

# Employees in Postsecondary Institutions, Fall 2006, and Salaries of Full-Time Instructional Faculty, 2006-07

U.S. Department of Education  
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F I R S T   L O O K







# Employees in Postsecondary Institutions, Fall 2006, and Salaries of Full-Time Instructional Faculty, 2006-07



U.S. Department of Education  
Institute of Education Sciences  
NCES 2008-172

March 2008

F I R S T L O O K

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## Foreword

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This *First Look* presents findings from the Human Resources (HR) Component of the Integrated Postsecondary Education Data System (IPEDS) winter 2006-07 data collection. The HR component consists of the following three sections: Employees by Assigned Position (EAP) and Fall Staff (S) for fall 2006 and Salaries (SA) for academic year 2006-07. The EAP and Salaries sections were required, and the Fall Staff section was optional for the winter 2006-07 collection. While this publication includes detailed data based on the EAP and Salaries section, it does not include detailed data based on the Fall Staff section because the Fall Staff section was optional. The HR 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 *First Look* report continues the series of *First Look* reports (formerly known as E.D. TABs) based on the collection of data from more than 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, to perform peer comparisons, or to help answer questions about postsecondary education institutions.

**Mark Schneider**

*Commissioner*

*National Center for Education Statistics*

**Thomas Weko**

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The information presented in this publication was provided by either state coordinators for the Integrated Postsecondary Education Data System (IPEDS) or officials at individual institutions. In addition, these persons provided much assistance in resolving questions about the data, which resulted in more accurate information. Although it is not possible to list the names of all these people, their assistance was invaluable and is much appreciated.

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 Human Resources component 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)).

The authors are grateful to Sabrina Ratchford, Paula Knepper, and Dennis Carroll of the Postsecondary Studies Division, NCES, and Marilyn Seastrom and Tom Snyder of NCES, for their valuable comments during the review of this publication. We also appreciate the thoughtful review provided by Claudette Kaba, Office for Civil Rights, and Claire Sams Milligan, Alabama Department of Postsecondary Education. At RTI International, in addition to the authors, James Isaac, Doug Kendrick, Heather Meier, Jamie Ridenhour, Ellen Scheib, Joanne Studders, and Roy Whitmore contributed to the production of this report.





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# Introduction

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The Integrated Postsecondary Education Data System (IPEDS) collects institution-level 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 2006-07

Participation in IPEDS was a requirement for the 6,700 institutions that participated in Title IV federal student financial aid programs, such as Pell Grants or Stafford Loans, during the 2006-07 academic year.<sup>2</sup> Title IV institutions 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, 84 administrative offices (central and system offices) listed in the IPEDS universe were expected to participate in the Human Resources (HR) component. Four of the U.S. service academies are included in the IPEDS universe as if they were Title IV institutions.<sup>3</sup> Institutions that do not participate in Title IV programs may participate in the IPEDS data collection on a voluntary basis.

After participating in the IPEDS fall 2006 data collection, 19 institutions closed, which left 6,681 institutions and 84 administrative offices in the United States and other jurisdictions that were eligible to participate in the IPEDS winter 2006-07 data collection.

## Human Resources: Employees by Assigned Position, Fall Staff, and Salaries

The HR component consists of three sections: Employees by Assigned Position (EAP), Fall Staff, and Salaries.

- The EAP section was required of all 6,765 Title IV institutions and administrative offices, and 6,755, or 99.9 percent, responded (table A-1).

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<sup>1</sup> 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.

<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 more than 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. Affected tables are noted accordingly.

<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.

- Although the Fall Staff section was not required in 2006-07, 65.3 percent of institutions and administrative offices elected voluntarily to respond.<sup>4</sup> By sector, responses rates ranged from 52.1 to 76.0 percent, with the lowest percent belonging to 4-year private not-for-profit institutions and the highest percent belonging to less-than-2-year public institutions.
- The Salaries section was required of all Title IV degree-granting institutions, except for those institutions at which all instructional faculty<sup>5</sup> were part time, contributed their services, were in the military, or taught preclinical or clinical medicine. For the winter 2006-07 collection, 4,266 Title IV degree-granting institutions were required to complete the Salaries section. Although the Salaries section was applicable to degree-granting institutions only, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section. Of the 4,270 Title IV entities required to complete the Salaries section, 4,267, or more than 99.9 percent, responded. For the purpose of this report, total salary outlays for full-time instructional 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, and the resulting sum was then divided by the total number of faculty to determine an average salary for each rank. Salaries for faculty on less-than-9-month contracts are not included.

While the EAP and Fall Staff sections both collect employee counts by primary function/occupational activity, the primary function/occupational activity categories and the information collected within the categories differ somewhat between the sections. Please refer to appendix A for a detailed description of the sections of the HR component.

## Focus of This Report

Tabulations in this report present selected data items collected in winter 2006-07 from the 6,517 Title IV institutions and 81 administrative offices in the United States (excluding those in other jurisdictions) that were eligible for the HR component (table A-1a). Additional detailed information concerning the HR data is available through the various IPEDS web tools, such as the Peer Analysis System.<sup>6</sup>

Because the purpose of this report is to introduce new NCES data through the presentation of tables containing descriptive information, only selected findings are presented. These findings have been chosen to demonstrate the range of information available from the IPEDS rather than to discuss all of the observed differences; they are not meant to emphasize any particular issue.

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<sup>4</sup> Fall Staff data are required every 2 years, in odd-numbered reporting years.

<sup>5</sup> Instructional faculty are those members of the instruction/research staff who are employed full time and whose specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Full-time instructional faculty also include those for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. They are reported as “primarily instruction” or “instruction combined with research and/or public service” in the full-time non-medical school part of the Employees by Assigned Position section.

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

# Selected Findings

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## **Staff at Title IV Institutions and Administrative Offices**

- Title IV institutions in the United States reported employing 3.5 million individuals in fall 2006 (table 1). Of the 3.5 million individuals, slightly fewer than 2.3 million were reported to be employed full time and about 1.3 million were reported to be employed part time.
- Public Title IV institutions reported employing 2.3 million individuals, while private not-for-profit Title IV institutions reported employing about 1.0 million individuals and private for-profit Title IV institutions reported employing about 195,000 individuals (table 1).
- Of the 1.3 million full-time professionals reported to be employed at Title IV institutions (excluding medical schools), 22 percent had tenure, 9 percent were on tenure track, 10 percent were not on tenure track, and 7 percent were employed by institutions without a tenure system (table 2). Institutions reported that the remaining 51 percent of full-time professionals did not have faculty status.

## **Salaries and Benefits of Full-Time Instructional Faculty at Title IV Degree-Granting Institutions**

- Title IV degree-granting institutions reported that the average salaries of their full-time instructional faculty for the 2006-07 academic year varied by academic rank, with faculty holding higher ranks earning higher average salaries (table 3). Considering adjusted 9-month average salaries, institutions reported that professors earned \$94,300, associate professors earned \$68,100, assistant professors earned \$57,100, instructors earned \$49,900, lecturers earned \$49,500, and those with no academic rank earned \$50,200.
- Four-year public institutions reported that their full-time instructional faculty earned an average salary of \$71,300, while 4-year private not-for-profit institutions reported that their full-time instructional faculty earned \$72,000 (table 3). Four-year private for-profit institutions reported a lower average salary for their full-time instructional faculty (\$39,500).
- Two-year public institutions reported that their full-time instructional faculty earned an average salary of \$56,400 (table 3). Two-year private not-for-profit institutions reported that their full-time instructional faculty earned an average salary of \$41,000, while 2-year private for-profit institutions reported that their full-time instructional faculty earned an average salary of \$33,600.
- Overall, Title IV degree-granting institutions reported the highest average expenditures for full-time instructional faculty for the following commonly offered fringe benefits: retirement plans, medical/dental plans, and Social Security taxes (table 4).

Table 1. Staff at Title IV institutions and administrative offices, by employment status, medical school staff status, control of institution, and primary function/occupational activity: United States, fall 2006

Control of institution and primary function/occupational activity	Total			Full time			Part time		
	Total	Staff (except those in medical schools)	Medical school staff <sup>1</sup>	Total	Staff (except those in medical schools)	Medical school staff <sup>1</sup>	Total	Staff (except those in medical schools)	Medical school staff <sup>1</sup>
Total	3,535,676	3,199,331	336,345	2,284,261	2,004,399	279,862	1,251,415	1,194,932	56,483
Primarily instruction	1,041,784	1,007,511	34,273	462,479	436,091	26,388	579,305	571,420	7,885
Instruction/research/public service	243,583	194,073	49,510	183,920	140,109	43,811	59,663	53,964	5,699
Primarily research	56,828	40,376	16,452	46,838	32,686	14,152	9,990	7,690	2,300
Primarily public service	22,526	14,305	8,221	16,069	9,241	6,828	6,457	5,064	1,393
Executive/administrative/managerial	213,075	197,340	15,735	205,920	190,821	15,099	7,155	6,519	636
Other professional (support/service)	694,266	590,129	104,137	601,334	508,037	93,297	92,932	82,092	10,840
Graduate assistants <sup>2</sup>	322,218	302,920	19,298	†	†	†	322,218	302,920	19,298
Technical and paraprofessionals	197,264	163,523	33,741	158,730	128,785	29,945	38,534	34,738	3,796
Clerical and secretarial	450,497	404,046	46,451	355,963	313,288	42,675	94,534	90,758	3,776
Skilled crafts	62,625	61,359	1,266	59,611	58,381	1,230	3,014	2,978	36
Service/maintenance	231,010	223,749	7,261	193,397	186,960	6,437	37,613	36,789	824
Public	2,331,956	2,141,780	190,176	1,473,371	1,319,990	153,381	858,585	821,790	36,795
Primarily instruction	647,110	626,195	20,915	296,607	280,299	16,308	350,503	345,896	4,607
Instruction/research/public service	170,960	142,840	28,120	128,892	104,371	24,521	42,068	38,469	3,599
Primarily research	35,602	26,786	8,816	28,879	21,179	7,700	6,723	5,607	1,116
Primarily public service	15,996	12,669	3,327	10,994	8,283	2,711	5,002	4,386	616
Executive/administrative/managerial	104,833	98,500	6,333	101,590	95,530	6,060	3,243	2,970	273
Other professional (support/service)	460,405	395,779	64,626	396,649	339,565	57,084	63,756	56,214	7,542
Graduate assistants <sup>2</sup>	262,053	247,199	14,854	†	†	†	262,053	247,199	14,854
Technical and paraprofessionals	143,015	127,473	15,542	112,557	98,993	13,564	30,458	28,480	1,978
Clerical and secretarial	291,206	267,073	24,133	222,205	199,914	22,291	69,001	67,159	1,842
Skilled crafts	47,281	46,732	549	45,037	44,520	517	2,244	2,212	32
Service/maintenance	153,495	150,534	2,961	129,961	127,336	2,625	23,534	23,198	336
Private not-for-profit	1,008,298	862,129	146,169	711,257	584,776	126,481	297,041	277,353	19,688
Primarily instruction	279,180	265,822	13,358	138,341	128,261	10,080	140,839	137,561	3,278
Instruction/research/public service	69,790	48,400	21,390	52,932	33,642	19,290	16,858	14,758	2,100
Primarily research	21,187	13,551	7,636	17,934	11,482	6,452	3,253	2,069	1,184
Primarily public service	6,393	1,499	4,894	4,974	857	4,117	1,419	642	777
Executive/administrative/managerial	89,401	79,999	9,402	86,268	77,229	9,039	3,133	2,770	363
Other professional (support/service)	204,632	165,121	39,511	177,274	141,061	36,213	27,358	24,060	3,298
Graduate assistants <sup>2</sup>	60,072	55,628	4,444	†	†	†	60,072	55,628	4,444
Technical and paraprofessionals	49,622	31,423	18,199	42,146	25,765	16,381	7,476	5,658	1,818
Clerical and secretarial	138,406	116,088	22,318	115,503	95,119	20,384	22,903	20,969	1,934
Skilled crafts	15,146	14,429	717	14,448	13,735	713	698	694	4
Service/maintenance	74,469	70,169	4,300	61,437	57,625	3,812	13,032	12,544	488
Private for-profit	195,422	195,422	†	99,633	99,633	†	95,789	95,789	†
Primarily instruction	115,494	115,494	†	27,531	27,531	†	87,963	87,963	†
Instruction/research/public service	2,833	2,833	†	2,096	2,096	†	737	737	†
Primarily research	39	39	†	25	25	†	14	14	†
Primarily public service	137	137	†	101	101	†	36	36	†
Executive/administrative/managerial	18,841	18,841	†	18,062	18,062	†	779	779	†
Other professional (support/service)	29,229	29,229	†	27,411	27,411	†	1,818	1,818	†
Graduate assistants <sup>2</sup>	93	93	†	†	†	†	93	93	†
Technical and paraprofessionals	4,627	4,627	†	4,027	4,027	†	600	600	†
Clerical and secretarial	20,885	20,885	†	18,255	18,255	†	2,630	2,630	†
Skilled crafts	198	198	†	126	126	†	72	72	†
Service/maintenance	3,046	3,046	†	1,999	1,999	†	1,047	1,047	†

† Not applicable.

<sup>1</sup> Medical schools are defined as those with M.D. and/or D.O. programs. Also includes health or allied health schools or departments that are affiliated with (housed in or under the authority of) the medical school.

<sup>2</sup> By definition, all graduate assistants are part-time.

NOTE: Data are for all institutions and administrative offices.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07, Human Resources component, Employees by Assigned Position section.

Table 2. Full-time professional staff at Title IV institutions and administrative offices, by control of institution, medical school staff status, level of institution, and faculty status: United States, fall 2006

Medical school staff status, 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
Staff (except those in medical schools <sup>1</sup> )	1,316,985	849,227	392,532	75,226	100.0	100.0	100.0	100.0
With faculty status	639,624	433,813	172,639	33,172	48.6	51.1	44.0	44.1
With tenure	287,898	211,013	75,074	1,811	21.9	24.8	19.1	2.4
On tenure track	120,309	84,867	35,237	205	9.1	10.0	9.0	0.3
Not on tenure track	132,883	94,232	38,432	219	10.1	11.1	9.8	0.3
No tenure system	98,534	43,701	23,896	30,937	7.5	5.1	6.1	41.1
Without faculty status	677,361	415,414	219,893	42,054	51.4	48.9	56.0	55.9
4-year	1,076,017	654,545	384,177	37,295	100.0	100.0	100.0	100.0
With faculty status	489,632	310,020	168,929	10,683	45.5	47.4	44.0	28.6
With tenure	233,698	158,681	74,882	135	21.7	24.2	19.5	0.4
On tenure track	102,420	67,169	35,159	92	9.5	10.3	9.2	0.2
Not on tenure track	120,568	82,247	38,273	48	11.2	12.6	10.0	0.1
No tenure system	32,946	1,923	20,615	10,408	3.1	0.3	5.4	27.9
Without faculty status	586,385	344,525	215,248	26,612	54.5	52.6	56.0	71.4
2-year	218,569	189,924	7,216	21,429	100.0	100.0	100.0	100.0
With faculty status	134,183	119,694	3,034	11,455	61.4	63.0	42.0	53.5
With tenure	50,990	50,477	182	331	23.3	26.6	2.5	1.5
On tenure track	17,313	17,175	74	64	7.9	9.0	1.0	0.3
Not on tenure track	11,688	11,478	159	51	5.3	6.0	2.2	0.2
No tenure system	54,192	40,564	2,619	11,009	24.8	21.4	36.3	51.4
Without faculty status	84,386	70,230	4,182	9,974	38.6	37.0	58.0	46.5
Less-than-2-year	22,399	4,758	1,139	16,502	100.0	100.0	100.0	100.0
With faculty status	15,809	4,099	676	11,034	70.6	86.1	59.4	66.9
With tenure	3,210	1,855	10	1,345	14.3	39.0	0.9	8.2
On tenure track	576	523	4	49	2.6	11.0	0.4	0.3
Not on tenure track	627	507	0	120	2.8	10.7	0.0	0.7
No tenure system	11,396	1,214	662	9,520	50.9	25.5	58.1	57.7
Without faculty status	6,590	659	463	5,468	29.4	13.9	40.6	33.1
Medical school staff <sup>1</sup>	199,575	114,384	85,191	†	100.0	100.0	100.0	†
With faculty status	87,348	50,927	36,421	†	43.8	44.5	42.8	†
With tenure	21,043	13,409	7,634	†	10.5	11.7	9.0	†
On tenure track	16,418	7,266	9,152	†	8.2	6.4	10.7	†
Not on tenure track	49,354	30,252	19,102	†	24.7	26.4	22.4	†
No tenure system	533	0	533	†	0.3	0.0	0.6	†
Without faculty status	112,227	63,457	48,770	†	56.2	55.5	57.2	†

† Not applicable.

<sup>1</sup> Medical schools are defined as those with M.D. and/or D.O. programs. Also includes health or allied health schools or departments that are affiliated with (housed in or under the authority of) the medical school.

NOTE: Detail may not sum to totals because of rounding. Data are for all institutions and administrative offices. Professional staff include those staff 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 2006-07, Human Resources component, Employees by Assigned Position section.

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 2006-07

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>	\$67,316	\$94,317	\$68,096	\$57,115	\$49,874	\$49,536	\$50,156
Public	66,881	92,050	68,151	57,518	53,752	48,931	50,535
4-year	71,308	96,478	69,940	58,811	42,080	49,001	48,173
Men	77,087	99,021	71,732	60,827	42,905	51,966	50,108
Women	62,421	88,434	67,174	56,526	41,528	46,534	46,416
2-year	56,433	66,567	56,060	49,717	58,526	46,961	51,023
Men	57,726	68,415	56,997	50,273	59,659	46,328	52,059
Women	55,276	64,633	55,218	49,266	57,517	47,410	50,123
Private not-for-profit	71,688	99,658	68,292	56,498	42,238	51,537	55,928
4-year	72,026	99,771	68,399	56,588	42,421	51,560	56,501
Men	77,726	102,880	70,200	58,427	42,367	54,438	59,034
Women	63,438	90,777	65,748	54,690	42,465	48,963	53,358
2-year	40,953	47,298	44,128	40,427	40,306	34,417	39,083
Men	39,007	48,571	43,943	36,327	37,563	31,775	40,210
Women	42,471	46,359	44,231	42,161	42,969	34,794	38,167
Private for-profit	36,929	51,940	46,279	46,570	36,294	34,967	30,554
4-year	39,456	53,144	46,981	47,852	39,653	12,273	30,050
Men	40,090	53,610	46,322	48,110	40,866	12,273	28,758
Women	38,470	52,002	48,184	47,550	37,838	12,273	31,964
2-year	33,578	38,030	35,313	31,545	33,540	37,561	33,130
Men	34,955	39,516	35,056	30,596	35,036	34,037	33,226
Women	32,118	36,866	35,420	32,916	31,891	37,774	33,057

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

<sup>2</sup> Total salary outlays for full-time instructional 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, and the resulting sum was then divided by the total number of faculty to determine an average salary for each rank. Salaries for faculty on less-than-9-month contracts are not included.

NOTE: Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section. Instructional faculty are those members of the instruction/research staff who are employed full time and whose specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Full-time instructional faculty also include those for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. They are reported as "primarily instruction" or "instruction combined with research and/or public service" in the full-time non-medical school part of the Employees by Assigned Position section.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07, Human Resources component, Salaries section.



Table 4. Fringe benefits of full-time instructional faculty at Title IV degree-granting institutions, by contract length and control of institution: United States, academic year 2006-07

Control of institution and fringe benefits	9/10-month contracts		11/12-month contracts	
	Number covered	Average expenditures	Number covered	Average expenditures
<b>Total</b>				
Retirement plan (vested within 5 years) <sup>1</sup>	312,958	\$6,851	51,207	\$7,235
Retirement plan (vested after 5 years) <sup>1</sup>	126,451	6,361	24,033	7,212
Medical/dental plans	426,752	7,217	77,136	6,610
Group life insurance	362,446	217	64,278	288
Other insurance benefits	39,684	1,226	8,259	1,635
Guaranteed disability income protection	274,455	280	47,050	422
Tuition plan (dependents only)	45,775	5,029	6,689	4,984
Housing plan	2,147	6,914	540	11,133
Social Security taxes	418,297	4,627	78,665	4,765
Unemployment compensation	315,591	176	61,217	284
Worker's compensation	362,809	484	69,136	522
Other benefits in kind with cash options	37,567	1,564	6,685	2,396
<b>Public</b>				
Retirement plan (vested within 5 years) <sup>1</sup>	194,522	6,743	28,006	8,347
Retirement plan (vested after 5 years) <sup>1</sup>	119,401	6,419	18,711	8,355
Medical/dental plans	306,586	7,446	44,126	7,145
Group life insurance	237,156	202	33,337	304
Other insurance benefits	27,626	1,303	3,847	2,273
Guaranteed disability income protection	163,018	281	23,696	487
Tuition plan (dependents only)	26,210	1,609	2,701	2,294
Housing plan	244	393	5	2,400
Social Security taxes	285,838	4,409	42,406	5,145
Unemployment compensation	228,700	149	34,257	141
Worker's compensation	243,545	493	37,569	482
Other benefits in kind with cash options	21,653	1,523	4,383	2,710
<b>Private not-for-profit</b>				
Retirement plan (vested within 5 years) <sup>1</sup>	118,025	7,043	17,917	7,183
Retirement plan (vested after 5 years) <sup>1</sup>	6,962	5,410	2,725	4,570
Medical/dental plans	119,609	6,639	20,409	7,006
Group life insurance	124,789	244	19,358	329
Other insurance benefits	12,021	1,045	2,998	1,240
Guaranteed disability income protection	111,147	278	16,122	407
Tuition plan (dependents only)	19,533	9,622	2,941	7,935
Housing plan	1,903	7,750	532	11,161
Social Security taxes	131,844	5,104	21,465	5,145
Unemployment compensation	86,309	247	13,112	431
Worker's compensation	118,731	466	18,786	616
Other benefits in kind with cash options	15,881	1,620	2,086	1,863
<b>Private for-profit</b>				
Retirement plan (vested within 5 years) <sup>1</sup>	411	2,350	5,284	1,521
Retirement plan (vested after 5 years) <sup>1</sup>	88	3,207	2,597	1,742
Medical/dental plans	557	5,274	12,601	4,092
Group life insurance	501	700	11,583	171
Other insurance benefits	37	2,359	1,414	738
Guaranteed disability income protection	290	125	7,232	243
Tuition plan (dependents only)	32	2,328	1,047	3,637
Housing plan	0	†	3	20,593
Social Security taxes	615	3,650	14,794	3,126
Unemployment compensation	582	362	13,848	501
Worker's compensation	533	214	12,781	504
Other benefits in kind with cash options	33	1,032	216	1,153

<sup>1</sup> The retirement plan does not include Social Security.

NOTE: Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section. Instructional faculty are those members of the instruction/research staff who are employed full time and whose specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Full-time instructional faculty also include those for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. They are reported as "primarily instruction" or "instruction combined with research and/or public service" in the full-time non-medical school part of the Employees by Assigned Position section.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07, Human Resources component, Salaries section.



# Appendix A: Survey Methodology

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## Overview

The Integrated Postsecondary Education Data System (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 2006-07 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 6,784 Title IV institutions<sup>1</sup> and administrative offices 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 2006-07 academic year. Nineteen institutions lost Title IV eligibility before the winter 2006-07 data collection began, leaving 6,681 institutions and 84 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 Title IV institutions, when the Higher Education Amendments made reporting to IPEDS mandatory for these institutions. In 2000, IPEDS implemented a web-based data collection system with the capability of tailoring data collection 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, primarily through the IPEDS Peer Analysis System and the College Navigator.

The winter 2006-07 data collection was entirely web-based. Institutions in the universe were asked to enter their survey responses using the IPEDS data collection website. The winter 2006-07 IPEDS data were collected between December 6, 2006, and January 24, 2007. The collection of the Human Resources (HR) component had three sections: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). For the winter 2006-07 data collection, only EAP and SA were required; S was optional. These three sections were previously separate components but were merged into the single HR component beginning with the winter 2005-06 data collection in order to simplify reporting and ensure data consistency and accuracy. During the winter 2005-06 data collection, the glossary and instructions were also restructured based on the new design to improve consistency of reporting between sections. For example, prior to 2005-06, institutions could classify librarians and counselors as either “Faculty” or “Other professional (support/service)”; however, beginning with 2005-06, institutions were instructed to classify librarians and counselors as “Other professional (support/service)” only. (For detailed information on the primary functions/occupational activities, refer to appendix B, Glossary.)

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<sup>1</sup> Includes 6,700 institutions and 84 administrative offices (central or system offices). The administrative offices are required to complete the Institutional Characteristics component in the fall, the EAP section of the HR component in the winter, and the Finance component in the winter or spring (if they have their own separate budget). Administrative offices are required to complete the Fall Staff section of the HR component in odd-numbered years such as 2005, but not in even-numbered years such as 2006. The U.S. service academies are included in the number of institutions.

<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.

Beginning with HR 2005-06, the term “faculty” was changed to “staff whose primary responsibility is instruction, research, and/or public service,” but for purposes of this report, the term “faculty” will continue to be used. Also, beginning with HR 2005-06, the term “full-time instructional faculty” was changed to “full-time instructional staff,” but for purposes of this report, the term “full-time instructional faculty” will continue to be used.

## **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**

The IPEDS universe is established during the fall collection period. For 2006-07, 52 institutions and one administrative office included in prior IPEDS data collections were determined to be outside the scope of IPEDS because they were closed or were merged with another institution. Additionally, 180 institutions were reported exclusively by a parent institution; 175 institutions and three administrative offices 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.

According to Section 490 of the Higher Education Amendments of 1992 (P.L. 102- 325), IPEDS is mandatory for any institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)). Therefore, most of the studies that use IPEDS data concentrate on the Title IV institutions, and this group is the main focus of IPEDS. To ensure the inclusion of all Title IV participants, the full set of 6,784 Title IV entities in the established IPEDS universe was validated by matching it with OPE’s Postsecondary Education Participation System (PEPS) file.

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 the College Navigator. The College Navigator is designed to help college students, prospective students, and their parents understand the differences between colleges and how much it costs to attend college.

Not all Title IV institutions were required to complete all sections of the HR component. Nineteen institutions were not required to complete the HR component because they closed during the fall 2006 collection year. The EAP section of the HR component was required of all Title IV institutions and administrative offices. The Salaries section was required of Title IV degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine. The Fall Staff section was optional in 2006-07.<sup>3</sup> Of the 6,765 Title IV entities eligible for the winter 2006-07 IPEDS collection, all 6,681 institutions and 84 administrative offices were eligible for the EAP section, and 4,266 degree-granting institutions were eligible for the Salaries section. Although the Salaries section was applicable to degree-granting institutions only, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section.

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<sup>3</sup> Fall Staff data are required biannually, for odd-numbered reporting years.

Table A-1 provides the number of Title IV institutions and administrative offices and the survey response rates for the HR component and the required HR sections for winter 2006-07 by degree-granting status and level and control of institution for the United States and other jurisdictions. Because Title IV institutions are the primary focus of IPEDS and they are required to respond, response rates for Title IV institutions and administrative offices in the winter 2006-07 IPEDS collection were extremely high. The overall response rate in winter 2006-07 was 99.9 percent for the HR component. The response rates for the individual required HR sections follow: for EAP, the response rate was 99.9 percent, and for Salaries, the response rate was more than 99.9 percent.

Table A-1a provides the number of Title IV institutions and administrative offices and the survey response rates for the HR component and the required HR sections for winter 2006-07 by degree-granting status and level and control of institution for the United States only (excluding any other jurisdictions).

The National Center for Education Statistics (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.

Although the Fall Staff section was not required in 2006-07, it was available to degree-granting institutions and related administrative offices and to non-degree-granting institutions and related administrative offices. Overall, 65.3 percent of institutions and administrative offices elected voluntarily to respond to the Fall Staff section in 2006-07. By sector, responses rates ranged from 52.1 to 76.0 percent, with the lowest percent belonging to 4-year private not-for-profit institutions and the highest percent belonging to less-than-2-year public institutions.

## **Survey Procedures**

The winter 2006-07 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. Additionally, many states or systems had one or more coordinators.

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 2006-07 IPEDS data collection, keyholders were asked to register before the fall 2006 data collection. Registration information, including UserIDs and passwords, was e-mailed to existing keyholders in early August. Also in early August, letters were sent to chief executive officers (CEOs) at institutions without preregistered keyholders, requesting that they appoint a keyholder for the 2006-07 collection year. The package included a letter for the keyholder and a registration certificate with the institution’s UserID and password for the entire 2006-07

Table A-1. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2006-07 data collection, by survey component or section, degree-granting status, and level and control of institution: United States and other jurisdictions

Degree-granting status and level and control of institution	Human Resources component			Employees by Assigned Position section		
	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)
All institutions	6,765	6,755	99.9	6,765	6,755	99.9
Public	2,106	2,105	100.0	2,106	2,105	100.0
Private not-for-profit	1,904	1,903	99.9	1,904	1,903	99.9
Private for-profit	2,755	2,747	99.7	2,755	2,747	99.7
4-year	2,751	2,749	99.9	2,751	2,749	99.9
Public	701	700	99.9	701	700	99.9
Private not-for-profit	1,588	1,587	99.9	1,588	1,587	99.9
Private for-profit	462	462	100.0	462	462	100.0
2-year	2,253	2,252	100.0	2,253	2,252	100.0
Public	1,188	1,188	100.0	1,188	1,188	100.0
Private not-for-profit	214	214	100.0	214	214	100.0
Private for-profit	851	850	99.9	851	850	99.9
Less-than-2-year	1,761	1,754	99.6	1,761	1,754	99.6
Public	217	217	100.0	217	217	100.0
Private not-for-profit	102	102	100.0	102	102	100.0
Private for-profit	1,442	1,435	99.5	1,442	1,435	99.5
Degree-granting	4,469	4,466	99.9	4,469	4,466	99.9
4-year	2,735	2,733	99.9	2,735	2,733	99.9
Public	700	699	99.9	700	699	99.9
Private not-for-profit	1,573	1,572	99.9	1,573	1,572	99.9
Private for-profit	462	462	100.0	462	462	100.0
2-year	1,734	1,733	99.9	1,734	1,733	99.9
Public	1,085	1,085	100.0	1,085	1,085	100.0
Private not-for-profit	110	110	100.0	110	110	100.0
Private for-profit	539	538	99.8	539	538	99.8
Non-degree-granting	2,296	2,289	99.7	2,296	2,289	99.7
4-year <sup>1</sup>	16	16	100.0	16	16	100.0
Public	1	1	100.0	1	1	100.0
Private not-for-profit	15	15	100.0	15	15	100.0
Private for-profit	†	†	†	†	†	†
2-year	519	519	100.0	519	519	100.0
Public	103	103	100.0	103	103	100.0
Private not-for-profit	104	104	100.0	104	104	100.0
Private for-profit	312	312	100.0	312	312	100.0
Less-than-2-year	1,761	1,754	99.6	1,761	1,754	99.6
Public	217	217	100.0	217	217	100.0
Private not-for-profit	102	102	100.0	102	102	100.0
Private for-profit	1,442	1,435	99.5	1,442	1,435	99.5

See notes at end of table.

Table A-1. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2006-07 data collection, by survey component or section, degree-granting status, and level and control of institution: United States and other jurisdictions—Continued

Degree-granting status and level and control of institution	Salaries section		
	Final universe	Number responded	Response rate (%)
All institutions	4,270 <sup>2,3</sup>	4,267	99.9
Public	1,708 <sup>2,3</sup>	1,707	99.9
Private not-for-profit	1,625	1,624	99.9
Private for-profit	937	936	99.9
4-year	2,597	2,595	99.9
Public	653	652	99.8
Private not-for-profit	1,520	1,519	99.9
Private for-profit	424	424	100.0
2-year	1,671 <sup>2</sup>	1,670	99.9
Public	1,053 <sup>2</sup>	1,053	100.0
Private not-for-profit	105	105	100.0
Private for-profit	513	512	99.8
Less-than-2-year	2 <sup>3</sup>	2	100.0
Public	2 <sup>3</sup>	2	100.0
Private not-for-profit	†	†	†
Private for-profit	†	†	†
Degree-granting	4,268 <sup>2</sup>	4,265	99.9
4-year	2,597	2,595	99.9
Public	653	652	99.8
Private not-for-profit	1,520	1,519	99.9
Private for-profit	424	424	100.0
2-year	1,671 <sup>2</sup>	1,670	99.9
Public	1,053 <sup>2</sup>	1,053	100.0
Private not-for-profit	105	105	100.0
Private for-profit	513	512	99.8
Non-degree-granting	2 <sup>3</sup>	2	100.0
4-year <sup>1</sup>	†	†	†
Public	†	†	†
Private not-for-profit	†	†	†
Private for-profit	†	†	†
2-year	†	†	†
Public	†	†	†
Private not-for-profit	†	†	†
Private for-profit	†	†	†
Less-than-2-year	2 <sup>3</sup>	2	100.0
Public	2 <sup>3</sup>	2	100.0
Private not-for-profit	†	†	†
Private for-profit	†	†	†

† Not applicable.

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

<sup>2</sup> The Salaries section became applicable to two administrative offices serving 2-year public institutions because two degree-granting institutions could not separate their faculty data by degree-granting status.

<sup>3</sup> The Salaries section became applicable to two non-degree-granting institutions because two degree-granting institutions could not separate their faculty data by degree-granting status.

NOTE: The Employees by Assigned Position section was applicable to all institutions and administrative offices. Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section. Data were imputed for all Human Resources nonrespondents. 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 2006-07.

Table A-1a. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2006-07 data collection, by survey component or section, degree-granting status, and level and control of institution: United States

Degree-granting status and level and control of institution	Human Resources component			Employees by Assigned Position section		
	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)
All institutions	6,598	6,593	99.9	6,598	6,593	99.9
Public	2,080	2,079	100.0	2,080	2,079	100.0
Private not-for-profit	1,849	1,848	99.9	1,849	1,848	99.9
Private for-profit	2,669	2,666	99.9	2,669	2,666	99.9
4-year	2,686	2,684	99.9	2,686	2,684	99.9
Public	683	682	99.9	683	682	99.9
Private not-for-profit	1,549	1,548	99.9	1,549	1,548	99.9
Private for-profit	454	454	100.0	454	454	100.0
2-year	2,230	2,229	100.0	2,230	2,229	100.0
Public	1,180	1,180	100.0	1,180	1,180	100.0
Private not-for-profit	210	210	100.0	210	210	100.0
Private for-profit	840	839	99.9	840	839	99.9
Less-than-2-year	1,682	1,680	99.9	1,682	1,680	99.9
Public	217	217	100.0	217	217	100.0
Private not-for-profit	90	90	100.0	90	90	100.0
Private for-profit	1,375	1,373	99.9	1,375	1,373	99.9
Degree-granting	4,382	4,379	99.9	4,382	4,379	99.9
4-year	2,670	2,668	99.9	2,670	2,668	99.9
Public	682	681	99.9	682	681	99.9
Private not-for-profit	1,534	1,533	99.9	1,534	1,533	99.9
Private for-profit	454	454	100.0	454	454	100.0
2-year	1,712	1,711	99.9	1,712	1,711	99.9
Public	1,077	1,077	100.0	1,077	1,077	100.0
Private not-for-profit	106	106	100.0	106	106	100.0
Private for-profit	529	528	99.8	529	528	99.8
Non-degree-granting	2,216	2,214	99.9	2,216	2,214	99.9
4-year <sup>1</sup>	16	16	100.0	16	16	100.0
Public	1	1	100.0	1	1	100.0
Private not-for-profit	15	15	100.0	15	15	100.0
Private for-profit	†	†	†	†	†	†
2-year	518	518	100.0	518	518	100.0
Public	103	103	100.0	103	103	100.0
Private not-for-profit	104	104	100.0	104	104	100.0
Private for-profit	311	311	100.0	311	311	100.0
Less-than-2-year	1,682	1,680	99.9	1,682	1,680	99.9
Public	217	217	100.0	217	217	100.0
Private not-for-profit	90	90	100.0	90	90	100.0
Private for-profit	1,375	1,373	99.9	1,375	1,373	99.9

See notes at end of table.



Table A-1a. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2006-07 data collection, by survey component or section, degree-granting status, and level and control of institution: United States—Continued

Degree-granting status and level and control of institution	Salaries section		
	Final universe	Number responded	Response rate (%)
All institutions	4,188 <sup>2,3</sup>	4,185	99.9
Public	1,683 <sup>2,3</sup>	1,682	99.9
Private not-for-profit	1,586	1,585	99.9
Private for-profit	919	918	99.9
4-year	2,537	2,535	99.9
Public	636	635	99.8
Private not-for-profit	1,485	1,484	99.9
Private for-profit	416	416	100.0
2-year	1,649 <sup>2</sup>	1,648	99.9
Public	1,045 <sup>2</sup>	1,045	100.0
Private not-for-profit	101	101	100.0
Private for-profit	503	502	99.8
Less-than-2-year	2 <sup>3</sup>	2	100.0
Public	2 <sup>3</sup>	2	100.0
Private not-for-profit	†	†	†
Private for-profit	†	†	†
Degree-granting	4,186 <sup>2</sup>	4,183	99.9
4-year	2,537	2,535	99.9
Public	636	635	99.8
Private not-for-profit	1,485	1,484	99.9
Private for-profit	416	416	100.0
2-year	1,649 <sup>2</sup>	1,648	99.9
Public	1,045 <sup>2</sup>	1,045	100.0
Private not-for-profit	101	101	100.0
Private for-profit	503	502	99.8
Non-degree-granting	2 <sup>3</sup>	2	100.0
4-year <sup>1</sup>	†	†	†
Public	†	†	†
Private not-for-profit	†	†	†
Private for-profit	†	†	†
2-year	†	†	†
Public	†	†	†
Private not-for-profit	†	†	†
Private for-profit	†	†	†
Less-than-2-year	2 <sup>3</sup>	2	100.0
Public	2 <sup>3</sup>	2	100.0
Private not-for-profit	†	†	†
Private for-profit	†	†	†

† Not applicable.

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

<sup>2</sup> The Salaries section became applicable to two administrative offices serving 2-year public institutions because two degree-granting institutions could not separate their faculty data by degree-granting status.

<sup>3</sup> The Salaries section became applicable to two non-degree-granting institutions because two degree-granting institutions could not separate their faculty data by degree-granting status.

NOTE: The Employees by Assigned Position section was applicable to all institutions and administrative offices. Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section. Data were imputed for all Human Resources nonrespondents.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07.

collection period. Subsequent registration mailings were sent in late August and late September to CEOs of institutions at which a keyholder had still not been registered. At the beginning of the winter and spring collections, in early December 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, follow-up 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 previously, survey respondents were required to register before entering 2006-07 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 2006-07 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, Fall Staff and Salaries data were perturbed during the migration process to protect any individually identifiable information.

## **Survey Sections**

### **Human Resources**

The Human Resources (HR) component is comprised of three sections: Employees by Assigned Position (EAP), Fall Staff, and Salaries. A description of each HR section follows.

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

This section of the HR component was required by all Title IV institutions and administrative offices for winter 2006-07. The EAP section categorizes all staff 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. The medical school pages of EAP were applicable to institutions with M.D. and/or D.O. programs only. Employees affiliated with (housed in or under the authority of) the medical school were reported with the medical school. For example, if an institution's medical school employees were housed with the institution's employees in other health-related disciplines (e.g., dentistry, veterinary medicine, nursing), the institution was instructed to report both sets of employees in the medical school part of the EAP section and list the other health-related disciplines in the designated comment box in the EAP section.

Employees who were in health disciplines that were not considered part of the medical school were reported in the non-medical school part of EAP.

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

All full-time instructional faculty classified in the EAP full time non-medical school part as either (1) primarily instruction or (2) instruction combined with research and/or public service are included in the Salaries section, unless they are exempted because of one of the exclusions noted in the description of the Salaries section on the next page.

### *Fall Staff*

This section of the HR component is required in odd-numbered years (e.g., staff in fall 2005) and optional in even-numbered years (e.g., 2006). There are three different versions of the Fall Staff section and applicability to each version is determined by the degree-granting status of an institution and/or the number of full-time staff. The descriptions of the three versions of Fall Staff are listed below.

1. Degree-granting institutions and related administrative offices that have *15 or more full-time staff* complete the long version of Fall Staff. This version collects the number of staff by employment status (full time and part time), gender, race/ethnicity, faculty status, contract length, academic rank, salary class intervals, and primary function/occupational activity. This version also collects data on newly hired full-time permanent staff. The long version includes the following six parts:
  - Part G: Faculty and tenure status of full-time faculty by racial/ethnic category, gender, and academic rank;
  - Part H: Full-time faculty by racial/ethnic category, gender, contract length, and salary class intervals;
  - Part I: All other full-time staff by racial/ethnic category, gender, primary function/occupational activity, and salary class intervals;
  - Part J: Part-time staff by racial/ethnic category, gender, and primary function/occupational activity;
  - Part K: Summary of full-time and part-time staff by racial/ethnic category and gender; and
  - Part L: New hires by racial/ethnic category, gender, and primary function/occupational activity.
2. Degree-granting institutions and related administrative offices that have *less than 15 full-time staff* complete one of the short versions of Fall Staff. The short version completed by this group of institutions and administrative offices collects the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity. (Data entry screens to report graduate assistants are included in this version.). This is the first year that Fall Staff was applicable to institutions and related administrative offices that had *less than 15 full-time staff*. This version includes the following three parts:

- Part G: Full-time staff by racial/ethnic category, gender, and primary function/occupational activity;
- Part H: Part-time staff by racial/ethnic category, gender, and primary function/occupational activity<sup>4</sup>; and
- Part I: Summary of full-time and part-time staff by racial/ethnic category and gender.

3. Non-degree-granting institutions and related administrative offices complete the other short version of Fall Staff. This short version collects the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity; however, data entry screens to report graduate assistants are not included in this version. The following parts are included in this version:

- Part D: Full-time staff by racial/ethnic category, gender, and primary function/occupational activity;
- Part E: Part-time staff by racial/ethnic category, gender, and primary function/occupational activity<sup>5</sup>; and
- Part F: Summary of full-time and part-time staff by racial/ethnic category and gender.

In all versions of the Fall Staff section, data are collected for staff on the payroll of the institution as of November 1 of the collection year.<sup>6</sup> While most of the primary functions/occupational activities in the Fall Staff section are the same as the primary functions/occupational activities in the EAP section, the “faculty” job category is the exception to this rule. The “faculty” reported in the Fall Staff section is equivalent to the group of people reported in the EAP section as primarily instruction, instruction combined with research and/or public service, primarily research, and primarily public service.

### *Salaries*

This section of the HR component collects data on full-time instructional faculty—that is, those persons classified as either primarily instruction or instruction combined with research and/or public service (except those in medical schools of the EAP section, as described above). Although the Salaries section is required by Title IV degree-granting institutions except for those institutions at which all instructional faculty are part time, contribute their services, are in the military, or teach preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section. The data are current as of November 1 of the collection year and include all full-time instructional faculty on the payroll.

Part D of the Salaries section collects the number of full-time instructional faculty on less-than-9-month, 9/10-month, and 11/12-month contracts by gender and academic rank (professor, associate professor, assistant professor, instructor, lecturer, and no academic rank). For winter 2006-07, Part D also began collecting the number of full-time instructional faculty on 9/10-month and 11/12-month contracts by faculty status, gender, and academic rank from 4-year degree-granting institutions. Prior to 2006-07, data by faculty status were last collected in the

<sup>4</sup> Includes data entry screens to report graduate assistants.

<sup>5</sup> Excludes data entry screens to report graduate assistants.

<sup>6</sup> There are slightly different reporting requirements for the new hires part of the long version of Fall Staff. For more information on new hires, refer to the glossary (appendix B).

Salaries component in 1999-2000. Since the collection of data by faculty status in the Salaries section was reinstated for 2006-07, the reporting of the data was optional for 2006-07, but will be required in 2007-08. Part E collects the salary outlays associated with the full-time instructional faculty on 9/10-month and 11/12-month contracts reported in part D, by gender and academic rank (professor, associate professor, assistant professor, instructor, lecturer, and no academic rank). Part F 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 (dependents only), 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 *First Look* use "adjusted" faculty salaries (salaries equated to 9-month contracts). Total salary outlays for full-time instructional 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, and the resulting sum was then divided by the total number of faculty to determine an average salary for each rank. Salaries for faculty on less-than-9-month contracts were not collected.

## **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 section (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 boxes to explain any special circumstances that might not be evident in their reported data and to report staff members who were difficult to categorize. 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 the EAP, Fall Staff, and Salaries sections, current year data (winter 2006-07) were compared to the previous year's data (winter 2005-06) and large discrepancies had to be explained. If an institution elected not to complete the Fall Staff section for winter 2006-07, which was an optional reporting year for Fall Staff, the current year to prior year edits were not performed. In addition, for the Salaries section, average salaries were calculated, and checks were in place for unusually high or unusually low averages. The number of full-time instructional faculty receiving fringe benefits could not exceed the total number of full-time instructional faculty by contract length, except for the tuition plan (dependents only) benefit.<sup>7</sup> The number of full-time

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<sup>7</sup> The number of persons reported for the tuition plan (dependents only) benefit represents the number of dependents (e.g., children, spouse, etc.) of full-time instructional faculty receiving tuition benefits, rather than the number of full-time instructional faculty receiving this benefit. For example, if a full-time instructional faculty member is receiving tuition benefits and two children of the same faculty member are also receiving tuition benefits, the two children should be reported in the "tuition plan (dependents only)" benefit category; however, the faculty member should not be reported in this case.)

instructional faculty in the Salaries section 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 section and less than or equal to the number of full-time faculty in the Fall Staff section (if reported).

## Imputation Procedures

All required sections of the HR component were subject to imputation for nonresponse. The EAP and Salaries data for Title IV institutions were imputed for 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>8</sup> in IPEDS.
- The institution must not be a child institution (a child institution's data are reported by another institution, referred to as the "parent").
- For the Salaries section, the institution must be a degree-granting institution.
- For the Salaries section, the institution's instructional faculty must not all fall into one of the following categories:
  - Instructional faculty that are employed on a part-time basis.
  - Instructional faculty that contribute their services.
  - Instructional faculty that are military personnel.
  - Instructional faculty that teach preclinical or clinical medicine.

The HR component was imputed using 65 imputation groups as necessary to ensure imputed data were donated from institutions with characteristics similar to those of the nonresponding institution. The imputation groups were formed based primarily on institutional sector and undergraduate, graduate, and first-professional offerings.

The following imputation methods<sup>9</sup> were used to impute missing data in the HR component:

- *Carry Forward*—Reported prior year data were carried forward to the current year. The prior year data were used as the base value for the imputation. To adjust for year-to-year change, the base value was then multiplied by an adjustment ratio for each section of the HR component. The adjustment ratio varied depending on the data being imputed. For employee counts, the adjustment factor used was the ratio of total staff reported in the current year to those reported in the prior year in EAP, within the imputation group. For salary outlays and benefit expenditures, an inflation adjustment was used. This ratio is total salary outlays (or benefit expenditures) in the current year to total salary outlays (or benefit expenditures) in the prior year, within the imputation group.
- *Nearest Neighbor*—Previous year Fall Enrollment data were used to determine the distance between an imputee and a potential donor. The distance measure was full-time equivalent (FTE) enrollment, defined as  $(1/3 \times \text{part-time students}) + (\text{full-time students})$ . Each nearest neighbor imputee was imputed with the current year HR data from the donor in the same

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<sup>8</sup> Institutions that did not respond were verified as currently active (open for business) prior to imputation through telephone calls or e-mail.

<sup>9</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.

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.

For the EAP section, table A-2 depicts information on the total number of staff along with the number and percentages of staff that were imputed for all Title IV institutions and administrative offices in the United States, by control of institution, employment status, primary function/occupational activity, degree-granting status, and medical school staff status.

For the Salaries section, table A-3 depicts the total salary outlays along with 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 fringe benefit expenditures along with the amounts and percentages that were imputed for Title IV degree-granting institutions in the United States, by control of institution, contract length, and fringe benefit type.

### **Data Perturbation and Confidentiality**

Under law, data collected under a pledge of confidentiality and distributed by 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-2. Staff, number of staff imputed, and percentages imputed for all Title IV institutions and administrative offices, by control of institution, employment status, primary function/occupational activity, degree-granting status, and medical school staff status: United States, fall 2006

Employment status, primary function/occupational activity, degree-granting status, and medical school staff status	Total			Public			Private not-for-profit			Private for-profit		
	Staff	Imputed		Staff	Imputed		Staff	Imputed		Staff	Imputed	
		Number	Percent		Number	Percent		Number	Percent		Number	Percent
Total <sup>1</sup>	3,535,676	1,132	#	2,331,956	958	#	1,008,298	66	#	195,422	108	0.1
Full-time staff	2,284,261	978	#	1,473,371	878	0.1	711,257	31	#	99,633	69	0.1
Primarily instruction	462,479	35	#	296,607	0	0.0	138,341	3	#	27,531	32	0.1
Instruction/research/public service	183,920	360	0.2	128,892	359	0.3	52,932	1	#	2,096	0	0.0
Primarily research	46,838	0	0.0	28,879	0	0.0	17,934	0	0.0	25	0	0.0
Primarily public service	16,069	0	0.0	10,994	0	0.0	4,974	0	0.0	101	0	0.0
Executive/administrative/managerial	205,920	181	0.1	101,590	154	0.2	86,268	15	#	18,062	12	0.1
Other professional (support/service)	601,334	52	#	396,649	43	#	177,274	0	0.0	27,411	9	#
Technical and paraprofessionals	158,730	46	#	112,557	44	#	42,146	0	0.0	4,027	2	#
Clerical and secretarial	355,963	130	#	222,205	110	#	115,503	7	#	18,255	13	0.1
Skilled crafts	59,611	57	0.1	45,037	57	0.1	14,448	0	0.0	126	0	0.0
Service/maintenance	193,397	117	0.1	129,961	111	0.1	61,437	5	#	1,999	1	0.1
Part-time staff	1,251,415	154	#	858,585	80	#	297,041	35	#	95,789	39	#
Primarily instruction	579,305	61	#	350,503	0	0.0	140,839	27	#	87,963	34	#
Instruction/research/public service	59,663	48	0.1	42,068	48	0.1	16,858	0	0.0	737	0	0.0
Primarily research	9,990	0	0.0	6,723	0	0.0	3,253	0	0.0	14	0	0.0
Primarily public service	6,457	0	0.0	5,002	0	0.0	1,419	0	0.0	36	0	0.0
Executive/administrative/managerial	7,155	6	0.1	3,243	6	0.2	3,133	0	0.0	779	0	0.0
Other professional (support/service)	92,932	0	0.0	63,756	0	0.0	27,358	0	0.0	1,818	0	0.0
Graduate assistants <sup>2</sup>	322,218	0	0.0	262,053	0	0.0	60,072	0	0.0	93	0	0.0
Technical and paraprofessionals	38,534	8	#	30,458	7	#	7,476	1	#	600	0	0.0
Clerical and secretarial	94,534	19	#	69,001	10	#	22,903	5	#	2,630	4	0.2
Skilled crafts	3,014	0	0.0	2,244	0	0.0	698	0	0.0	72	0	0.0
Service/maintenance	37,613	12	#	23,534	9	#	13,032	2	#	1,047	1	0.1
Degree-granting	3,466,286	1,106	#	2,309,503	958	#	997,761	66	#	159,022	82	0.1
Non-degree-granting	69,390	26	#	22,453	0	0.0	10,537	0	0.0	36,400	26	0.1
Staff (except those in medical schools)	3,199,331	1,132	#	2,141,780	958	#	862,129	66	#	195,422	108	0.1
Medical school employees	336,345	0	0.0	190,176	0	0.0	146,169	0	0.0	†	†	†

† Not applicable.

# Rounds to zero.

<sup>1</sup> Data are for all institutions and administrative offices.

<sup>2</sup> By definition, graduate assistants are part-time.

NOTE: Table is restricted to U.S. institutions only. For institutions in other jurisdictions, 114 of 38,261 staff were imputed.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07, Human Resources component, Employees by Assigned Position section.



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 2006-07

[Salary amounts are in thousands of dollars]

Gender and academic rank	Total <sup>1</sup>			Public			Private not-for-profit			Private for-profit		
	Salary outlays	Imputed Amount	Imputed Percent	Salary outlays	Imputed Amount	Imputed Percent	Salary outlays	Imputed Amount	Imputed Percent	Salary outlays	Imputed Amount	Imputed Percent
9/10-month contract												
Total	\$31,777,224	\$36,939	0.1	\$21,755,312	\$36,939	0.2	\$9,984,932	\$0	0.0	\$36,981	\$0	0.0
Men	19,777,506	27,004	0.1	13,248,599	27,004	0.2	6,508,888	0	0.0	20,019	0	0.0
Professor	9,053,952	14,018	0.2	5,652,627	14,018	0.2	3,393,332	0	0.0	7,994	0	0.0
Associate	4,339,162	7,410	0.2	2,807,422	7,410	0.3	1,530,412	0	0.0	1,328	0	0.0
Assistant professor	3,466,381	5,213	0.2	2,305,780	5,213	0.2	1,158,624	0	0.0	1,977	0	0.0
Instructor	1,593,309	363	#	1,440,635	363	#	144,619	0	0.0	8,055	0	0.0
Lecturer	488,168	0	0.0	349,320	0	0.0	138,811	0	0.0	37	0	0.0
No academic rank	836,534	0	0.0	692,816	0	0.0	143,090	0	0.0	628	0	0.0
Women	11,999,718	9,935	0.1	8,506,712	9,935	0.1	3,476,044	0	0.0	16,962	0	0.0
Professor	2,951,613	4,417	0.1	1,916,572	4,417	0.2	1,030,903	0	0.0	4,138	0	0.0
Associate	2,787,653	2,643	0.1	1,816,028	2,643	0.1	970,034	0	0.0	1,592	0	0.0
Assistant professor	2,983,009	2,408	0.1	1,949,226	2,408	0.1	1,029,735	0	0.0	4,047	0	0.0
Instructor	1,850,401	467	#	1,653,974	467	#	190,344	0	0.0	6,084	0	0.0
Lecturer	544,388	0	0.0	403,736	0	0.0	140,615	0	0.0	37	0	0.0
No academic rank	882,654	0	0.0	767,177	0	0.0	114,413	0	0.0	1,064	0	0.0
11/12-month contract												
Total	6,641,713	2,843	#	4,102,425	2,588	0.1	1,789,930	255	#	749,359	0	0.0
Men	4,129,052	2,494	0.1	2,585,894	2,301	0.1	1,101,954	193	#	441,204	0	0.0
Professor	1,772,514	2,494	0.1	1,287,567	2,301	0.2	448,883	193	#	36,065	0	0.0
Associate	736,576	0	0.0	472,638	0	0.0	245,714	0	0.0	18,224	0	0.0
Assistant professor	522,562	0	0.0	311,651	0	0.0	196,008	0	0.0	14,903	0	0.0
Instructor	632,323	0	0.0	238,985	0	0.0	78,517	0	0.0	314,821	0	0.0
Lecturer	125,898	0	0.0	108,686	0	0.0	17,144	0	0.0	67	0	0.0
No academic rank	339,180	0	0.0	166,368	0	0.0	115,688	0	0.0	57,124	0	0.0
Women	2,512,661	349	#	1,516,531	288	#	687,976	62	#	308,154	0	0.0
Professor	510,822	349	0.1	351,569	288	0.1	144,760	62	#	14,493	0	0.0
Associate	479,197	0	0.0	303,863	0	0.0	165,169	0	0.0	10,165	0	0.0
Assistant professor	529,676	0	0.0	310,028	0	0.0	210,039	0	0.0	9,610	0	0.0
Instructor	597,160	0	0.0	292,221	0	0.0	79,273	0	0.0	225,666	0	0.0
Lecturer	104,663	0	0.0	88,606	0	0.0	14,549	0	0.0	1,508	0	0.0
No academic rank	291,144	0	0.0	170,244	0	0.0	74,186	0	0.0	46,713	0	0.0

# Rounds to zero.

<sup>1</sup> Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section.

NOTE: Table is restricted to U.S. institutions only. No salary outlays were imputed for institutions in other jurisdictions.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07, Human Resources component, Salaries section.

Table A-4. Fringe 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 2006-07

[Expenditure amounts are in thousands of dollars]

Fringe benefit type	Total <sup>1</sup>			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	\$2,143,946	\$0	0.0	\$1,311,703	\$0	0.0	\$831,277	\$0	0.0	\$966	\$0	0.0
Retirement plans— vested after 5 years	804,351	4,760	0.6	766,405	4,760	0.6	37,663	0	0.0	282	0	0.0
Medical/dental plans	3,079,871	1,370	#	2,282,877	1,370	0.1	794,057	0	0.0	2,938	0	0.0
Group life insurance	78,660	6	#	47,893	6	#	30,416	0	0.0	351	0	0.0
Other insurance benefits	48,647	0	0.0	35,998	0	0.0	12,562	0	0.0	87	0	0.0
Guaranteed disability income protection	76,796	0	0.0	45,865	0	0.0	30,895	0	0.0	36	0	0.0
Tuition plan	230,210	0	0.0	42,181	0	0.0	187,954	0	0.0	74	0	0.0
Housing plan	14,844	0	0.0	96	0	0.0	14,748	0	0.0	†	†	†
Social Security taxes	1,935,275	43	#	1,260,140	43	#	672,890	0	0.0	2,245	0	0.0
Unemployment compensation	55,698	0	0.0	34,145	0	0.0	21,342	0	0.0	210	0	0.0
Worker's compensation	175,765	0	0.0	120,364	0	0.0	55,287	0	0.0	114	0	0.0
Other benefits in kind with cash options	58,745	0	0.0	32,982	0	0.0	25,729	0	0.0	34	0	0.0
11/12-month contract												
Retirement plans— vested within 5 years	370,486	1	#	233,760	0	0.0	128,691	1	#	8,035	0	0.0
Retirement plans— vested after 5 years	173,315	359	0.2	156,336	359	0.2	12,454	0	0.0	4,524	0	0.0
Medical/dental plans	509,835	63	#	315,288	63	#	142,978	#	#	51,569	0	0.0
Group life insurance	18,496	#	#	10,134	#	#	6,378	#	#	1,984	0	0.0
Other insurance benefits	13,504	#	#	8,743	0	0.0	3,717	#	#	1,044	0	0.0
Guaranteed disability income protection	19,848	0	0.0	11,532	0	0.0	6,558	0	0.0	1,758	0	0.0
Tuition plan	33,341	0	0.0	6,195	0	0.0	23,338	0	0.0	3,808	0	0.0
Housing plan	6,012	0	0.0	12	0	0.0	5,938	0	0.0	62	0	0.0
Social Security taxes	374,852	9	#	218,160	8	#	110,439	1	#	46,253	0	0.0
Unemployment compensation	17,415	2	#	4,836	0	0.0	5,647	2	#	6,932	0	0.0
Worker's compensation	36,120	2	#	18,095	0	0.0	11,581	2	#	6,443	0	0.0
Other benefits in kind with cash options	16,014	0	0.0	11,879	0	0.0	3,886	0	0.0	249	0	0.0

† Not applicable.

# Rounds to zero.

<sup>1</sup> Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional faculty were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, four degree-granting institutions reported not only their own data, but data for two non-degree-granting institutions and two administrative offices because the data could not be separated by degree-granting status. The four additional entities are included in the universe and response rate numbers of the Salaries section.

NOTE: Table is restricted to U.S. institutions only. No expenditures were imputed for institutions in other jurisdictions.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2006-07, Human Resources component, Salaries section.

## 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 two semesters, three quarters, two trimesters, two 4-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 such 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, not-for-profit or private, for-profit 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 staff 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, 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 whose specific assignments customarily are made for the purpose of providing instruction or teaching, 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, teaching, 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 specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Also includes full-time faculty for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of 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.

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 between instruction or 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. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is instruction combined with research and/or public service.

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-month salary contract/teaching period: The contracted teaching period of faculty employed for less than two semesters, three quarters, two trimesters, or two 4-month sessions.

level (of institution): A classification of whether an institution's programs are of at least 4 years' duration or beyond a baccalaureate level (4-year institution), at least 2 but less than 4 years (2-year institution), or less than 2 years (less-than-2-year institution).

medical school staff: Staff employed by or staff working in the medical school (M.D. and/or D.O.) 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 unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school.

new hires: Full-time permanent staff who were included on the payroll of the institution between July 1st and October 31st of the survey year, either for the first time (new to the institution) or after a break in service and who were still on the payroll of the institution as of November 1st of the same survey year. Does not include persons who have returned from sabbatical leave or full-time faculty working less-than-9-month contracts/teaching periods.

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: Staff 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.

not on tenure track: Positions that are considered non-tenure-earning positions.

on tenure track: Personnel positions that lead to consideration for tenure.

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 staff 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 education 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, or 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 customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. 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 rank titles of professor, associate professor, or assistant professor. 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 public service.

primarily research: A primary function or occupational activity category used to classify persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, of 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 function/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: executive, administrative, and managerial; faculty (instruction/research/public service); 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: Staff of an institution whose primary function or occupational activity is classified as one of the following: faculty; executive, administrative, managerial; other professional (support/service); or graduate assistant.

Program Participation Agreement (PPA): 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.

public institution: An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported largely by public funds.

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 noncitizens 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.

tenure status: Status of a personnel position with respect to permanence of the position.

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 for security purposes in order to access the Integrated Postsecondary Education Data System (IPEDS) data collection system.