender, and academic rank: United States, academic year 2004–05

[Amounts except percentages are in thousands of dollars]

Gender and academic rank	Total			Public			Private not-for-profit			Private for-profit		
	Salary outlays	Imputed Amount	Percent	Salary outlays	Imputed Amount	Percent	Salary outlays	Imputed Amount	Percent	Salary outlays	Imputed Amount	Percent
Less-than-9-month contract												
Total	\$75,610	\$50	0.1	\$50,937	\$0	0.0	\$14,299	\$50	0.4	\$10,374	\$0	0.0
Men	42,656	29	0.1	26,922	0	0.0	9,587	29	0.3	6,146	0	0.0
Professor	5,230	0	0.0	2,077	0	0.0	3,153	0	0.0	†	†	†
Associate professor	2,558	0	0.0	1,872	0	0.0	319	0	0.0	366	0	0.0
Assistant professor	3,028	0	0.0	2,541	0	0.0	487	0	0.0	†	†	†
Instructor	20,076	29	0.1	13,768	0	0.0	763	29	3.8	5,546	0	0.0
Lecturer	4,976	0	0.0	3,494	0	0.0	1,248	0	0.0	234	0	0.0
No academic rank	6,788	0	0.0	3,170	0	0.0	3,617	0	0.0	†	†	†
Women	32,955	22	0.1	24,015	0	0.0	4,712	22	0.5	4,228	0	0.0
Professor	1,275	0	0.0	603	0	0.0	672	0	0.0	†	†	†
Associate professor	1,386	0	0.0	730	0	0.0	541	0	0.0	115	0	0.0
Assistant professor	1,803	0	0.0	1,134	0	0.0	669	0	0.0	†	†	†
Instructor	20,025	22	0.1	14,799	0	0.0	1,130	22	1.9	4,096	0	0.0
Lecturer	5,100	0	0.0	4,501	0	0.0	582	0	0.0	17	0	0.0
No academic rank	3,366	0	0.0	2,249	0	0.0	1,118	0	0.0	†	†	†
9/10-month contract												
Total	28,395,433	5,595	#	19,439,207	3,908	#	8,927,741	1,687	#	28,485	0	0.0
Men	18,048,382	3,007	#	12,107,757	1,740	#	5,925,209	1,267	#	15,416	0	0.0
Professor	8,402,240	0	0.0	5,278,736	0	0.0	3,120,541	0	0.0	2,963	0	0.0
Associate professor	3,924,142	0	0.0	2,533,755	0	0.0	1,388,908	0	0.0	1,479	0	0.0
Assistant professor	3,152,518	0	0.0	2,068,590	0	0.0	1,082,389	0	0.0	1,539	0	0.0
Instructor	1,388,491	1,399	0.1	1,251,522	132	#	133,479	1,267	0.9	3,491	0	0.0
Lecturer	415,136	0	0.0	309,387	0	0.0	105,749	0	0.0	†	†	†
No academic rank	765,855	1,608	0.2	665,768	1,608	0.2	94,142	0	0.0	5,945	0	0.0
Women	10,347,051	2,588	#	7,331,450	2,168	#	3,002,532	421	#	13,069	0	0.0
Professor	2,535,807	0	0.0	1,656,138	0	0.0	878,112	0	0.0	1,557	0	0.0
Associate professor	2,436,550	0	0.0	1,578,803	0	0.0	856,504	0	0.0	1,242	0	0.0
Assistant professor	2,586,867	0	0.0	1,670,624	0	0.0	912,776	0	0.0	3,467	0	0.0
Instructor	1,563,229	421	#	1,386,299	0	0.0	173,723	421	0.2	3,207	0	0.0
Lecturer	440,513	0	0.0	335,490	0	0.0	105,023	0	0.0	†	†	†
No academic rank	784,085	2,168	0.3	704,095	2,168	0.3	76,394	0	0.0	3,596	0	0.0
11/12-month contract												
Total	6,144,411	16,315	0.3	3,661,250	12,701	0.3	1,863,709	2,184	0.1	619,451	1,430	0.2
Men	3,956,066	12,685	0.3	2,384,370	10,352	0.4	1,185,475	1,419	0.1	386,221	914	0.2
Professor	1,699,634	3,416	0.2	1,195,341	3,329	0.3	468,891	87	#	35,401	0	0.0
Associate professor	753,052	3,838	0.5	457,112	3,838	0.8	276,068	0	0.0	19,873	0	0.0
Assistant professor	526,227	2,916	0.6	284,192	2,916	1.0	232,412	0	0.0	9,624	0	0.0
Instructor	616,268	2,406	0.4	259,901	201	0.1	82,609	1,291	1.6	273,758	914	0.3
Lecturer	78,330	0	0.0	60,509	0	0.0	15,670	0	0.0	2,151	0	0.0
No academic rank	282,555	109	#	127,316	68	0.1	109,825	41	#	45,415	0	0.0
Women	2,188,345	3,630	0.2	1,276,880	2,349	0.2	678,234	765	0.1	233,230	516	0.2
Professor	431,915	605	0.1	288,269	605	0.2	131,088	0	0.0	12,559	0	0.0
Associate professor	427,607	681	0.2	259,252	681	0.3	160,863	0	0.0	7,492	0	0.0
Assistant professor	493,701	780	0.2	260,766	780	0.3	229,026	0	0.0	3,908	0	0.0
Instructor	550,470	1,281	0.2	297,177	0	0.0	82,017	765	0.9	171,276	516	0.3
Lecturer	68,367	0	0.0	51,817	0	0.0	15,094	0	0.0	1,457	0	0.0
No academic rank	216,285	283	0.1	119,599	283	0.2	60,147	0	0.0	36,539	0	0.0

† Not applicable.

# Rounds to zero.

NOTE: Table is restricted to U.S. institutions only. For institutions in other jurisdictions, no salary outlays were imputed.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Salaries component.

Table A-4. Benefit expenditures, amounts imputed, and percentages imputed for Title IV degree-granting institutions, by control of institution, contract length, and benefit type: United States, academic year 2004–05

[Amounts except percentages are in thousands of dollars]

Benefit type	Total			Public			Private not-for-profit			Private for-profit		
	Expend- itures	Imputed Amount	Percent	Expend- itures	Imputed Amount	Percent	Expend- itures	Imputed Amount	Percent	Expend- itures	Imputed Amount	Percent
9/10-month contract												
Retirement plans— vested within 5 years	\$1,910,976	\$483	#	\$1,161,476	\$35	#	\$748,799	\$448	0.1	\$701	\$0	0.0
Retirement plans— vested after 5 years	694,101	297	#	670,758	297	#	23,289	0	0.0	55	0	0.0
Medical/dental plans	2,594,152	724	#	1,911,479	274	#	680,602	450	0.1	2,071	0	0.0
Group life insurance	67,647	34	0.1	41,743	21	0.1	25,656	13	0.1	248	0	0.0
Other insurance benefits	32,890	0	0.0	23,564	0	0.0	9,236	0	0.0	91	0	0.0
Guaranteed disability income protection	72,252	17	#	43,156	0	0.0	29,054	17	0.1	42	0	0.0
Tuition plan	201,776	127	0.1	35,412	0	0.0	166,280	127	0.1	84	0	0.0
Housing plan	19,954	0	0.0	6,085	0	0.0	13,869	0	0.0	†	†	†
Social Security taxes	1,744,265	683	#	1,142,191	294	#	600,086	389	0.1	1,988	0	0.0
Unemployment compensation	69,875	2	#	45,491	0	0.0	24,116	2	#	268	0	0.0
Worker's compensation	167,721	18	#	113,121	0	0.0	54,475	18	#	125	0	0.0
Other benefits in kind with cash options	58,047	0	0.0	34,022	0	0.0	24,024	0	0.0	2	0	0.0
11/12-month contract												
Retirement plans— vested within 5 years	348,005	35	#	214,935	0	0.0	126,821	35	#	6,249	0	0.0
Retirement plans— vested after 5 years	150,413	1,515	1.0	126,244	1,514	1.2	17,486	0	0.0	6,683	1	#
Medical/dental plans	447,455	938	0.2	268,670	519	0.2	135,141	320	0.2	43,643	100	0.2
Group life insurance	19,731	23	0.1	7,645	17	0.2	6,338	5	0.1	5,748	1	#
Other insurance benefits	12,535	0	0.0	7,122	0	0.0	4,168	0	0.0	1,245	0	0.0
Guaranteed disability income protection	18,747	1	#	9,306	0	0.0	6,653	1	#	2,788	0	0.0
Tuition plan	28,052	37	0.1	5,626	0	0.0	19,745	37	0.2	2,681	0	0.0
Housing plan	6,229	0	0.0	1,047	0	0.0	5,182	0	0.0	†	†	†
Social Security taxes	341,800	840	0.2	201,077	605	0.3	100,425	126	0.1	40,298	109	0.3
Unemployment compensation	21,198	24	0.1	7,246	0	0.0	5,926	20	0.3	8,026	4	0.1
Worker's compensation	38,176	90	0.2	17,569	0	0.0	13,332	82	0.6	7,276	8	0.1
Other benefits in kind with cash options	11,429	0	0.0	7,600	0	0.0	3,271	0	0.0	557	0	0.0

† Not applicable.

# Rounds to zero.

NOTE: Table is restricted to U.S. institutions only. For institutions in other jurisdictions, no expenditures were imputed.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2004–05, Salaries component.



## Appendix B: Glossary of IPEDS Terms

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11/12-month salary contract/teaching period: The contracted teaching period of faculty employed for the entire year, usually for a period of 11 or 12 months.

9/10-month salary contract/teaching period: The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 four-month sessions, or the equivalent.

child institution: An institution that has its data reported by another institution, known as the parent institution.

clerical and secretarial: A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.

control (of institution): A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).

coordinator: The person responsible for Integrated Postsecondary Education Data System (IPEDS) survey related coordination activities for a specified group of schools within a state. This person may have certain viewing, verifying, and locking privileges on the data collection system.

degree-granting institution: An institution offering an associate's, bachelor's, master's, doctor's, or first-professional degree.

Donor institution: A responding institution whose values are assigned to the imputee.

executive, administrative, and managerial: A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are

employees holding titles such as top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators, such as presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research, or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research, or public service, and assistant and associate managers (including first-line managers of service, production, and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.

faculty: Persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, 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 instruction combined with research and/or public service. The designation as “faculty” is separate from the activities to which they may be currently assigned. For example, a newly appointed president of an institution may also be appointed as a faculty member. Graduate, instruction, and research assistants are not included in this category.

four-year institution: A postsecondary institution that offers programs of at least 4 years’ duration or one that offers programs at or above the baccalaureate level. Includes schools that offer postbaccalaureate certificates only or those that offer graduate programs only. Also includes free-standing medical, law, or other first-professional schools.

fringe benefits: Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee’s contribution. Employee fringe benefits include retirement plans, employer portion of social security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker’s compensation plans, and other benefits in-kind with cash options.

full-time instructional faculty: Those members of the instruction/research staff who are employed full time and whose major regular assignment is instruction, including those with released time for research. Also includes full-time faculty for whom it is not possible to differentiate among teaching, research, and public service because each of these functions is an integral component of their regular assignment.

graduate assistants: Graduate-level students who are employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions.

imputee: A nonresponding institution that has its values imputed.

institutional affiliation: A classification that indicates whether a private not-for-profit institution is associated with a religious group or denomination. Private not-for-profit institutions may be either independent or religiously affiliated.

instruction combined with research and/or public service: A primary function or occupational activity category used to classify persons for whom it is not possible to differentiate among teaching, research, and public service because each of these functions is an integral component of their regular assignment. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. This category includes all officers holding titles such 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.

keyholder: The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

less-than-2-year institution: A postsecondary institution that offers programs of less than 2 years' duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1,800 contact hours.

less than 9/10-month salary contract/teaching period: The contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 four-month sessions.

level (of institution): A means to classify institutions based on the highest level/length of programs offered: 4 years or higher (bachelor's degrees or higher), at least 2 but less than 4 years' duration, or less than 2 years' duration.

medical school staff (employees): Staff employed by or employees working in the medical school component of a postsecondary institution or in a freestanding medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine, nursing, or dental hygiene.

non-degree-granting institution: An institution offering only postbaccalaureate, post-master's, or first-professional certificates, or certificates or diplomas of 4 years or less.

nonprofessional staff: Employees of an institution whose primary function or occupational activity is classified as one of the following: technical and paraprofessional; clerical and secretarial; skilled crafts; or service/maintenance.

OPE: Office of Postsecondary Education.

other professional (support/service): A primary function or occupational activity category used to classify 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. Included in this category are all employees holding titles such as business operations specialists;

buyers and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, and umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

parent institution: An institution that reports data for another institution, known as the child institution.

PEPS: Postsecondary Education Participation System (database used by OPE to track all institutions eligible for Title IV federal student financial aid programs).

postsecondary institution: An institution that has as its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs. For IPEDS, these institutions must be open to the public.

primarily instruction: A primary function or occupational activity category used to classify persons whose specific assignments are customarily made for the purpose of conducting instruction or teaching and who hold academic titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is instruction.

primarily public service: A primary function or occupational activity category used to classify 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 titles of professor, associate professor, or assistant professor. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, or executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is public service.

primarily research: A primary function or occupational activity category used to classify persons whose specific assignments are customarily made for the purpose of conducting research and who hold academic titles of professor, associate professor, or assistant professor or titles such as research associate or postdoctoral fellow. Includes 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.

primary occupational activity: The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows: faculty (instruction/research/public service); executive, administrative, and managerial; graduate assistants; other professional (support/service); technical and paraprofessional; clerical and secretarial; skilled crafts; and service/maintenance (see separate definitions).

private for-profit institution: A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.

private institution: An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.

private not-for-profit institution: A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.

professional staff: Employees of an institution whose primary function or occupational activity is classified as one of the following: faculty; executive, administrative, managerial; or other professional.

PPA (Program Participation Agreement): A written agreement between a postsecondary institution and the Secretary of Education. This agreement allows institutions to participate in any of the Title IV student assistance programs other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs. The PPA conditions the initial and continued participation of an eligible institution in any Title IV program upon compliance with the General Provisions regulations, the individual program regulations, and any additional conditions specified in the program participation agreement that the Department of Education requires the institution to meet. Institutions with such an agreement are referred to as Title IV institutions.

race/ethnicity: Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used to categorize U.S. citizens, resident aliens, and other eligible non-citizens are as follows: American Indian/Alaska Native; Asian/Pacific Islander; Black, non-Hispanic; Hispanic; White, non-Hispanic.

sector: One of nine institutional categories resulting from dividing the universe according to control and level. Control categories are public, private not-for-profit, and private for-profit. Level categories are 4 years and higher (4-year institutions), at least 2 but less than 4 years (2-year institutions), and less than 2 years (less-than-2-year institutions). For example: sector 1 = public 4-year institutions; sector 2 = private not-for-profit 4-year institutions.

service/maintenance: A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation- and serving-related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.

skilled crafts: A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Includes occupational titles such as welders, cutters, solderers, and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.

technical and paraprofessional: A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.

Title IV institution: An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership [NEISP] programs).

two-year institution: A postsecondary institution that offers programs of at least 2 but less than 4 years' duration. Includes occupational and vocational schools with programs of at least 1,800 hours and academic institutions with programs of less than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years.

UserID: A series of numbers possibly with an alpha prefix that is created for a specific user to be able to access a system. Each user is required to have a UserID and a password in order to access the Integrated Postsecondary Education Data System (IPEDS) data collection system for security purposes.