## **Overview**

### Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. This survey collects important information about your institution's staff.

### Recent changes

There are no changes in reporting for 2013-14. However, clarifications have been made to screens and instructions, to address respondent questions. Also, check out the new FAQs.

Several Occupational Categories have been renamed, to better describe who should be reported in them:

- **New:** Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations (21-0000 + 23-0000 + 27-0000)
- Old: Community Service, Legal, Arts, and Media Occupations
- **New:** Student and Academic Affairs and Other Education Services Occupations (25-2000 + 25-3000 + 25-9000)
- Old: Other Teaching and Instructional Support Occupations

One contract type category has been expanded:

- New: Multi-year or continuing or at-will contract
- **Old:** Multi-year contract

See the instructions for the **NEW Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources component.

**Resources:** 

- To download the survey materials for this component: <u>Survey Materials</u>
- The IPEDS HR/SOC Information Center can be found at the following website: <u>http://nces.ed.gov/ipeds/resource/soc.asp.</u> (The resource center includes the IPEDS/SOC crosswalk, SOC information, the IPEDS HR/SOC Browse Tool, and web tutorials.

### Data reporting reminders:

- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.

To access your prior year data submission for this component: Reported Data

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

# Human Resources Screening Questions

Does your i	nstitut	ion ha	ive any part-time staff?			
If you answer <b>Yes</b> to this question, you will be provided the screens to report part-time staff.						
				C	Yes	o <sup>No</sup>
Does your i	nstitut	ion ha	ive 15 or more <u>full-time</u> staff?			
				o	Yes	O No
🕜 Do ALL d	of the i	nstru	ctional staff at your institution fall into any of the fo	llowing ca	tegories?	?
			of the questions below, you will <b>NOT</b> be required to rep I still be required for reporting data for full-time non-inst			s for instructional
No	0	Yes	Are ALL of the instructional staff military personnel?			
No	0	Yes	Do ALL of the instructional staff contribute their service	es (e.g., me	mbers of	a religious order)?
No     O     Yes     Do ALL of the instructional staff teach pre-clinical or clinical medicine?						
You may us	e the s	space	below to provide context for the data you've report	ed above.		

Human Resources Screening Questions					
Does your institution have a tenure system?					
If you answer Yes to this question, you will be provided the screens to report sor	ne data by	tenure sta	tus.		
	o	Yes	0	No	
Does your institution have graduate assistants?					
If you answer Yes to this question, you will be provided the screens to report gra	duate assi	stants.			
	lacksquare	Yes	0	No	
Did your institution hire any full-time permanent staff who were included or	n the payr	oll of the i	nstitution		
between July 1 and October 31, 2013 either for the first time (new to the ins	titution) o	r after a bi	reak in se	rvice	
AND who were still on the payroll of the institution as of November 1, 2013	? (Exclude	persons	who have		
returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)					
If you answer <b>Yes</b> to this question and your institution has 15 or more full-time st report <b>full-time permanent new hires</b> in <b>Part H</b> .	aff, you wil	l be provid	ed the scre	ens to	
	lacksquare	Yes	0	No	

#### Part A1 - Full-time Instructional Staff Number of Full-time Instructional Staff With Faculty Status Tenured As of November 1, 2013 •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only •Include both Primarily Instruction and Instruction Combined with Research and/or Public Service Gender and Academic Rank No academic race/ethnicity Assistant rank Associate Total professors professors Professors Instructors Lecturers Men Nonresident 0 alien Hispanic/Latino 0 0 American Indian or Alaska Native 0 Asian Black or African 0 American Native 0 Hawaiian or Other Pacific Islander White 4 Two or more races Ω Race and ethnicity unknown 0 0 0 0 0 Total men Women Nonresident alien Hispanic/Latino 0 American Indian or Alaska Native 0 Asian

Black or African American							0
Native Hawaiian or							0
Other Pacific Islander							
White	2						2
Two or more races							0
Race and ethnicity							0
unknown							-
Total women	2	0	U	U	0	0	2
Total	6	0	0	0	0	0	6
(men+women)							
Total from prior							6
year							

# Part A1 - Full-time Instructional Staff

	Number of Full-time Instructional Staff							
	With Faculty Status							
			On Tenure	Track				
			As of Novemb	er 1. 2013				
<ul> <li>Report Hispani</li> </ul>	c/Latino individuals of ar	ny race as Hispanic/Latino						
•Report race for	non-Hispanic/Latino ind	ividuals only						
-	-	-	esearch and/or Public Servio	ce				
Gender and			Academic Rank			No academic		
race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lasturara	rank	Total	
Men	Professors	professors	professors	Instructors	Lecturers			
Nonresident							0	
	0	0	0	0	0	0	0	
Hispanic/Latino	0	0	0	0	0	0	0	
American							0	
<u>Indian or</u> Alaska Native	0	0	0	0	0	0		
Asian							0	
Black or	0	0	0	0	0	0	0	
African	0	0	0	0	0	0	Ŭ	
American							0	
<u>Native</u> Hawaiian or	0	0	0	0	0	0	0	
Other Pacific	,	,	,	,				
Islander White							0	
Winte	0	0	0	0	0	0		
Two or more races	0	0	0	0	0	0	0	
Race and							0	
ethnicity	0	0	0	0	0	0		
unknown Total men		0	0	0	0	0	0 0	
Women								
Nonresident	0						0	
alien Hispanic/Latino	0	0	0	0	0	0	0	
nopanio/Launo	0	0	0	0	0	0		
American	0	0	0	0	0	0	0	
Indian or Alaska Native	JO	JU	JU	JU	JU	JU		
Asian							0	
	0	0	0	0	0	0		

Black or African American Native	0	0	0	0	0	0	0
Hawaiian or Other Pacific Islander	0	0	0	0	0	0	
White	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
Race and ethnicity	0	0	0	0	0	0	0
unknown Total women	0	0	0	0	0	(	0 0
Total (men+women)		0	0	0	0	C	0 0
Total from prior year							

Part A1 - Fu	ull-time Instruction	nal Staff					
	Number of Full-time Instructional Staff						
			With Faculty S	Status			
	Not on Tenure Track - Multi-Year or Continuing or At-will Contract						
			As of November	<sup>.</sup> 1, 2013			
•Report Hispani	ic/Latino individuals of any	race as Hispanic/Latino					
•Report race for	r non-Hispanic/Latino indiv	iduals only					
<ul> <li>Include both Press</li> </ul>	rimarily Instruction and Ins	truction Combined with Res	earch and/or Public Service				
Gender and			Academic Rank			No academic	
race/ethnicity		Associate	Assistant			rank	Total
	Professors	professors	professors	Instructors	Lecturers		
Men							
Nonresident		-					0
<u>alien</u> Hispanic/Latino							0
nispanio/Latino							_
American				-		-	0
Indian or		_					
Alaska Native Asian							0
Black or	[				_		0
African American							
Native							0
Hawaiian or							
Other Pacific							
Islander White							14
Winte	8	4	2				
Two or more		_	_	-	_	-	0
races							0
Race and ethnicity							_ 0
unknown	1		P	J P	1		
Total men	8	8 4	4 2	2	0 (	0	0 14
Women							
Nonresident		_			_		0
alien Hispanic/Latino							0
American		_					0
Indian or Alaska Native							
Alaska Native Asian							0

Black or African American			0				0
Native Hawaiian or							0
Other Pacific Islander							
White	6	5	3				14
Two or more races							0
Race and ethnicity							0
unknown	6	5	2	0	0	0	11
Total women	-	9		0	•		
Total	14	9	5	0	0	0	28
(men+women)							
Total from prior							28
year							

#### Part A1 - Full-time Instructional Staff Number of Full-time Instructional Staff With Faculty Status Not on Tenure Track - Annual Contract As of November 1, 2013 •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only •Include both Primarily Instruction and Instruction Combined with Research and/or Public Service Academic Rank Gender and No academic race/ethnicity Assistant rank Associate Total professors professors Professors Instructors Lecturers Men <u>Nonresident</u> alien n Hispanic/Latino 0 American n Indian or Alaska Native 0 Asian Black or 0 African American Native 0 Hawaiian or Other Pacific Islander White 6 0 1 5 0 Two or more races Race and n ethnicity unknown 0 0 5 0 0 6 Total men Women 0 Nonresident alien Hispanic/Latino 0 American Indian or Alaska Native 0 Asian

Black or African American	0	0	1				1
Native Hawaiian or Other Pacific							0
Islander White	0	1	5				6
Two or more races							0
Race and ethnicity							0
unknown Total women	0	1	6	0	0	0	7
Total (men+women)		2	11	0	0	0	13
Total from prior year							13

# Part A1 - Full-time Instructional Staff

	ill-time Instructio		Number of Full-time In	structional Staff			
			With Faculty				
		Nc	ot on Tenure Track - Less				
		<u>NC</u>	Con renure frack - Less	Indii Annual Contract			
			As of Novembe	r 1, 2013			
•Report Hispani	c/Latino individuals of an	y race as Hispanic/Latino					
•Report race for	non-Hispanic/Latino indi	viduals only					
			search and/or Public Service	e			
Gender and			Academic Rank			No academic	
race/ethnicity		Associate	Assistant			rank	Total
	Professors	professors	professors	Instructors	Lecturers		
Men Nonresident							0
alien	0	0	0	0	0	0	_
Hispanic/Latino	0	0	0	0	0	0	0
American	U			U	U	U	0
Indian or	0	0	0	0	0	0	_
Alaska Native							0
<u>Asian</u>	0	0	0	0	0	0	0
Black or	-						0
African	0	0	0	0	0	0	
American Native							0
Hawaiian or	0	0	0	0	0	0	
Other Pacific Islander							
White							0
	0	0	0	0	0	0	
Two or more races	0	0	0	0	0	0	0
Race and			-				0
ethnicity	0	0	0	0	0	0	
unknown Total men		0	0	0	0	0	0 0
Women							
Nonresident							0
alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	_ 0
American	-						0
Indian or	0	0	0	0	0	0	
Alaska Native Asian							0
	0	0	0	0	0	0	

Black or African American Native	0	0	0	0	0	0	0
Hawaiian or Other Pacific Islander	0	0	0	0	0	0	
White	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
Race and ethnicity	0	0	0	0	0	0	0
unknown Total women	0	0	0	0	0	(	0 0
Total (men+women)		0	0	0	0	C	0 0
Total from prior year							

# Part A1 - Full-time Instructional Staff

Number of Full-time Instructional Staff

Without Faculty Status

As of November 1, 2013

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

•Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Gender and race/ethnicity	Without Faculty Status
Men	
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0
Two or more races	0
Race and ethnicity unknown	0
Total men	0
Women	
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0
Two or more races	0
Race and ethnicity unknown	0

Total women	0
Total (men+women)	🌵 0
Total from prior year	6

# Part A2 - Full-time Instructional Staff

## Number of Full-time Instructional Staff

As of November 1, 2013

## •Report Primarily Instruction and Instruction Combined with Research and/or Public Service separately, as indicated below

		With Faculty status						tal
	Tenured	On Tenure Track		Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract			
Total carried forward from	6	0	28	13	0		0	47
previous screens								
Primarily Instruction	6	0	28	13	0		0	47
Exclusively credit	6	0	28	13	0	0	- 1	47
<b>O</b>	ļ	10	20	15	JO	ļ		0
Exclusively not-for- credit	0	0	0	0	0	0		Ū
Combined credit/not-for-				0	0		-	0
credit	0	0	0	0	0	0		0
Instruction/research/public service staff	0	0	0	0	0	0	-	U

# Part A3 - Full-time Instructional Staff - Totals Total number of Full-time Instructional Staff

As of November 1, 2013								
Total men	Total women	Total (men+women)						
0	0	C						
0	0	C						
0	0	C						
0	0	C						
0	1	1						
0	0	C						
24	22	46						
0	0	С						
0	0	0						
24	23	47						
	Total men 0 0 0 0 0 0 24 0 0	Total women         O           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           0         0           24         22           0         0           0         0           0         0						

# Part B1 - Full-time Non-instructional staff Number of Full-time Non-instructional Staff

by Occupational Category

## As of November 1, 2013

## •Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

	In struction of Otoff	Deserve staff	Dublic Consists staff
Gender and race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Men	nonn art Aj		
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	0		0
Black or African American	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0
		0	0
White	24	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total men	24	0	0
Women			
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	22	0	0
Two or more races	0		
	0	0	0

Race and ethnicity unknown	0	0	0
Total women	23	0	0
Total (men+women)	47	0	0
Total from prior year			

#### Part B1 - Full-time Non-instructional staff Number of Full-time Non-instructional Staff by Occupational Category As of November 1, 2013 •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only Librarians 25-4020 Archivists, Curators, and Library Technicians Gender and OStudent and Academic Museum Technicians 25-4030 race/ethnicity Affairs and Other 25-4010 Education Services Occupations 25-2000 + 25-3000 + 25-9000 Men Nonresident 0 0 0 0 alien Hispanic/Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White 7 2 Two or more races Race and ethnicity unknown 2 0 Total men 0 Women Nonresident alien Hispanic/Latino American Indian or Alaska Native Asian

Black or African American				3
Native Hawaiian or Other Pacific Islander				
White Two or more		3		9
races				
Race and ethnicity unknown				
Total women	0	3	0	12
Total (men+women)	0	5	0	19
Total from prior year		5		

## Part B1 - Full-time Non-instructional staff

Part DI - Fi	ull-time Non-instruc		time Non-instructional Sta	ıff	
			upational Category		
		-			
		As of	November 1, 2013		
•Report Hispan	ic/Latino individuals of any r	race as Hispanic/Latino			
<ul> <li>Report race fo</li> </ul>	r non-Hispanic/Latino individ	duals only			
Gender and race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27- 0000	Healthcare Practitioners and Technical Occupations 29-0000
Men					
<u>Nonresident</u> alien Hispanic/Latino					
<u>American</u> Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	6	2	3	2	
Two or more races					
Race and ethnicity unknown					
Total men	6	2	. 3	2	0
Women Nonresident alien Hispanic/Latino					
American Indian or Alaska Native Asian					

Black or African American		1			
Native Hawaiian or					
Other Pacific Islander		,	,	,	
White	2	8	4	3	
Two or more races					
Race and ethnicity unknown					
Total women	2	9	4	3	0
Total (men+women)	8	11	7	5	<b>●</b> 0
Total from prior year	25	10	6	10	1

Part B1 - F	ull-time Non-instructional st					
			II-time Non-instructional Staff ccupational Category			
_			of November 1, 2013			
	ic/Latino individuals of any race as Hisp	anic/Latino				
•Report race fo	r non-Hispanic/Latino individuals only					
Gender and race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-000 + 39-0000	Sales and Related OCcupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time staff)
Men						
Nonresident alien	0					0
Hispanic/Latino				_		0
American Indian or Alaska Native						0
Asian			[	-		0
<u>Black or</u> <u>African</u> American						0
<u>Native</u> Hawaiian or Other Pacific						0
Islander White	5	2		11	-	64
Two or more races				-	-	0
Race and ethnicity unknown					0	0
Total men		5	2	0 1 <sup>-</sup>	1	0 64
Women						
Nonresident alien						0
Hispanic/Latinc						0
American Indian or Alaska Native						0
Asian						0

Black or African American						5
Native Hawaiian or Other Pacific Islander						0
White	1	3	8	1	0	64
Two or more races						0
Race and ethnicity unknown						0
Total women	1	3	8	1	0	69
Total (men+women)	6	5	8	12	0	133
Total from prior year	18		14			142

# Part B2 - Full-time non-instructional staff

		Numt	per of Full-time Non-instru	ictional Staff			
			As of November 1, 20	13			
Occupational category			With Faculty status			Without Faculty status	Tota
	Tenured	On Tenure Track	Multi-year, continuing, or at-will contract	Not on Tenure Track Annual contract	Less-than-annual contract		
							-
Research staff	0					0	_ U
Public Service staff			,		-		_ C
Archivists, Curators, and						0	C
Museum Technicians						0	
25-4010 Librarians							5
25-4020						5	
Library Technicians 25-4030						0	_ C
Student and Academic							19
Affairs and Other						19	
Education Services Occupations							
25-2000 + 25-3000 + 25-							
9000 Management							_ 8
Occupations						8	
11-0000 Business and Financial							_ 11
Operations Occupations						11	
13-0000 Computer, Engineering,							_ 7
and Science						7	
Occupations 15-0000 + 17-0000 + 19-							
0000							
Community, Social Service, Legal, Arts,						5	_ 5
Design, Entertainment,	1	,	1	, <u> </u>			
Sports, and Media Occupations							
21-0000 + 23-0000 + 27-							
0000 Healthcare Practitioners							C
and Technical						0	
Occupations 29-0000							
Total	0	0	0		0 0	55	5 55

# Part C - Full-time summary non-medical Summary of Full-time Non-medical School Staff

## As of November 1, 2013

Occupational category		With Faculty status					
	Tenured	On	Not	on Tenu	re Track	Faculty	
		Tenure Track	Multi-year, continuing, or at-will		Less-than-annual contract	status	
	0	0	contract	40	0	0	47
Primarily Instruction	6	0			0	-	
Exclusively credit	6	0			0	-	
Exclusively not-for-credit	0	-	-	·	0	-	0
Combined credit/not-for-credit	0	0	0	0	0		0
Instruction/research/public service staff	0	0	0	0	0	0	0
Research staff	0					0	0
Public Service staff						0	0
Archivists, Curators, and Museum Technicians 25-4010						0	0
Librarians 25-4020						5	5
Library Technicians 25-4030						0	0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						19	19
Management Occupations 11-0000						8	8
Business and Financial Operations Occupations 13-0000						11	11
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						7	7
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						5	5
Healthcare Practitioners and Technical Occupations 29-0000						0	0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39- 0000							6
Sales and Related Occupations 41-0000							5
Office and Administrative Support Occupations 43-0000							8

Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	12
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0
Total	133

## Part G - Salary Worksheet

## Number of Full-time Non-medical Instructional Staff

For Calculation of Total Number of Months

### Annual Salary, 2013-14

•Report number of instructional staff by the number of months to be worked.

•Months reported should correspond with the number of months worked (which may differ from the number of months they are paid).

•Include ONLY full-time, non-medical instructional staff.

•Include instructional staff with faculty status and without faculty status

•Include instructional staff regardless of tenure status.

•Balance column should include instructional staff whose annual salary covers less than 9 months.

Gender		🕜 Month	s worked		🕜 Total	0	Total full-	Balance
and academic rank	12 months	11 months	10 months	9 months	Staff for Salary reporting	Total Number of Months	time, non-	(All other
Men								
Professors	[		12		. 12	120		
Associate				-	5	50		
professors			5					
Assistant					7	70		
professors			7					
Instructors					. 0	0		
Lecturers					0	0		
No academic rank					0	0		
Total men	0	0	24	(	24	240	24	0
Women								
Professors			8		. 8	80		
Associate professors			6		6	60		
Assistant professors	/		9		9	90		
Instructors					. 0	0		
Lecturers					0	0		
No academic					. 0	0		
rank	1		1	·				
	0	0	23	(	) 23	230	23	0

Total								
women								
Total	0	0	47	0	47	470	47	0
Total (men +								
women)								

# Part G - Salary outlays for instructional staff

Salary Outlays

for Full-time Non-medical Instructional Staff

## Annual Salary Outlays, 2013-14

## •Report ANNUAL salary outlays for the full-time, non-medical, instructional staff reported in the 12 months, 11 months, 10

## months, and 9 months columns on the previous screen.

academic rank	reporting (from Part G, screen	Total Number of Months (from Part G, screen 1)	Salary Outlays	Weighted Average Monthly Salaries
Men				
Professors	12	120	844,215	7,035
Associate professors	5	50	290,109	5,802
Assistant professors	7	70	346,225	4,946
Instructors	0	0		-
Lecturers	0	0		-
No academic rank	0	0		-
Total men	24	240	1,480,549	6,169
Women				
Professors	8	80	555,599	6,945
Associate professors	6	60	347,857	5,798
Assistant professors	9	90	402,093	4,468
Instructors	0	0		-
Lecturers	0	0		-
No academic rank	0	0		
Total women	23	230	1,305,549	5,676
Total (men + women)	47	470	2,786,098	5,928

# Part G - Salary outlays for non-instructional staff Salary Outlays

For Full-time Non-medical Non-instructional Staff

## Annual Salary Outlays, 2013-14

Occupational category	Number of full-time staff (carried forward from previous screens)	Total salary outlays
Research staff	0	0
Public Service staff	0	0
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	24	1,093,480
Management Occupations 11-0000	8	992,832
Business and Financial Operations Occupations 13-0000	11	570,579
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	7	342,775
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	5	214,452
Healthcare Practitioners and Technical Occupations 29-0000	0	0
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	6	165,814
Sales and Related Occupations 41-0000	5	179,753
Office and Administrative Support Occupations 43-0000	8	272,137
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	12	323,251
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0	0

# Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and	Primarily Instruction and	Research staff	Public Service staff
race/ethnicity	Instruction/Research/Public Service Staff		
Men			
Nonresident alien	0		
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian			
Black or African American			
<u>Native Hawaiian or</u> Other Pacific Islander			
White	36		
Two or more races			
Race and ethnicity unknown			
Total men	37	0	0
Women			
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American	2		
Native Hawaiian or Other Pacific Islander			
White	25		
Two or more races			

Race and ethnicity unknown			
Total women	27	0	0
Total (men+women)	64	0	0
Total from prior year	69		

# Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25- 9000	Library and Student and Academic Affairs and Other Education Services Occupations
Men					
Nonresident					0
alien Hispanic/Latino					0
American Indian or					0
Alaska Native Asian			1		0
<u>Black or</u> <u>African</u> American					0
Native Hawaiian or Other Pacific Islander					0
White		1		1	2
Two or more					0
races <u>Race and</u> ethnicity unknown					0
Total men	0	1	0	1	2
Women					
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
Asian					0

Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White		1		1	2
Two or more races					0
Race and ethnicity unknown					0
Total women	0	1	0	1	2
Total (men+women)	0	2	0	2	4
Total from prior year		3			3

Institution: Hilbert College (191621) User ID: P1916211

# Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

Gender and race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27- 0000	Healthcare Practitioners and Technical Occupations 29-0000
Men Nerresident					
Nonresident alien					
Hispanic/Latino	1				
r hoparno/Latino					
American		,		-	
Indian or					
Alaska Native					
Asian					
Dia alc an	1	1	1	1	
Black or African					
American		1	1	1	
Native					
Hawaiian or					
Other Pacific					,
Islander					
White				40	
			I	12	
Two or more					
races	1	1	1	1	
Race and ethnicity					
unknown		1	1	1	
Total men	0	C	0	12	0
Women					
Nonresident					
alien					
Hispanic/Latino		·			
American					
Indian or	I		1	1	
Alaska Native					
Asian					
	1	1	1	1	

Black or African American	<u></u>				
Native Hawaiian or Other Pacific Islander					
White		4		8	
Two or more races					
Race and ethnicity unknown					
Total women	0	4	0	8	0
Total (men+women)		4	• 0		0
Total from prior year			1	23	

Institution: Hilbert College (191621) User ID: P1916211

# Part D - Part-time staff

Number of Part-time Staff As of November 1, 2013 •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only Service Occupations Gender and Sales and Related Office and Administrative Natural Resources, Production, Grand 31-0000 + 33-0000 + 35-0000 + 37-0000 Occupations Support Occupations Construction, and Transportation, and race/ethnicity Total (All part-+ 39-0000 41-0000 43-0000 Maintenance Occupations Material Moving 45-0000 + 47-0000 + 49-Occupations time 51-0000 + 53-0000 0000 staff) Men Nonresident alien Hispanic/Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander 64 White 12 2 0 Two or more races Race and 0 ethnicity unknown 65 12 0 0 2 0 Total men Women Nonresident alien Hispanic/Latino American Indian or Alaska Native Asian 2

Black or African American Native Hawaiian or						0
Other Pacific Islander		I	ļ	·		
White	2	0	2	2		45
Two or more races						0
Race and ethnicity						0
unknown <b>Total women</b>	2	0	2	2	0	47
Total (men+women)	14	0	2	4	0	112
Total from prior year	15		6			117

## Part D - Graduate assistants

### Number of Graduate Assistants

As of November 1, 2013

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

Gender and race/ethnicity	Teaching 25-1191	<u>Research</u>	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	Healthcare Practitioners T and Technical Occupations 29-0000	otal
Men									
Nonresident		[-						[]	0
alien	0	0	0	0	0	0	0	0	
Hispanic/Latino	0	0			0	0	0		0
• • • • • • •	0	JO	0	0	JO	JO	10	0	0
American Indian or	0	0	0	0	0	0	0	0	U
Alaska Native	10	10	10	10	10	10	10	10	
Asian									0
<u> </u>	0	0	0	0	0	0	0	0	
Black or									0
African	0	0	0	0	0	0	0	0	
American									0
<u>Native</u> Hawaiian or	0	0	0	0	0	0	0	0	U
Other Pacific	10	10		10	10	10		10	
Islander									
White									0
	0	0	0	0	0	0	0	0	
Two or more	0	0			0	0	0		0
races	U	10	0	0	10	10	0	0	0
Race and ethnicity	0	0	0	0	0	0	0	0	U
unknown	10	10	1-	10	1-	10	1-	1-	
Total men	0	0	0	0	0	0	0	0	0
Women									
Nonresident						· · · · · · · · · · · · · · · · · · ·			0
alien									
Hispanic/Latino									0
A									0
American Indian or									0
Alaska Native	1	1	1	1	1	1		I	
Asian									0
									0

Black or African American									1
Native Hawaiian or									. 0
Other Pacific Islander White					,		,	,	
						1	5	0	. 6
Two or more races									. 0
Race and ethnicity									. 0
unknown Total women	0	0	0	0	0	1	5	C	) 6
Total (men+women)	C	0	0	0	0	1	5	C	6
Total from prior year						6			6

# Part E - Part-time staff

### Number of Part-time Staff

As of November 1, 2013

Occupational category			With Faculty status			Without Faculty status	Total
occupational category	Tenured	On Tenure Track	With <u>I dealty status</u>	Not on Tenure Track		Without Faculty Status	Total
	Tenureu				Less then enougl contract		
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
	0	_			0		0 04
Primarily Instruction	0	0	0		0 64	l	0 64
C Exclusively credit					63		63
Exclusively not- for-credit					1		_ 1
Combined credit/not-for-credit	[		-		-		_ 0
Instruction/research/public service							0
staff							
Research staff							0
Public Service staff					-		0
Archivists, Curators, and Museum							0
Technicians							- 0
25-4010				, 	-	-	
Librarians 25-4020					-	2	_ 2
Library Technicians	I I					12	0
25-4030							
Student and Academic Affairs and						2	- 2
Other Education Services	· /		,	1	1	,	
25-2000 + 25-3000 + 25-9000							
Management Occupations	[		·	[	-	0	_ 0
11-0000 Business and Financial Operations	<u>                                     </u>		<u> </u>			JO	4
Occupations						4	
13-0000 Computer, Engineering, and Science							0
Occupations							- 0
15-0000 + 17-0000 + 19-0000	, , , , , , , , , , , , , , , , , , , ,		,	,	,	,	
Community, Social Service, Legal,					-	20	20
Arts, Design, Entertainment, Sports, and Media Occupations			1	I	1	20	
21-0000 + 23-0000 + 27-0000							
Healthcare Practitioners and	[				-		0
Technical Occupations 29-0000	I		1	I	1		
23-0000							

Total	0	0	0	0	64	28 92
Total from prior year	0		0	0	69	27 96

### Part F - Part-time summary non-medical

Summary of Part-time Staff As of November 1, 2013 With Faculty status Without Total Occupational category Faculty Tenured On Not on Tenure Track status Tenure Multi-year, Annual Less-than-annual Track continuing, or contract contract at-will contract 64 64 0 0 0 0 0 Primarily Instruction 63 63 Exclusively credit 1 Exclusively not-for-credit 0 Combined credit/not-for-credit 0 Instruction/research/public service staff 0 Research staff 0 Public Service staff 0 Archivists, Curators, and Museum Technicians 25-4010 2 2 Librarians 25-4020 0 Library Technicians 25-4030 2 2 Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000 0 Management Occupations 0 11-0000 Business and Financial Operations 4 4 Occupations 13-0000 Computer, Engineering, and Science 0 Occupations 15-0000 + 17-0000 + 19-0000 20 20 Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000 0 Healthcare Practitioners and Technical Occupations 29-0000 14 Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000 Sales and Related Occupations 0 41-0000 2 Office and Administrative Support Occupations

43-0000	
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	4
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0
Graduate Assistants	6
Teaching 25-1191	0
Research	0
Management Occupations 11-0000	0
Business and Financial Operations Occupations 13-0000	0
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	0
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	1
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	5
Healthcare Practitioners and Technical Occupations 29-0000	0
Total	118

Institution: Hilbert College (191621) User ID: P1916211

### Part H - New Hires - Full-time instructional staff

Number of Newly Hired Full-time Permanent Instructional Staff (Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013) •Report Hispanic/Latino individuals of any race as Hispanic/Latino •Report race for non-Hispanic/Latino individuals only •Include Primarily Instruction and Instruction Combined with Research and Public Service Without Faculty status Total With Faculty status Gender and race/ethnicity On Tenure Track Not on Tenure Track Tenured Multi-year, continuing, or Annual contract Less-than-annual contract at-will contract Men Nonresident 0 alien Hispanic/Latino 0 American Indian or Alaska Native 0 Asian 0 Black or African American 0 Native Hawaiian or Other Pacific Islander 2 White 2 0 Two or more races 0 Race and ethnicity unknown 0 0 0 2 0 0 2 Total men Women Nonresident n alien Hispanic/Latino n American 0 Indian or Alaska Native

Asian							0
Black or African			, 				0
American Native							0
Hawaiian or Other Pacific							
Islander							1
White _				1			1
Two or more races							0
Race and ethnicity							0
unknown	0	0	0	1	0	0	1
Total women	0	0	0	3	0	Ĵ	
Total (men+women)		U	U	3	0	0	3

### Part H - New Hires - Full-time staff

Number of Newly Hired Full-time Staff

(Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013)

### •Report Hispanic/Latino individuals of any race as Hispanic/Latino

Gender and race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25 -9000
Men				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native		0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander		0	0	0
White	2	0	0	2
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	2	0	(	) 2
Women				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native		0	0	0
Asian	0	0	0	0
	0			

Black or African American		0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	1	0	0	1
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total women	1	0	0	1
Total (men+women)	3	0	0	3

# Part H - New Hires - Full-time non-instructional staff Number of Newly Hired Full-time Non-instructional Staff

(Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

Gender and race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27- 0000	Healthcare Practitioners and Technical Occupations 29-0000
Men					
<u>Nonresident</u> alien Hispanic/Latino	0	0	0	0	0
	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0
<u>Black or</u> African American	0	0	0	0	0
<u>Native</u> Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	0	0	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
	0	0	0	0	0

American Indian or Alaska Native Asian					
	0	0	0	0	0
<u>Black or</u> <u>African</u> American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	0	0	1	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	0	0	0	1	0
Total (men+women)	0	0	0	1	0

### Part H - New Hires - Full-time non-instructional staff and Total New Hires Number of Newly Hired Full-time Non-instructional Staff and Total New Hires

(Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013)

### •Report Hispanic/Latino individuals of any race as Hispanic/Latino

Gender and race/ethnicity	31-0000 + 33-0000 + 35-0000 + 37-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All full- time new hires)
Men						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	_ 0
<u>American</u> Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
<u>Black or</u> <u>African</u> American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	1	0	0	0	5
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	- 0
Total men	0	1	l (	0 (	)	D 5
Women						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latinc	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0

Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	. 0
White	0	0	1	1	0	. 5
Two or more races		0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	0	0	1	1	0	5
Total (men+women)	0	1	1	1	0	10

Human Resources Survey Evaluation Were any staff members difficult to categorize? If so, please explain in the box below.



### Summary

### **Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the <u>Data Center</u> and sent to your institution's CEO in November 2014.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or <u>ipedshelp@rti.org</u>.

Number of staff by employment status a Fall 2013	and occupational c	ategory:		
Occupational category	Reporte	Reported values		
	Number of full-time staff			
Total number of staff	133	112	170	
Instructional Staff	47	64	68	
Primary Instruction	47	64	68	
Exclusively credit	47	63	68	
Exclusively not-for-credit	0	1	0	
Combined credit/not-for-credit	0	0	0	
Instruction/research/public service	0	0	0	
Research Staff	0	0	0	
Public Service Staff	0	0	0	
Library and Student and Academic Affairs and Other Education Services Occupations SOC	24	4	25	
Librarians, Curators, and Archivists SOC 25-4000	5	2	6	
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0	
Librarians SOC 25-4020	5	2	6	
Library Technicians SOC 25-4030	0	0	0	
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	19	2	20	
Management Occupations SOC 11-0000	8	0	8	

Number of staff by employment status and occupational category: Fall 2013						
Business and Financial Operations Occupations SOC 13-0000	11	4	12			
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	7	0	7			
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	5	20	12			
Healthcare Practitioners and Technical Occupations SOC 29-0000	0	0	0			
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	6	14	11			
Sales and Related Occupations SOC 41-0000	5	0	5			
Office and Administrative Support Occupations SOC 43-0000	8	2	9			
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	12	4	13			
Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	0	0	0			

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and adding onethird of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

#### Salaries of full-time instructional staff by contract length and academic rank: Academic year 2013-14

Academic year 2010-14									
	Month	s Covered	by Annual	Salary	Total Staff	Total		Weighted	
Academic rank	12 months	11 months	10 months	9 months	for Salary reporting	Number of Months	Salary Outlays	Average Monthly Salaries	
All Ranks			47		47	470	\$2,786,098	\$5,928	
Professor			20		20	200	\$1,399,814	\$6,999	
Associate professor			11		11	110	\$637,966	\$5,800	
Assistant professor			16		16	160	\$748,318	\$4,677	
Instructor									
Lecturer									
No academic rank									

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

# Institution: Hilbert College (191621)

User ID: P1916211

# Human Resources

# Hilbert College (191621)

Source	Description	Severity	Resolved	Options					
Screen: FT instructional, Without faculty status R/E/G									
Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes						
	Reason: In the previous year 6 library staff were counted as instructional staff without faculty status. This year those library staff were internally reclassified as non-instructional staff.								
Screen:	Screen: FT Non-instructional R/E/G - 3								
Screen Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)		Yes						
Reason:	Reason: On-campus health center was closed and health-care position was eliminated in favor of contracting service with nearby emergency care clinic.								
Screen:	Screen: PT staff by Occupation and R/E/G - 3								
Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes						
Reason: One position in this area was vacated and has remained unfilled to date.									

Edit Report