

Institution: Hilbert College (191621)
User ID: P1916211

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: [Survey Materials](#)
- The IPEDS HR/SOC Information Center can be found at the following website: <http://nces.ed.gov/ipeds/resource/soc.asp>. (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 institution have any part-time staff?

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

Yes No

Does your institution have 15 or more full-time staff?

Yes No

? Do ALL of the instructional staff at your institution fall into any of the following categories?

*If you answer **Yes** to any of the questions below, you will **NOT** be required to report **Part G - Salaries** for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.*

- | | | |
|-------------------------------------|---------------------------|---|
| <input checked="" type="radio"/> No | <input type="radio"/> Yes | Are ALL of the instructional staff military personnel? |
| <input checked="" type="radio"/> No | <input type="radio"/> Yes | Do ALL of the instructional staff contribute their services (e.g., members of a religious order)? |
| <input checked="" type="radio"/> No | <input type="radio"/> Yes | Do ALL of the instructional staff teach pre-clinical or clinical medicine? |

You may use the space below to provide context for the data you've reported above.

Institution: Hilbert College (191621)

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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 some data by tenure status.*

Yes No

Does your institution have graduate assistants?

*If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.*

Yes No

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2013 either for the *first time* (new to the institution) or *after a break in service* AND who were still on the payroll of the institution as of November 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 **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in **Part H**.*

Yes 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 race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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	4						4
Two or more races							0
Race and ethnicity unknown							0
Total men	4	0	0	0	0	0	4
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	2							2
Two or more races								0
Race and ethnicity unknown								0
Total women	2	0	0	0	0	0	0	2
Total (men+women)	6	0	0	0	0	0	0	6
Total from prior year								6

Part A1 - Full-time Instructional Staff

Number of Full-time Instructional Staff

With Faculty Status

On Tenure Track

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	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Men							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	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 unknown	0	0	0	0	0	0	0
Total men	0	0	0	0	0	0	0
Women							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0

Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	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 unknown	0	0	0	0	0	0	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

Part A1 - Full-time Instructional Staff

**Number of Full-time Instructional Staff
With Faculty Status
Not on Tenure Track - Multi-Year or Continuing or At-will 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

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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	8	4	2				14
Two or more races							0
Race and ethnicity unknown							0
Total men	8	4	2	0	0	0	14
Women							
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0

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

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

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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	1	5				6
Two or more races							0
Race and ethnicity unknown							0
Total men	0	1	5	0	0	0	6
Women							
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0

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

Part A1 - Full-time Instructional Staff

**Number of Full-time Instructional Staff
With Faculty Status
Not on Tenure Track - Less Than 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

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Men							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	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 unknown	0	0	0	0	0	0	0
Total men	0	0	0	0	0	0	0
Women							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0

Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	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 unknown	0	0	0	0	0	0	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	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	
<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	0
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	0
<u>Black or African American</u>	0
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	0
Two or more races	0
<u>Race and ethnicity unknown</u>	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 <u>Faculty status</u>					Without Faculty status	Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>				
			<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
Total carried forward from previous screens	6	0	28	13	0	0	47
Primarily Instruction	6	0	28	13	0	0	47
Exclusively credit	6	0	28	13	0	0	47
Exclusively not-for-credit	0	0	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0	0	0
Instruction/research/public service staff	0	0	0	0	0	0	0

Part A3 - Full-time Instructional Staff - Totals**Total number of Full-time Instructional Staff****As of November 1, 2013**

Race/ethnicity	Total men	Total women	Total (men+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	0	1	1
Native Hawaiian or Other Pacific Islander	0	0	0
White	24	22	46
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total	24	23	47

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

Gender and race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Men			
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	0	0	0
Native Hawaiian or Other Pacific Islander	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

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

Gender and race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25- 9000
Men				
Nonresident alien	0	0	0	0
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White		2		7
Two or more races				
Race and ethnicity unknown				
Total men	0	2	0	7
Women				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				

Black or African American			3	
Native Hawaiian or Other Pacific Islander				
White	3		9	
Two or more 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

**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

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					
Nonresident alien					
Hispanic/Latino					
American 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	0
Total from prior year	25	10	6	10	1

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

Gender and race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 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
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	5	2		11		64
Two or more races						0
Race and ethnicity unknown					0	0
Total men	5	2	0	11	0	64
Women						
Nonresident alien						0
Hispanic/Latino						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

Number of Full-time Non-instructional Staff

As of November 1, 2013

Occupational category	With Faculty status					Without Faculty status	Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>				
			<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
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
Total	0	0	0	0	0	55	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					Without Faculty status	Total
	Tenured	On Tenure Track	Multi-year, continuing, or at-will contract	Annual contract	Not on Tenure Track Less-than-annual contract		
Primarily Instruction	6	0	28	13	0	0	47
Exclusively credit	6	0	28	13	0	0	47
Exclusively not-for-credit	0	0	0	0	0	0	0
Combined credit/not-for-credit	0	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 and academic rank	Months worked				Total Staff for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	Balance (All other full-time instructional staff)
	12 months	11 months	10 months	9 months				
Men								
Professors			12		12	120		
Associate professors			5		5	50		
Assistant professors			7		7	70		
Instructors					0	0		
Lecturers					0	0		
No academic rank					0	0		
Total men	0	0	24	0	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 rank					0	0		
	0	0	23	0	23	230	23	0

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

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.

Gender and academic rank	Total Staff for Salary reporting (from Part G, screen 1)	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
<u>Research staff</u>	0	0
<u>Public Service staff</u>	0	0
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	24	1,093,480
<u>Management Occupations</u> 11-0000	8	992,832
<u>Business and Financial Operations Occupations</u> 13-0000	11	570,579
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	7	342,775
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	5	214,452
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	0	0
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	6	165,814
<u>Sales and Related Occupations</u> 41-0000	5	179,753
<u>Office and Administrative Support Occupations</u> 43-0000	8	272,137
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	12	323,251
<u>Production, Transportation, and Material Moving Occupations</u> 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 race/ethnicity	Primarily Instruction and Instruction/Research/Public Service Staff	Research staff	Public Service staff
Men			
Nonresident alien	0		
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or 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	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
Men					
<u>Nonresident alien</u>					0
<u>Hispanic/Latino</u>					0
<u>American Indian or Alaska Native</u>					0
<u>Asian</u>					0
<u>Black or African American</u>					0
<u>Native Hawaiian or Other Pacific Islander</u>					0
<u>White</u>		1		1	2
<u>Two or more races</u>					0
<u>Race and ethnicity unknown</u>					0
Total men	0	1	0	1	2
Women					
<u>Nonresident alien</u>					0
<u>Hispanic/Latino</u>					0
<u>American Indian or Alaska Native</u>					0
<u>Asian</u>					0

Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White					2
		1		1	
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

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	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					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White				12	
Two or more races					
Race and ethnicity unknown					
Total men	0	0	0	12	0
Women					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					

Black or African American					
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)	0	4	0	20	0
Total from prior year			1	23	

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	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All part-time staff)
Men						
Nonresident alien						0
Hispanic/Latino						1
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	12			2		64
Two or more races						0
Race and ethnicity unknown						0
Total men	12	0	0	2	0	65
Women						
Nonresident alien						0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
						2

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

Black or African American											
Native Hawaiian or Other Pacific Islander											0
White						1	5	0			6
Two or more races											0
Race and ethnicity unknown											0
Total women	0	0	0	0	0	0	1	5	0		6
Total (men+women)	0	0	0	0	0	0	1	5	0		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 <u>Faculty status</u>					Without Faculty status	Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>				
			<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
Primarily Instruction	0	0	0	0	64	0	64
Exclusively credit					63		63
Exclusively not-for-credit					1		1
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							0
Librarians 25-4020						2	2
Library Technicians 25-4030							0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						2	2
Management Occupations 11-0000						0	0
Business and Financial Operations Occupations 13-0000						4	4
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						20	20
Healthcare Practitioners and Technical Occupations 29-0000							0

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**

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

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

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

Gender and race/ethnicity	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
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				2			2
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	0	2	0	0	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
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	0	1	0	0	1
Total (men+women)	0	0	0	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
- Report race for non-Hispanic/Latino individuals only

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	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	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	0	2
Women				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
	0			

Black or African American		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	1	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="1"/>
Two or more races	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race and ethnicity unknown	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="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
- Report race for non-Hispanic/Latino individuals 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					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Native 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
Black or African 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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 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 new hires)
Men						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	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	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	0	0	0	5
Women						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	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

Institution: Hilbert College (191621)

User ID: P1916211

Human Resources Survey Evaluation

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

No

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 [Data Center](#) 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 ipedshelp@rti.org.

**Number of staff by employment status and occupational category:
Fall 2013**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-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 one-third 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 rank	Months Covered by Annual Salary				Total Staff for Salary reporting	Total Number of Months	Salary Outlays	Weighted Average Monthly Salaries
	12 months	11 months	10 months	9 months				
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. 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.

Human Resources

Hilbert College (191621)

Source	Description	Severity	Resolved	Options
Screen: FT instructional, Without faculty status R/E/G				
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)	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: 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)	Explanation	Yes	
Reason:	On-campus health center was closed and health-care position was eliminated in favor of contracting service with nearby emergency care clinic.			
Screen: PT staff by Occupation and 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)	Explanation	Yes	
Reason:	One position in this area was vacated and has remained unfilled to date.			