

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 faculty and staff.

Recent changes

- New occupational categories replaced the primary function/occupational activity categories previously used in the IPEDS HR survey. The change was required to align the IPEDS HR categories with the 2010 Standard Occupational Classification (SOC) System. For additional information on the IPEDS HR survey and how it relates to the 2010 SOC system, refer to the section of the IPEDS HR instructions called, "Reporting Staff by Occupational Category."
- A few other changes were made to the IPEDS HR survey that is applicable to degree-granting institutions. These changes can be found in the section of the IPEDS HR instructions called, "Changes in Reporting."
- Survey became part of the IPEDS Spring data collection.

Resources:

- The NEW IPEDS HR/SOC Information Center can be found at the following website: <http://nces.ed.gov/ipeds/resource/soc.asp>. (The new center includes, but is not limited to the following links: New (2012-13) IPEDS Occupational Categories and 2010 SOC crosswalk; 2012-13 IPEDS HR survey material; Standard Occupational Classification (SOC) System material; IPEDS HR/SOC Browse Tool; and Web Tutorials.)
- To download the survey materials for this component: [Survey Materials](#)

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.

You must enter data on each displayed screen. If a screen is not applicable, you must enter at least one zero in a field on the screen.

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, the full-time instructional staff screens of **Part G** are **NOT** applicable to your institution and you will **NOT** be required to report data for the full-time instructional staff screens of **Part G**. 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? |

The reporting of data by gender AND race/ethnicity is optional this year as it is in even-numbered years.

Do you wish to report data by gender AND race/ethnicity this year?

If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.

If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

- No, I will not report data by gender and race/ethnicity this year
- Yes, I will report data by gender and race/ethnicity this year

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

Institution: Hilbert College (191621)

User ID: P1916211

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, 2012 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, 2012? (Exclude persons who have returned from sabbatical leave OR full-time Postsecondary 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

Native Hawaiian or Other Pacific Islander									
White	5	5	3						13
Two or more races									0
Race and ethnicity unknown									0
Total women	5	5	3	0	0	0	0	0	13
Total (men+women)	12	8	8	0	0	0	0	0	28

Native Hawaiian or Other Pacific Islander									
White		1	6						7
Two or more races									0
Race and ethnicity unknown									0
Total women	0	1	7	0	0	0	0	0	8
Total (men+women)	0	1	12	0	0	0	0	0	13

Part A - Full-time instructional staff

Number of full-time instructional staff with faculty status who are not on tenure track
with less than annual contract
by academic rank, gender, and race/ethnicity

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

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

Part A - Full-time instructional staff

Number of full-time instructional staff without faculty status

by gender and race/ethnicity

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Total
Men	
<u>Nonresident alien</u>	
<u>Hispanic/Latino</u>	
<u>American Indian or Alaska Native</u>	
<u>Asian</u>	
<u>Black or African American</u>	
<u>Native Hawaiian or Other Pacific Islander</u>	
<u>White</u>	2
<u>Two or more races</u>	
<u>Race and ethnicity unknown</u>	
Total men	2
Women	
<u>Nonresident alien</u>	
<u>Hispanic/Latino</u>	
<u>American Indian or Alaska Native</u>	
<u>Asian</u>	
<u>Black or African American</u>	
<u>Native Hawaiian or Other Pacific Islander</u>	
<u>White</u>	4
<u>Two or more races</u>	
<u>Race and ethnicity unknown</u>	
Total women	4
Total (men+women)	6

Part A - Full-time instructional staff

**Number of full-time instructional staff
 by tenure status, and function**

	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Total carried forward from previous screens	6	0	28	13	0	6	53
Instruction	6	0	28	13	0	0	47
Exclusively credit	6		28	13			47
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service						6	6

Part A - Full-time instructional staff - Totals**Total number of full-time instructional staff
by gender and race/ethnicity****As of November 1, 2012**

Race/ethnicity	Total men	Total women	Total (men+women)
<u>Nonresident alien</u>	0	0	0
<u>Hispanic/Latino</u>	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0
<u>Asian</u>	0	0	0
<u>Black or African American</u>	0	1	1
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	26	26	52
<u>Two or more races</u>	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0
Total	26	27	53

Part B - Full-time non-instructional staff

Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity

As of November 1, 2012

•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)	Postsecondary Teachers	
		Research	Public Service
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	26		0
Two or more races	0		
Race and ethnicity unknown	0		
Total men	26	0	0
Women			
Nonresident alien	0		
Hispanic/Latino	0		
American Indian or Alaska Native	0		
Asian	0		
Black or African American	1		
Native Hawaiian or Other Pacific Islander	0		
White	26		0
Two or more races	0		

<u>Race and ethnicity unknown</u>	0		
Total women	27	0	0
Total (men+women)	53	0	0

Part B - Full-time non-instructional staff

Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity

As of November 1, 2012

•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	Librarians	Library Technicians	Other Teachers and Instructional Support Staff
Men				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White		1		
Two or more races				
Race and ethnicity unknown				
Total men	0	1	0	0
Women				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				

Native Hawaiian or Other Pacific Islander				
White		4		
Two or more races				
Race and ethnicity unknown				
Total women	0	4	0	0
Total (men+women)	0	5	0	0

Part B - Full-time non-instructional staff

**Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations
Men					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	14	1	3	3	1
Two or more races					
Race and ethnicity unknown	1				
Total men	15	1	3	3	1
Women					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American	1	2		2	

Native Hawaiian or Other Pacific Islander					
White	9	7	3	5	
Two or more races					
Race and ethnicity unknown					
Total women	10	9	3	7	0
Total (men+women)	25	10	6	10	1

Part B - Full-time non-instructional staff

**Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Production, Transportation, and Material Moving Occupations	Grand Total (All full-time staff)
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	14					63
Two or more races						0
Race and ethnicity unknown						1
Total men	14	0	0	0	0	64
Women						
Nonresident alien						0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
						6

Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	4		14			72
Two or more races						0
Race and ethnicity unknown						0
Total women	4	0	14	0	0	78
Total (men+women)	18	0	14	0	0	142

Part B - Full-time non-instructional staff

**Number of full-time non-instructional staff
by tenure status and occupational category**

As of November 1, 2012

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers - Research	0						0
Postsecondary Teachers - Public Service	0	0	0	0	0	0	0
Archivists, Curators, and Museum Technicians							0
Librarians						5	5
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations						25	25
Business and Financial Operations Occupations						10	10
Computer, Engineering, and Science Occupations						6	6
Community Service, Legal, Arts, and Media Occupations						10	10
Healthcare Practitioners and Technical Occupations						1	1

Part B - Full-time non-instructional staff Total

**Summary of full-time, non-instructional staff
by occupational category**

As of November 1, 2012

Occupational category	Total
Postsecondary Teachers - Research	0
Postsecondary Teachers - Public Service	0
Library and Instructional Support Occupations	5
Librarians, Curators, and Archivists	5
Archivists, Curators, and Museum Technicians	0
Librarians	5
Library Technicians	0
Other Teachers and Instructional Support Staff	0
Management Occupations	25
Business and Financial Operations Occupations	10
Computer, Engineering, and Science Occupations	6
Community Service, Legal, Arts, and Media Occupations	10
Healthcare Practitioners and Technical Occupations	1
Service Occupations	18
Sales and Related Occupations	0
Office and Administrative Support Occupations	14
Natural Resources, Construction, and Maintenance Occupations	0
Production, Transportation, and Material Moving Occupations	0

Part G - Salary Worksheet

Number of full-time, non-medical, instructional staff for calculation of total number of months

As of November 1, 2012

Gender and academic rank	9-Month Contract or Employment agreement	10-Month Contract or Employment agreement	11-Month Contract or Employment agreement	12-Month Contract or Employment agreement	Total employees for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	Balance (All other full-time instructional staff)
Men								
Professors		11			11	110	11	0
Associate professors		3			3	30	3	0
Assistant professors		10			10	100	10	0
Instructors					0	0	0	0
Lecturers					0	0	0	0
No academic rank					0	0	2	2
Total men	0	24	0	0	24	240	26	2
Women								
Professors		7			7	70	7	0
Associate professors		6			6	60	6	0
Assistant professors		10			10	100	10	0
Instructors					0	0	0	0
Lecturers					0	0	0	0
No academic rank					0	0	4	4
Total women	0	23	0	0	23	230	27	4
Total (men + women)	0	47	0	0	47	470	53	6

Part G - Salary outlays for full-time instructional staff

Salary outlays for full-time, non-medical, instructional staff
by gender and academic rank

As of November 1, 2012

Gender and academic rank	Headcount (from Part G, screen 1) OR Total employees for Salary reporting	Total Number of Months (from Part G, screen 1)	Salary Outlays	Weighted average Salaries per month
Men				
Professors	11	110	754,782	6,862
Associate professors	3	30	188,995	6,300
Assistant professors	10	100	481,527	4,815
Instructors	0	0		
Lecturers	0	0		
No academic rank	0	0		
Total men	24	240	1,425,304	5,939
Women				
Professors	7	70	477,016	6,815
Associate professors	6	60	341,710	5,695
Assistant professors	10	100	446,803	4,468
Instructors	0	0		
Lecturers	0	0		
No academic rank	0	0		
Total women	23	230	1,265,529	5,502
Total (men + women)	47	470	2,690,833	5,725

Part G - Salary outlays for full-time non-instructional staff

Salary outlays for full-time, non-medical, non-instructional staff

by occupational category

As of November 1, 2012

Occupational category	Number of full-time staff	Total salary outlays
<u>Postsecondary Teachers - Research</u>	0	0
<u>Postsecondary Teachers - Public Service</u>	0	0
? <u>Library and Instructional Support Occupations</u>	5	186,122
<u>Management Occupations</u>	25	1,743,106
<u>Business and Financial Operations Occupations</u>	10	366,520
<u>Computer, Engineering, and Science Occupations</u>	6	295,960
<u>Community Service, Legal, Arts, and Media Occupations</u>	10	410,551
<u>Healthcare Practitioners and Technical Occupations</u>	1	35,285
<u>Service Occupations</u>	18	414,604
<u>Sales and Related Occupations</u>	0	0
<u>Office and Administrative Support Occupations</u>	14	429,488
<u>Natural Resources, Construction, and Maintenance Occupations</u>	0	0
<u>Production, Transportation, and Material Moving Occupations</u>	0	0

Part D - Part-time staff

**Number of part-time staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Postsecondary Teachers		
	Instructional Staff	Research	Public Service
Men			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>	1		
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>	1		
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>	38		
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>	1		
Total men	41	0	0
Women			
<u>Nonresident alien</u>			
<u>Hispanic/Latino</u>			
<u>American Indian or Alaska Native</u>			
<u>Asian</u>			
<u>Black or African American</u>	2		
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>	26		
<u>Two or more races</u>			
<u>Race and ethnicity unknown</u>			

Total women	28	0	0
Total (men+women)	69	0	0


Part D - Part-time staff

**Number of part-time non-instructional staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•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>	<u>Librarians</u>	<u>Library Technicians</u>	<u>Other Teachers and Instructional Support Staff</u>	 <u>Library and Instructional Support Occupations</u>
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	2	0	0	2
Women					
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
Asian					0
					0

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

Part D - Part-time staff

**Number of part-time staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations
Men					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White			1	17	
Two or more races					
Race and ethnicity unknown					
Total men	0	0	1	17	0
Women					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					

Native Hawaiian or Other Pacific Islander					
White				6	
Two or more races					
Race and ethnicity unknown					
Total women	0	0	0	6	0
Total (men+women)	0	0	1	23	0

Part D - Part-time staff

**Number of part-time staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Production, Transportation, and Material Moving Occupations	Grand Total (All part-time staff)
Men						
Nonresident alien						0
Hispanic/Latino	1					2
American Indian or Alaska Native						0
Asian						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White	11					69
Two or more races						0
Race and ethnicity unknown						1
Total men	12	0	0	0	0	73
Women						
Nonresident alien						0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
						2

Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	3		6			42
Two or more races						0
Race and ethnicity unknown						0
Total women	3	0	6	0	0	44
Total (men+women)	15	0	6	0	0	117

<u>Native Hawaiian or Other Pacific Islander</u>												
<u>White</u>								2				2
<u>Two or more races</u>												0
<u>Race and ethnicity unknown</u>												0
Total women	0	0	0	0	0	0	2	0	0	0	0	2
Total (men+women)	0	0	0	0	0	0	6	0	0	0	0	6

Part E - Part-time staff

**Number of part-time staff
by tenure status and occupational category**

As of November 1, 2012

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	0	0	0	0	69	0	69
Instruction	0	0	0	0	69	0	69
Exclusively credit	0				69		69
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service							0
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians						3	3
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations							0
Business and Financial Operations Occupations							0
Computer, Engineering, and Science Occupations						1	1
Community Service, Legal, Arts, and Media Occupations						23	23
Healthcare Practitioners and Technical Occupations							0

Community Service, Legal, Arts, and Media		
Library and Instructional Support		0
Healthcare Practitioners and Technical		0
Total		123

Part H - New Hires - Full-time instructional staff

Number of newly hired full-time permanent instructional staff
by tenure status, gender, and race/ethnicity
(Hired full time between July 1 and October 31, 2012 and
still on payroll of the institution as of November 1, 2012)

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year 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				1			1
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	0	1	0	0	1
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	0	1	
Total (men+women)	0	0	0	2	0	0	0	2	

Part H - New Hires - Full-time staff

**Number of newly hired full-time staff
by occupational category, gender, and race/ethnicity
(Hired full time between July 1 and October 31, 2012 and
still on payroll of the institution as of November 1, 2012)**

•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 H, screen 1)	Postsecondary Teachers		Library and Instructional Support Occupations
		Research	Public Service	
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	1			
Two or more races	0			
Race and ethnicity unknown	0			
Total men	1	0	0	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	1				
Two or more races	0				
Race and ethnicity unknown	0				
Total women	1	0	0	0	0
Total (men+women)	2	0	0	0	0

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

Number of newly hired full-time non-instructional staff
by occupational category, gender, and race/ethnicity

(Hired full time between July 1 and October 31, 2012 and
still on payroll of the institution as of November 1, 2012)

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations
Men					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1				
Two or more races					
Race and ethnicity unknown					
Total men	1	0	0	0	0
Women					
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					

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

by occupational category, gender, and race/ethnicity

(Hired full time between July 1 and October 31, 2012 and

still on payroll of the institution as of November 1, 2012)

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Production, Transportation, and Material Moving Occupations	Grand Total (All full-time new hires)
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						2
Two or more races						0
Race and ethnicity unknown						0
Total men	0	0	0	0	0	2
Women						
Nonresident alien						0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0

Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White						4
Two or more races						0
Race and ethnicity unknown						0
Total women	0	0	0	0	0	5
Total (men+women)	0	0	0	0	0	7

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

Institution: Hilbert College (191621)

User ID: P1916211

Prepared by

This survey component was prepared by:

Keyholder SFA Contact HR Contact Finance Contact Other

Name:

Richard Pinkowski

Email:

rickp@hilbert.edu

How long did it take to prepare this survey component?

2

hours

0

minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Summary

Human Resources Component Summary (Applicable to Degree-granting institutions and Related Administrative Offices)

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 ExPT and sent to your institution's CEO in November 2013.

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 2012**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	142	117	181
Postsecondary Teachers	53	69	76
Instructional Staff	53	69	76
Instruction	47	69	70
Exclusively credit	47	69	70
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	6	0	6
Research	0	0	0
Public Service	0	0	0
Library and Instructional Support Occupations	5	3	6
Librarians, Curators, and Archivists	5	3	6
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	5	3	6
Library Technicians	0	0	0
Other Teachers and Instructional Support Staff	0	0	0
Management Occupations	25	0	25
Business and Financial Operations Occupations	10	0	10
Computer, Engineering, and Science Occupations	6	1	6
Community Service, Legal, Arts, and Media Occupations	10	23	18
Healthcare Practitioners and Technical Occupations	1	0	1

**Number of staff by employment status and occupational category:
Fall 2012**

Service Occupations	18	15	23
Sales and Related Occupations	0	0	0
Office and Administrative Support Occupations	14	6	16
Natural Resources, Construction, and Maintenance Occupations	0	0	0
Production, Transportation, and Material Moving Occupations	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 2012-13**

Academic rank	Full-time instructional staff				Total employees for Salary reporting	Total Number of Months	Salary Outlays	Weighted average Salaries per month
	9-month contracts	10-month contracts	11-month contracts	12-month contracts				
All Ranks		47			47	470	\$2,690,833	\$5,725
Professor		18			18	180	\$1,231,798	\$6,843
Associate professor		9			9	90	\$530,705	\$5,897
Assistant professor		20			20	200	\$928,330	\$4,642
Instructor								
Lecturer								
No academic rank								

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

Human Resources

Hilbert College (191621)

There are no errors for the selected survey and institution.