

Employees by Assigned Position 2003

EAP Screening Questions

Does your institution have a **medical school**?

If you answer Yes to this question, you will be provided the screens to report medical school faculty and staff.

Yes No

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

If you answer Yes to this question, you will be provided the screens to report part-time faculty and staff.

Yes No

CAVEATS

Employees by Assigned Position - Full-time non-medical

Headcount of **full-time employees (non-medical)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

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

Employees by Assigned Position - Full-time medical
Applicable to 4-year and above institutions only

Headcount of **full-time employees (medical school)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

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

Employees by Assigned Position - Part-time non-medical

Headcount of **part-time employees (non-medical)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status		
Primarily instruction						
Instruction/research/public service						
Primarily research						
Primarily public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part-time (non-medical)						
Total from prior year						

Employees by Assigned Position - Part-time medical
Applicable to 4-year and above institutions only

Headcount of **part-time employees (medical school)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction						
Instruction/research/public service/clinical						
Primarily research						
Primary public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part-time (medical school)						
Total from prior year						

GENERAL INSTRUCTIONS – Employees by Assigned Position, Fall 2003

This component of IPEDS is now mandatory for all Title IV institutions.

The basic Employees by Assigned Position (EAP) component (non-medical full time and part time) is applicable to all institutions (4-year and above, 2-year, and less than 2-year) while the medical school pages (full time and part time) of EAP are applicable to 4-year and above institutions only.

SPECIAL NOTES

- All staff reported in the EAP component are to be included in the Fall Staff component in the same occupational activity categories.
- All staff reported in the EAP component, full-time, non-medical category, as either Primarily instruction **or** Instruction combined with research and/or public service are to be included in the Salaries component.
- Please refer to the detailed instructions for Fall Staff and Salaries in the Help Menu.
- Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.

PERIOD OF REPORT

Report all persons on the payroll of the institution as of November 1, 2003. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

GENERAL NOTES

Report all employees classified as full time or part time by the institution in either the medical¹ and/or non-medical section of the survey.

Individual employees are counted only once even if employed in multiple ways (e.g., a full-time employee who also teaches part time on a per course basis is counted only as full time).

- **To determine employee status:** Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee's term of contract is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.
- **To determine faculty status:** If, by institutional definition, an employee has faculty status, categorize the employee according to his/her tenure status. (For additional information on reporting by tenure status, refer to the next bullet.) If the employee does not have faculty status, count as "without faculty status".

NOTE: The three faculty status columns (1 - Tenured, 2 - On tenure track, and 3 - Not on tenure track/no tenure system) are now ONLY applicable to the first six primary functions/occupational activities listed on the survey form, which are: Primarily Instruction, Instruction combined with research and/or public service, Primarily research, Primarily public service, Executive/administrative/managerial, and Other professionals (support/service). Employees who fall under the four other primary functions/occupational activities (Technical and paraprofessionals, Clerical and secretarial, Skilled crafts, and Service/Maintenance) should be reported as "without faculty status". If EAP data are to be imported, please refer to the import specifications for the line numbers associated with the primary functions/occupational activities.

For this report, **faculty** are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or

activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent). **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.

- **To determine tenure status:** Count an employee only once by tenure status. In reporting employees by primary functions/occupational activities and tenure, use the institution's criteria or requirements for either, notwithstanding the fact that the policy used by the institution may be different from that which meets or refers to a national set of principles.
 - **Tenured** - Report the number of employees who are tenured within each of the primary functions/occupational activities shown.
 - **Non-tenured on tenure track** - Report the number of employees who are not tenured but are in positions that lead to consideration for tenure within each of the primary functions/occupational activities shown.
 - **Non-tenured not on tenure track/no tenure system** - Report the number of employees who are in non-tenure earning positions within each of the primary functions/occupational activities shown. Institutions without standard academic ranks should also report full-time employees under the "No tenure system" column.

- **Graduate assistants (applicable to Part B only (part-time employees))**

Students 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. Exclude students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

- **To determine functional (occupational) category:** Employees are assigned to **ONE** category based on job title, work performed, skills, education, training and credentials. If the employee performs in more than one occupation, they should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, employees should be included in the functional category (occupation) in which they spend the most time (SOC, 1998²).
- **Supervisors of professional and technical workers** usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise (SOC, 1998).
- **First-line managers and supervisors of production, service and sales workers** who spend more than 80 percent of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work (SOC, 1998).
- **It is preferred that instruction, research, public service (IRPS) employees be assigned to a single function** (i.e., Primarily instruction, Primarily research or Primarily public service). To assign an IRPS employee with multiple activities that are split evenly between two or more functions into a single function, count the employee in the first category that is applicable. For example, a full-time IRPS employee who is 50 percent instruction and 50 percent research would be counted as Primarily instruction. A full-time IRPS employee who is 50 percent research and 50 percent public service would be counted as Primarily research. A full-time IRPS employee who is 40 percent instruction, 40 percent research and 20 percent public service would be counted as Primarily instruction. However, if it is not possible to assign an IRPS employee to a single function, count the employee in the Instruction combined with research and/or public service category.
- **Hospitals, medical centers, and other entities that offer postsecondary education programs as part of their mission** should report **only** those staff who work full time or part time in the postsecondary education division or component of the institution. If an employee works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that employee should be reported as part time in his or her primary occupational activity in the postsecondary education division or component.
- **Medical and non-medical sections:** The medical school pages (full time and part time) of EAP are applicable to 4-year and above institutions only. Institutions with medical schools and freestanding medical schools that offer postsecondary education as their primary mission are to report medical school personnel in the "Medical school" section(s). Be sure to indicate the presence of a medical school in the Screening Questions. Employees in all other

health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in the non-medical sections.

WHO TO INCLUDE IN THIS REPORT

Report the following employees —

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll.
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- “Visiting” faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report. (Do not include employees who work at branch campuses located in a foreign country.)

Do not include the following employees —

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

OCCUPATIONAL TITLES (FUNCTIONS)

Primarily instruction. Report all 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. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction**.

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

Primarily research. Report all persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, assistant professor or titles such as research associate or postdoctoral fellow. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments

(chairpersons, heads or equivalent) if their principal activity is **research**.

Primarily public service. Report all 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, assistant professor. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **public service**. Be sure to include all employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).

Executive, administrative and managerial. Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work 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. Report in this category employees holding the following titles:

- 11-1000 Top Executives
- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3000 Operations Specialties Managers

- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3060 Purchasing Managers

- 11-9033 Education Administrators, Postsecondary - includes
 - presidents
 - vice presidents (including assistants and associates)
 - deans (including assistants and associates) - *if their principal activity is administrative 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, associate managers (*including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities*)

- 11-9040 Engineering Managers
- 11-9050 Food Service Managers
- 11-9080 Lodging Managers
- 11-9112 Medical and Health Services Managers

Other professionals (support/service). Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Include employees with such titles as:

- 13-1000 Business Operations Specialists
- 13-1020 Buyers and Purchasing Agents
- 13-1070 Human Resources, Training, and Labor Relations Specialists
- 13-1110 Management Analysts
- 13-1120 Meeting and Convention Planners

- 13-1190 Miscellaneous Business Operations Specialists
- 13-2000 Financial Specialists
- 13-2011 Accountants and Auditors

13-2030 Budget Analysts
 13-2050 Financial Analysts and Advisors

 13-2060 Financial Examiners
 13-2070 Loan Counselors and Officers
 15-1000 Computer Specialists
 15-1010 Computer and Information Scientists, Research
 15-1020 Computer Programmers

 15-1030 Computer Software Engineers
 15-1040 Computer Support Specialists
 15-1050 Computer Systems Analysts
 15-1060 Database Administrators
 15-1070 Network and Computer Systems Administrators

 15-1080 Network Systems and Data Communications Analysts
 21-1000 Counselors, Social Workers, and Other Community and Social Service Specialists
 21-1010 Counselors
 21-1020 Social Workers
 21-1091 Health Educators

 21-2010 Clergy
 21-2020 Directors, Religious Activities and Education
 23-1010 Lawyers
 25-4000 Librarians, Curators, and Archivists
 25-4013 Museum Technicians and Conservators

 25-4020 Librarians
 27-1010 Artists and Related Workers
 27-1020 Designers
 27-2020 Athletes, Coaches, Umpires
 27-2030 Dancers and Choreographers

 27-2041 Music Directors and Composers
 29-1010 Chiropractors
 29-1020 Dentists
 29-1030 Dietitians and Nutritionists
 29-1040 Optometrists

 29-1050 Pharmacists
 29-1060 Physicians and Surgeons
 29-1080 Podiatrists
 29-1110 Registered Nurses
 29-1120 Therapists
 29-1130 Veterinarians

Technical and paraprofessionals. Report all 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. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000 Mathematical Technicians
 19-4000 Life, Physical, and Social Science Technicians
 19-4011 Agricultural and Food Science Technicians
 19-4030 Chemical Technicians
 19-4040 Geological and Petroleum Technicians

 19-4050 Nuclear Technicians

23-2010	Paralegals and Legal Assistants
23-2090	Miscellaneous Legal Support Workers
29-2000	Health Technologists and Technicians
29-2051	Dietetic Technicians
29-2052	Pharmacy Technicians
29-2060	Licensed Practical and Licensed Vocational Nurses
29-2070	Medical Records and Health Information Technicians
29-2080	Opticians, Dispensing
31-0000	Healthcare Support Occupations
31-1012	Nursing Aides, Orderlies, and Attendants
31-2020	Physical Therapist Assistants and Aides
31-9010	Massage Therapists
31-9091	Dental Assistants
31-9092	Medical Assistants
31-9095	Pharmacy Aides

Clerical and secretarial. Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

43-2010	Switchboard Operators, including Answering Service
43-2020	Telephone Operators
43-3010	Bill and Account Collectors
43-3020	Billing and Posting Clerks and Machine Operators
43-3030	Bookkeeping, Accounting, and Auditing Clerks
43-3050	Payroll and Timekeeping Clerks
43-3060	Procurement Clerks
43-4070	File Clerks
43-4120	Library Assistants, Clerical
43-4160	Human Resources Assistants, except Payroll and Timekeeping
43-5070	Shipping, Receiving, and Traffic Clerks
43-6000	Secretaries and Administrative Assistants
43-9010	Computer Operators
43-9020	Data Entry and Information Processing Workers
43-9031	Desktop Publishers
43-9051	Mail Clerks and Mail Machine Operators, except Postal Service
43-9060	Office Clerks, General
43-9070	Office Machine Operators, except Computer
43-9080	Proofreaders and Copy Markers

Skilled crafts. Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

51-4121	Welders, Cutters, Solderers, and Brazers
51-5010	Bookbinders and Bindery Workers
51-5020	Printers
51-7010	Cabinetmakers and Bench Carpenters
51-8000	Plant and System Operators
51-8020	Stationary Engineers and Boiler Operators
51-8030	Water and Liquid Waste Treatment Plant and System Operators

51-9020	Crushing, Grinding, Polishing, Mixing, and Blending Workers
51-9080	Medical, Dental, and Ophthalmic Laboratory Technicians
51-9120	Painting Workers
51-9130	Photographic Process Workers and Processing Machine Operators
51-9194	Etchers and Engravers

Service/Maintenance. Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010	Fire Fighters
33-3000	Law Enforcement Workers
33-3040	Parking Enforcement Workers
33-3050	Police Officers
33-9030	Security Guards
33-9092	Lifeguards, Ski Patrol
35-2000	Cooks and Food Preparation Workers
35-3000	Food and Beverage Serving Workers
35-3020	Fast Food and Counter Workers
35-3030	Waiters and Waitresses
35-9000	Other Food Preparation and Serving Related Workers
37-2000	Building Cleaning and Pest Control Workers
37-3000	Grounds Maintenance Workers
49-2000	Electrical and Electronic Equipment Mechanics, Installers, and Repairers
49-2020	Radio and Telecommunications Equipment Installers and Repairers
49-2091	Avionics Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-9010	Control and Valve Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-2000	Air Transportation Workers
53-3000	Motor Vehicle Operators
53-6021	Parking Lot Attendants

¹The medical school pages (full time and part time) of EAP are applicable to 4-year and above institutions only.

²Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.