

FORM **IPEDS-S**  
(7-1-1999)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY  
EDUCATION DATA SYSTEM**

**FALL STAFF SURVEY  
1999**

**NOTE** - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

This report is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q).

The collection and reporting of racial/ethnic data on the Fall Staff survey are **MANDATORY** for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13).

For those institutions not required to submit racial/ethnic data on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).

**Please read** the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

*Please correct any errors in the name, address, and ZIP Code.*

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.-4:30 p.m. EST.

**RETURN TO**

**Please submit by December 20, 1999**

1. Name of respondent	2. Title of respondent	3. Telephone Area code, number, extension
4. E-Mail address	FAX number	

**CERTIFICATION** - I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

5. Name (Type or print)	6. Title	7. Telephone (Area code, number, ext.)
8. Signature		9. Date

**Changes from the 1997 form for  
1999 Fall Staff Survey**

Due date changed to December 20, 1999.

This year institutions are asked to report "as of November 1, 1999." This is a change from the previous survey which used a status date of October 1.

Check box added to Part A – Check the box if "there are no full-time faculty" (Instruction/Research/Public Service).

## PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES), collects these data biennially to obtain and report a comprehensive picture of staff in institutions of postsecondary education, by their full-time or part-time status and by the type of work they do. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States. . . ." (P.L. 103-382, National Education Statistics Act of 1994, Sec 404(a)).

## USES OF DATA

Collection of these data over a period of time will produce insights into the use of full-time and part-time faculty and staff in postsecondary education. It will also allow comparisons of staffing patterns by institutional type and control and will permit analysis of the relationship between financial resources and staff resources.

Caution must be exercised when using these data. The confidentiality of individuals' salaries is preserved, in accordance with Title V, Section 501(a) of the Education Amendments of 1974 (P.L. 93-380), by removing data cells containing salary information for fewer than three individuals.

## COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Staff survey, Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other federal agencies, authorize collection of this information.

**100.6(b) Compliance Reports** – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 1.0 hour to 10.0 hours per response, with an average of 5.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

**DO NOT RETURN INSTRUCTIONS**



**Part A — FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) BY RACIAL/ETHNIC CATEGORY, SEX, CONTRACT LENGTH AND SALARY CLASS INTERVALS**  
**Employees on the payroll of the Institution as of November 1, 1999**

**Mark (X) if no full-time faculty (Instruction/Research/Public Service)**

Line No.	Faculty by contract length and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>1</b>	<b>1. 9/10 month salary contracts</b> Below \$25,000																
<b>2</b>	\$25,000–29,999																
<b>3</b>	30,000–34,999																
<b>4</b>	35,000–39,999																
<b>5</b>	40,000–44,999																
<b>6</b>	45,000–54,999																
<b>7</b>	55,000–64,999																
<b>8</b>	65,000–74,999																
<b>9</b>	75,000 and above																
<b>10</b>	<b>TOTAL 9/10 MONTH SALARY CONTRACTS</b> <i>(Sum of lines 1–9)</i>																
<b>11</b>	<b>2. Less than 9/10 month salary contracts</b>																
<b>12</b>	<b>3. 11/12 month salary contracts</b> Below \$25,000																
<b>13</b>	\$25,000–29,999																
<b>14</b>	30,000–34,999																
<b>15</b>	35,000–39,999																
<b>16</b>	40,000–44,999																
<b>17</b>	45,000–54,999																
<b>18</b>	55,000–64,999																
<b>19</b>	65,000–74,999																
<b>20</b>	75,000 and above																
<b>21</b>	<b>TOTAL 11/12 MONTH SALARY CONTRACTS</b> <i>(Sum of lines 12–20)</i>																
<b>22</b>	<b>4. PART A TOTAL</b> <i>(Sum of lines 10+11+21)</i> <i>(Same as line 107)</i>																

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS**

**Employees on the payroll of the Institution as of November 1, 1999**

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>23</b>	<b>1. Executive/Administrative, and managerial</b> Below \$25,000																
<b>24</b>	\$25,000–29,999																
<b>25</b>	30,000–34,999																
<b>26</b>	35,000–39,999																
<b>27</b>	40,000–44,999																
<b>28</b>	45,000–54,999																
<b>29</b>	55,000–64,999																
<b>30</b>	65,000–74,999																
<b>31</b>	75,000 and above																
<b>32</b>	<b>TOTAL EXECUTIVE/ ADMINISTRATIVE AND MANAGERIAL</b> <i>(Sum of lines 23–31)</i>																
<b>33</b>	<b>2. Other professionals (Support/Service)</b> Below \$25,000																
<b>34</b>	\$25,000–29,999																
<b>35</b>	30,000–34,999																
<b>36</b>	35,000–39,999																
<b>37</b>	40,000–44,999																
<b>38</b>	45,000–54,999																
<b>39</b>	55,000–64,999																
<b>40</b>	65,000–74,999																
<b>41</b>	75,000 and above																
<b>42</b>	<b>TOTAL OTHER PROFESSIONALS (SUPPORT/SERVICE)</b> <i>(Sum of lines 33–41)</i>																

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**  
**Employees on the payroll of the Institution as of November 1, 1999**

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>43</b>	<b>3. Technical and paraprofessionals</b> Below \$16,000																
<b>44</b>	\$16,000–19,999																
<b>45</b>	20,000–24,999																
<b>46</b>	25,000–29,999																
<b>47</b>	30,000–34,999																
<b>48</b>	35,000 and above																
<b>49</b>	<b>TOTAL TECHNICAL AND PARAPROFESSIONALS</b> <i>(Sum of lines 43–48)</i>																
<b>50</b>	<b>4. Clerical and secretarial</b> Below \$12,000																
<b>51</b>	\$12,000–15,999																
<b>52</b>	16,000–19,999																
<b>53</b>	20,000–24,999																
<b>54</b>	25,000–29,999																
<b>55</b>	30,000 and above																
<b>56</b>	<b>TOTAL CLERICAL AND SECRETARIAL</b> <i>(Sum of lines 50–55)</i>																

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**  
**Employees on the payroll of the Institution as of November 1, 1999**

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>57</b>	<b>5. Skilled crafts</b> Below \$16,000																
<b>58</b>	\$16,000–19,999																
<b>59</b>	20,000–24,999																
<b>60</b>	25,000–29,999																
<b>61</b>	30,000–34,999																
<b>62</b>	35,000 and above																
<b>63</b>	<b>TOTAL SKILLED CRAFTS</b> <i>(Sum of lines 57–62)</i>																
<b>64</b>	<b>6. Service/Maintenance</b> Below \$12,000																
<b>65</b>	\$12,000–15,999																
<b>66</b>	16,000–19,999																
<b>67</b>	20,000–24,999																
<b>68</b>	25,000–29,999																
<b>69</b>	30,000 and above																
<b>70</b>	<b>TOTAL SERVICE/ MAINTENANCE</b> <i>(Sum of lines 64–69)</i>																
<b>71</b>	<b>7. PART B TOTAL</b> <i>(Sum of lines 32+42+49+56+63+70)</i>																
<b>72</b>	<b>GRAND TOTAL ALL FULL-TIME EMPLOYEES</b> <i>(Sum of lines 22+71)</i>																



**Part C — ADDITIONAL INFORMATION ON FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY**

**Employees on the payroll of the Institution as of November 1, 1999**

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>73</b>	Executive, administrative, and managerial personnel with academic rank and/or tenure					ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY)											
<b>74</b>	Full-time staff paid in full from "soft money" sources																
<b>75</b>	Nonresident aliens (included in line 22)																

**Part D — PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
SEX AND PRIMARY OCCUPATIONAL ACTIVITY**

**Employees on the payroll of the Institution as of November 1, 1999**

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>76</b>	<b>PART-TIME EMPLOYEES</b> Executive, administrative, and managerial																
<b>77</b>	Faculty (Instruction/Research/Public Service)																
<b>78</b>	Instruction/Research assistants																
<b>79</b>	Other professionals (Support/Service)																
<b>80</b>	Technical and paraprofessionals																
<b>81</b>	Clerical and secretarial																
<b>82</b>	Skilled crafts																
<b>83</b>	Service/Maintenance																
<b>84</b>	<b>TOTAL PART-TIME EMPLOYEES</b> <i>(Sum of lines 76-83)</i>																
<b>85</b>	<b>GRAND TOTAL ALL EMPLOYEES</b> <i>(Sum of lines 72 and 84)</i>																

## Part E – CONTRACTED OR DONATED SERVICES

This part requests information on any services that are contracted for by the institution or donated to the institution, whether or not they were provided in part by employees reported in Parts A, B, and D,

*Report the number of full- and part-time individuals who are contracting with outside firms for services, either in whole or part or receives donated services, which would otherwise be provided by paid employees, by occupational activity. **DO NOT REPORT DOLLARS – ONLY INDIVIDUALS.***

Mark (X) if no services are contracted or donated and SKIP to Part F.

*Enter "0" in both columns if there are no contracted or donated services in that occupational activity category.*

Line No.	Occupational activity	Full-time	Part-time
<b>01</b>	Executive/administrative and managerial		
<b>02</b>	Faculty (instruction, research, public service)		
<b>03</b>	Other professionals		
<b>04</b>	Technical/paraprofessionals		
<b>05</b>	Clerical and secretarial		
<b>06</b>	Skilled crafts		
<b>07</b>	Service/maintenance		
<b>08</b>	<b>Total contracted and donated services</b> <i>(Sum of lines 01–07)</i>		

Remarks

**Part F — TENURE OF FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK**

**S**

*(Include only those employees reported in "Faculty", line 22, part A.)*

**Employees on the payroll of the Institution as of November 1, 1999**

Line No.	Faculty by tenure and academic rank	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
<b>86</b>	<b>1. Faculty with tenure</b> Professors																
		OMIT IF NO EXISTING TENURE PROGRAM															
<b>87</b>	Associate professors																
<b>88</b>	Assistant professors																
<b>89</b>	Instructors																
<b>90</b>	Lecturers																
<b>91</b>	Other faculty*																
<b>92</b>	<b>TOTAL FACULTY WITH TENURE</b> (Sum of lines 86–91)																
		OMIT IF NO EXISTING TENURE PROGRAM															
<b>93</b>	<b>2. Non-tenured faculty (Those on tenure track)</b> Professors																
<b>94</b>	Associate professors																
<b>95</b>	Assistant professors																
<b>96</b>	Instructors																
<b>97</b>	Lecturers																
<b>98</b>	Other faculty*																
<b>99</b>	<b>TOTAL NON-TENURED FACULTY (Those on tenure track)</b> (Sum of lines 93–98)																
		COMPLETE FOR ALL FACULTY NOT IN A TENURE PROGRAM															
<b>100</b>	<b>3. Non-tenured faculty (Those not on tenure track)</b> Professors																
<b>101</b>	Associate professors																
<b>102</b>	Assistant professors																
<b>103</b>	Instructors																
<b>104</b>	Lecturers																
<b>105</b>	Other faculty*																
<b>106</b>	<b>TOTAL NON-TENURED FACULTY (Those not on tenure track)</b> (Sum of lines 100–105)																
<b>107</b>	<b>TOTAL FACULTY</b> (Sum of lines 92+99+106) (Same as line 22)																

\*Institutions without standard academic ranks should report full-time faculty here.

**Part G – NEW HIRES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY**

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	<b>NEW HIRES (Full-time between July 1 and October 31, 1999)</b> <input type="checkbox"/> Mark (X) if no new hires																
<b>108</b>	Executive, administrative, and managerial							PERMANENT FULL TIME ONLY									
<b>109</b>	Faculty																
	a. Tenured																
<b>110</b>	b. Non-tenured on track																
<b>111</b>	c. Non-tenured not on track																
<b>112</b>	Other professionals (Support/Service)																
<b>113</b>	Technical and paraprofessionals																
<b>114</b>	Clerical and secretarial																
<b>115</b>	Skilled crafts																
<b>116</b>	Service/Maintenance																
<b>117</b>	<b>TOTAL</b> (Sum of lines 108–116)																

## GENERAL INSTRUCTIONS — S

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

### INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report, make any necessary corrections to the preprinted address information. Also, enter the name, title, area code, and telephone number of the person responsible for completing the report.

### PERIOD OF REPORT

All persons on the payroll of the institution as of November 1, 1999 are to be included in this report.

### PARTS A, B, C, AND D — FULL-TIME FACULTY, ALL OTHER FULL-TIME EMPLOYEES, ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY), AND PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX AND PRIMARY OCCUPATIONAL ACTIVITY

#### CATEGORIZATION OF EMPLOYEES BY EMPLOYMENT STATUS

In reporting employees, the following apply —

Report in columns 1—16 men and women by their full-time/part-time status of November 1 of this year. This status is to be determined by the institution. The attached definitions should assist in clarifying full-time/part-time status. Persons whose services are contracted by or donated to the institution should be reported only in Part E.

Each employee must be accounted for in only one of the occupational activity categories in Part A, lines 1—22 (full-time faculty), Part B, lines 23—71 (all other full-time employees), or Part D, lines 76—85 (part-time employees). If an employee is engaged in two or more separate activities, the employee should be reported according to his or her primary activity. The institution should determine what constitutes the primary activity.

Employees at off-campus centers associated with the campus covered by this report should also be reported.

Hospitals, medical centers, and other institutions which offer postsecondary education programs as only one of their primary missions should report ONLY 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 post secondary education division or component.

The following instructions will assist in the assignment of employees to primary occupational activity categories.

#### • Executive, Administrative, and Managerial

Report all persons whose assignments require primary (and major) responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement and to direct the work of others. Report in this category all officers holding titles such as president, vice president, dean, director, or the equivalent, as well as officers subordinate to any of these administrators with such titles as associate dean, assistant dean, executive officer of academic departments (department heads, or the equivalent) if their principal activity is administrative.

**NOTE** — Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft, and service/maintenance force) are to be reported within the specific categories of the personnel they supervise.

- Full-time employees report in Part B on lines 23—32.
- Part-time employees report in Part D on line 76.

#### • Faculty (Instruction/Research/Public Service)

Mark (X) in the box if there are no full-time faculty (Instruction/Research/Public Service).

Report all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of these academic ranks. If their principal activity is instructional, 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 the equivalent). Do not include student teachers or research assistants here, but report them on line 78 (part-time).

Librarians and counselors are normally reported in the other professionals category; however, some institutions treat them like faculty. If they are reported as faculty, the institution must also report them by tenure and academic rank (Part F).

Report adjunct faculty employed on a part-time basis or on a full-time basis (if they were employed the full year) in the primary occupation for which they were hired.

- Full-time employees report in Part A.
- Part-time employees report in Part D on line 77.

**REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.**

## GENERAL INSTRUCTIONS – S — Continued

### **PARTS A, B, C, AND D — FULL-TIME FACULTY, ALL OTHER FULL-TIME EMPLOYEES, ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY), AND PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX AND PRIMARY OCCUPATIONAL ACTIVITY – Continued**

#### • **Instruction/Research Assistants**

Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by graduate students having titles such as teaching assistant, teaching associate, teaching fellow, or research assistant. Exclude any student in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

- *Part-time employees report on line 78.*

#### • **Other Professionals (Support/Service)**

Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as librarians, accountants, systems analysts, computer programmers, and coaches.

- *Full-time employees report in Part B on lines 33–42.*
- *Part-time employees report in Part D on line 79.*

#### • **Technical and Paraprofessionals**

Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many 2-year technical institutes, junior colleges, or through equivalent on-the-job training. Include computer programmers (with less than a bachelor's degree) and operators, drafters, engineering aides, junior engineers, mathematical aides, licensed practical or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic, physical sciences), and similar occupational activity categories which are institutionally defined as technical assignments.

Include persons who perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience than normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept.

- *Full-time employees report in Part B on lines 43–49.*
- *Part-time employees report in Part D on line 80.*

#### • **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, such as bookkeepers, stenographers, clerk-typists, office-machine operators, statistical clerks, payroll clerks, etc. Include also sales clerks such as those employed full-time in the bookstore and library clerks who are not recognized as librarians.

- *Full-time employees report in Part B on lines 50–56.*
- *Part-time employees report in Part D on line 81.*

#### • **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 mechanics and repairers, electricians, stationary engineers, skilled machinists, upholsterers, carpenters, composers, and type-setters.

- *Full-time employees report in Part B on lines 57–63.*
- *Part-time employees report in Part D on line 82.*

#### • **Service/Maintenance**

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities or grounds of the institutional property. Include chauffeurs, laundry, and dry cleaning operatives, cafeteria and restaurant workers, truck drivers, bus drivers, garage laborers, custodial personnel, gardeners, and groundskeepers, refuse collectors, construction laborers, and security personnel.

- *Full-time employees report in Part B on lines 64–70.*
- *Part-time employees report in Part D on line 83.*

### **Part C — ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY)**

#### • **Persons with Academic Rank and/or Tenure**

Report on line 73 the number of full-time staff members included in **Executive/Administrative/Managerial** Activities (Part B, line 32) who, although their principle work is within that activity, also hold an academic rank and/or have tenure status within the institution.

## GENERAL INSTRUCTIONS – S — Continued

### Part C — ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY) — Continued

#### • Full-time Staff Paid in Full from "Soft Money"

##### Source

Report on line 74 the number of persons on the institution's payroll, employed full-time, who are paid in full from funds, traditionally referred to as "Soft Money," that are not part of the general operating fund budget for the institution. These funds may be from government agencies or private foundations for programs involving public services; research; capital improvements; administration of student-aid programs for grants, work aid, or loans; and other miscellaneous services.

*Do not include tenured faculty members in this category even if they are paid from "Soft Money" sources.*

#### • Nonresident Aliens

Report on line 75 the sex and racial/ethnic category of faculty members who are reported as nonresident aliens employed full time in Part A, line 22, columns 1 and 2. If no nonresident alien faculty are reported in Part A, do not report data on this line.

### CLASSIFICATION OF EMPLOYEES BY RACIAL/ETHNIC CATEGORY AND SEX

**Method of collection** — The manner of collection of the racial/ethnic information is left to the discretion of the institution provided that the system which is established results in reasonably accurate data, which may be replicated by others when the same documented system is utilized. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

**Assignment to categories.** For the purpose of this report, an individual may be included in the group which he or she appears to belong, identifies with, or belongs in the eyes of the community. A person may be counted in only one group. Racial/ethnic designations are requested only for United States citizens, resident aliens, and other eligible non-citizens (*See definitions below.*).

**Racial/ethnic descriptions** — Racial/ethnic designations used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- **Black, non-Hispanic** — A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian or Alaskan Native** — A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.
- **Asian or Pacific Islander** — A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India, and Vietnam.

- **Hispanic** — A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** — A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).

#### Other descriptive categories

- **Nonresident alien** — A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

**NOTE** — Nonresident aliens are to be reported separately, in the columns provided, rather than included in any of the five racial/ethnic categories above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form I-551 or I-151), a Temporary Resident Card (Form I-688), or an Arrival-Departure Record (Form I-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** — This category is used ONLY if the employee did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.

In columns 15 and 16, report the grand total of all staff employed in your institution regardless of race/ethnicity or citizenship.

### PART E — CONTRACTED OR DONATED SERVICES

If the institution contracts with outside firms for services, either in whole or in part, or receives donated services, in whole or in part, (for example, volunteers, services provided by the System Office for which the institution is not charged) that would otherwise be provided by paid employees, report the number of full- and part-time individuals who are replacing employees of the institution, by occupational activity. Mark (X) in the box provided if the institution has no contracted or donated services. Under each occupational activity, enter "0" in both columns if there are no contracted or donated services in that occupational activity category.

### PART F — TENURE OF FULL-TIME INSTRUCTIONAL FACULTY BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK

Report in this section only persons who are members of the faculty who were also reported in Part A. Count an employee only once by tenure status. Line 107, columns 15 and 16 of this section must equal the sum of all faculty members reported in Part A (line 22, columns 15 and 16).

#### A. Tenured

Report by sex and racial/ethnic designation the number of faculty who have tenure status within the institution in each of the academic ranks shown on lines 86 through 91. Total employees on line 92.



## GENERAL INSTRUCTIONS – S — Continued

### **PART F — TENURE OF FULL-TIME INSTRUCTIONAL FACULTY BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK — Continued**

In reporting the number of faculty with academic rank 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.

#### **B. Non-tenured on track**

Report by sex and racial/ethnic designation the number of faculty who are non-tenured but are in positions which lead to consideration for tenure in each of the academic ranks shown on lines 93 through 98. Total employees on line 99.

#### **C. Non-tenured not on track**

Report by sex and racial/ethnic designation the number of faculty who are in non-tenure earning positions in each of the academic ranks or their equivalents shown on lines 100 through 105. Total employees on line 106. Line 107 of this section must equal the sum of all faculty members reported in Part F (lines 92, 99, and 106).

### **PART G — NEW HIRES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY**

Report on lines 108 through 116 the number of full-time permanent employees in the respective activities who were included in the payroll for the first time between July 1 and October 31 of the survey year, and who also are included in Parts A, B, and C (full-time). These are persons who were hired for full-time permanent employment for the first time or after a break in service.

**Do not** include as new hires persons who have returned from sabbatical leave or full-time faculty with less than 9/10 month contracts. Report employment for the newly hired full-time faculty separately by Tenured, Non-tenured on track, and Non-tenured not on track.

Report total New Hires on line 117. **If you had no new hires during the specified period, mark (X) the box designating no new hires.**

#### **CONFIDENTIALITY OF DATA**

The confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974) which amends Part A of the General Education Provisions Act by adding at the end thereof a new Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below.

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the federal government."

The Freedom of Information Act requires that data retained by the federal government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public. Data cells containing salary outlays or fringe benefit expenditures for fewer than three individuals will be removed. The data base will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.

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## **GLOSSARY FALL STAFF SURVEY — S**

**ADJUNCT FACULTY** — Non-tenure track faculty serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis. *Includes* both faculty who are hired to teach an academic degree-credit course and those hired to teach a remedial, developmental, or ESL course; whether the latter three categories earn college credit is immaterial. *Excludes* regular part-time faculty (who, unlike adjuncts are not paid on a course-by-course basis), graduate assistants, full-time professional staff of the institution who may teach individual courses (e.g., a dean or academic advisor), and appointees who teach non-credit courses exclusively.

**CONTRACTED SERVICES** — Services obtained through contracts with outside agencies which would normally be provided by paid employees.

**DONATED (CONTRIBUTED) SERVICES** — Services provided by volunteers, members of religious orders, or by the Central or System office of an institution for which there is no charge to the campus but that would otherwise be provided by employees paid by the campus.

**FULL-TIME STAFF** — Persons on the payroll of the institution (or reporting unit) and classified by the institution as full time. Includes faculty on sabbatical leave and persons who are on leave but remain on the payroll.

**LESS THAN 9/10-MONTH SALARY CONTRACT** — The contracted teaching period of faculty employed for less than 2 semesters, 3 quarters, 2 trimesters, or 2 4-month sessions.

**PART-TIME STAFF** — Persons on the payroll of the institution (or reporting unit) and classified by the institution as part time. Students in the College Work-Study Program or casual employees (e.g., persons who are hired to help at registration time or to work in the bookstore for a day or two at the start of a session) are not considered part-time staff.

**POSTSECONDARY EDUCATION INSTITUTION** — An institution which has its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, and continuing professional education, and excludes avocational and adult basic education programs.

**TENURE** — Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

**TENURE TRACK** — Positions that lead to consideration for tenure.

**9/10-MONTH SALARY CONTRACT** — The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

**11/12-MONTH SALARY CONTRACT** — The contracted teaching period of faculty employed for the entire year, usually a period of 11 months.