### **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: <a href="http://nces.ed.gov/ipeds/resource/soc.asp">http://nces.ed.gov/ipeds/resource/soc.asp</a>. (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: <u>Survey Materials</u>

#### 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

		ve any part-time staff?			
lf you answer	Yes to this q	uestion, you will be provided th	e screens to report pa	rt-time staff.	
				• Yes	O No
Does your in	stitution hav	ve 15 or more full-time staff?			
				• Yes	O No
Do ALL of the	e instructio	nal staff at your institution fal	into any of the follow	wing categories?	
your institution	n and you wi	of the questions below, the full-ti II <b>NOT</b> be required to report data e required for reporting data for	a for the full-time instru	ctional staff screens	
No	o Yes	Are ALL of the instructional st	aff military personnel?		
o No	C Yes	Do ALL of the instructional sta order)?	ff contribute their serv	ices (e.g., members	of a religious
o No	C Yes	Do ALL of the instructional sta	ff teach pre-clinical or	clinical medicine?	
The reporting	g of data by	gender AND race/ethnicity is	optional this year as	it is in even-numbe	red years.
If you answer be displayed. If you answer gender AND r	No, screens Yes, screen ace/ethnicity	by gender AND race/ethnicity to to report data by employment s s to report data by employment will be displayed and you must lata by gender and race/ethnicit	tatus (full-time and pa status (full-time and pa complete all applicabl	art-time), occupationa	

• 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.

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 stat	tus.	
	$oldsymbol{\circ}$	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.		
	•	Yes	O	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, 2012 either for the first time (new to the ins	titution) o	r after a bi	reak in sei	rvice
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 w	orking les	s-than-9-n	nonth con	tracts.)
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
	ullet	Yes	0	No

# Part A - Full-time instructional staff

Number of full-time instructional staff with faculty status who are tenured 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 Associate Assistant No academic race/ethnicity Professors professors professors rank Instructors Total Lecturers Men 0 Nonresident alien Hispanic/Latino 3 1 American 0 Indian or Alaska Native Asian 0 1 Black or n African American 0 Native Hawaiian or Other Pacific Islander 28 White 17 11 Two or more 0 1 races Race and 2 2 0 ethnicity unknown 14 22 0 0 36 0 0 Total men Women Nonresident 0 alien 3 Hispanic/Latino 2 1 American Indian or Alaska Native Asian 2 1 1 Black or 0 1 African American

Native Hawaiian or Other Pacific Islander							
White	2	14					16
Two or more races							0
Race and ethnicity							0
unknown Total women	4	18	0	0	0	0	22
Total (men+women)	18	40	0	0	0	0	58

# Part A - Full-time instructional staff

Number of full-time instructional staff with faculty status who are on tenure track 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 Associate Assistant No academic race/ethnicity Professors professors professors rank Instructors Total Lecturers Men 3 Nonresident 0 2 1 alien Hispanic/Latino 0 0 1 American 0 Indian or Alaska Native Asian 0 0 1 Black or 0 0 African 1 American Native 0 Hawaiian or Other Pacific Islander 6 White 0 4 1 1 n Two or more races Race and 0 ethnicity unknown 2 0 0 12 0 9 Total men 1 Women Nonresident 0 0 4 alien 2 Hispanic/Latino 0 1 1 American Indian or Alaska Native Asian 2 0 2 0 Black or 0 African American

0

Native Hawaiian or Other Pacific Islander							
White	0	2	3				5
Two or more races							0
Race and ethnicity							0
unknown	0		10	0	0	0	10
Total women	0	3	10	0	0	0	
Total (men+women)	0	5	19	0	1	0	25

rait A - Fu	li-time instructio		I-time instructional staff w	vith faculty status who are	not on tenure track		
			with <u>mult</u>	ti-year contract			
			by academic rank, g	gender, and race/ethnicity			
As of Novemb	er 1, 2012						
<ul> <li>Report Hispan</li> </ul>	ic/Latino individuals of	any race as Hispanic/La	itino				
	r non-Hispanic/Latino in						
	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							0
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	2						0
American							0
Indian or Alaska Native	I	I			I		
<u>Asian</u>							0
Black or							0
African American	I				I	<b>I</b>	
<u>Native</u> Hawaiian or							0
Other Pacific	1	I	I		I	<b>I</b>	
Islander White							0
							0
Two or more races							0
Race and ethnicity							0
unknown	1						
Total men		0	0	0	0	0	0 0
Women Nonresident							0
alien	0	0	0	0	0	0	
Hispanic/Latino	2						0
American	, [	,		,	/		0
Indian or Alaska Native							
Asian							0
Black or				I			0
<u>Black or</u> <u>African</u> American	I	I			I		
							0

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

Part A - Fu	ll-time instructiona		nstructional staff with facu	Ilty status who are not on	tenure track		
			with <u>annual co</u>				
		b	y academic rank, gender,	and race/ethnicity			
As of Novemb	er 1, 2012						
•Report Hispan	ic/Latino individuals of any	race as Hispanic/Latino					
<ul> <li>Report race for</li> </ul>	r non-Hispanic/Latino indiv	iduals only					
	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							1
Nonresident alien	0	0	1				
Hispanic/Latino	0	0	0	1			. 1
American Indian or							0
Alaska Native Asian		-				_	0
							0
<u>Black or</u> <u>African</u> American							. 0
Native Hawaiian or							0
Other Pacific Islander							
White	0	0	4	3	1		8
Two or more races							_ 0
Race and ethnicity	0	0	0	1			. 1
unknown Total men		0 0	) 5	5 5		1 0	0 11
Women		0	5			1	, ,,
Nonresident		_	-			-	0
alien							0
Hispanic/Latino							
American Indian or Alaska Native							_ 0
Asian	0	0	1	1	-		2
<u>Black or</u> <u>African</u> American	0	0	0	1	1		2
							0

<u>Native</u> Hawaiian or Other Pacific Islander							
White	0	1	5	9			15
Two or more races							0
Race and ethnicity							0
unknown	0		6	14			10
Total women	0		ĩ	11		0	
Total (men+women)	0	1	11	16	2	0	30

				ith faculty status who are In annual contract			
				jender, and race/ethnicity			
As of Novemb	er 1, 2012						
Report Hispan	ic/Latino individuals	of any race as Hispanic/L	atino				
Report race for	r non-Hispanic/Latino	o individuals only					
Gender and ace/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							
Nonresident alien	0	0	0	0	0	0	0
lispanic/Latino							0
<u>merican</u> ndian or							0
Alaska Native	1	1	1		1	I	
Asian							0
Nook or							0
<u>Black or</u> African							0
American						1	
lative							0
<u>Iawaiian or</u> Dther Pacific	I	I	I	I	I	I	
slander							
Vhite							0
wo or more							0
aces							
Race and							0
e <u>thnicity</u> Inknown	<u> </u>						
otal men		0	0	0	0	0	0 0
Vomen							
Nonresident							0
llien	0	0	0	0	0	0	0
lispanic/Latino							0
merican					,	, [	0
ndian or Alaska Native	I						
sian							0
<u>Black or</u> African							0
<u>African</u> American	1	I	I	I		I	
							0

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

Number of full-time instructional staff wi	thout faculty status
by gender and race/ethni	city
As of November 1, 2012	
•Report Hispanic/Latino individuals of any race as Hispanic/Latino	
<ul> <li>Report race for non-Hispanic/Latino individuals only</li> </ul>	
Gender and race/ethnicity	Total
Men	
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total men	0
Women	
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total women	0
Total (men+women)	0

# Part A - Full-time instructional staff

Number of full-time instructional staff

#### by tenure status, and function

#### As of November 1, 2012

	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	58	25	0	30	0		0 113
Instruction	0	0	0	0	0		0 0
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for- credit							0
Instruction/research/public service	58	25		30			_ 113

# 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)								
Nonresident alien	4	4	8								
Hispanic/Latino	6	5	11								
American Indian or Alaska Native	0	0	0								
Asian	2	6	8								
Black or African American	1	3	4								
Native Hawaiian or Other Pacific Islander	0	0	0								
White	42	36	78								
Two or more races	1	0	1								
Race and ethnicity unknown	3	0	3								
Total	59	54	113								

# 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

Gender and race/ethnicity		Postsecondary Teacher	<u>s</u>
	Instructional Staff	Research	Public Service
	(carried forward		
	from Part A)		
Men			
Nonresident alien	4		
		0	
Hispanic/Latino	6		
American Indian or Alaska Native	0		
Asian	2		
Black or African American	1		
Native Hawaiian or Other Pacific Islander	0		
White	42		
Two or more races	1		
Race and ethnicity unknown	3		
Total men	59	0	0
Women			
Nonresident alien	4		
		0	
Hispanic/Latino	5		· · · · · · · · · · · · · · · · · · ·
	Ū		
American Indian or Alaska Native	0		
	Ū		
Asian	6		
	0		
Black or African American	3		
	Ū		
Native Hawaiian or Other Pacific Islander	0		
	Ū		
White	36		
	00		
Two or more races	0		
	•		
		1	,

Race and ethnicity unknown	0		
Total women	54	0	0
Total (men+women)	113	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

Gender and	Archivists, Curators, and	Librarians	Library Technicians	Other Teachers and
race/ethnicity Men	Museum Technicians			Instructional Support Staff
<u>Nonresident</u> alien Hispanic/Latino				
<u>American</u> Indian or Alaska Native <u>Asian</u>				
Black or African American Native				3
Hawaiian or Other Pacific Islander White		2	·	5
Two or more races Race and				
ethnicity unknown	0			2 10
Total men	U	2	0	10
Women <u>Nonresident</u> alien Hispanic/Latino			1	1
American Indian or Alaska Native				
<u>Asian</u>				
<u>Black or</u> <u>African</u> American			1	1

<u>Native</u> Hawaiian or Other Pacific Islander				
White		6	3	6
Two or more races				
Race and ethnicity unknown				
Total women	0	6	5	8
Total (men+women)	0	8	5	18

## Part B - Full-time non-instructional staff

Gender and race/ethnicity

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 Business and Financial<br/>Operations OccupationsComputer, Engineering,<br/>and Science OccupationsCommunity Service, Legal,<br/>Arts, and MediaHealthcare Practitioners<br/>and Technical Management Occupations Business and Financial

race/etrinicity			and Science Occupations	Occupations	Occupations
Men					
Nonresident					
alien					
Hispanic/Latino	1	1	1		
American	,				,
Indian or			1		
Alaska Native					
<u>Asian</u>	1		1		
Black or	4				
African American	1	<u> </u>		2	
Native					
Hawaiian or					
Other Pacific Islander					
White					
<u>winte</u>	11	4	3	6	
Two or more	, 	,			,
races					
Race and		1		2	
ethnicity unknown	I	1	1	12	
Total men	14	6	6	10	0
Women					
Nonresident					
alien					
Hispanic/Latino				1	
American		<u> </u>		1	<u> </u>
Indian or					
Alaska Native		,			
Asian					
	1	3	1	3	
<u>Black or</u> African		2	1	3	
American	ļ	<u> </u>	1		l

<u>Native</u> Hawaiian or Other Pacific Islander					
<u>White</u>	9	12	2	10	
Two or more races					
Race and ethnicity unknown		1			
Total women	10	18	4	17	0
Total (men+women)	24	24	10	27	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

race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u>	Production, Transportation, and Material Moving Occupations	Grand Total (All full- time staff)
Men Norresident						1
Nonresident alien						
Hispanic/Latino						. 11
				2		
American						. 1
Indian or						
Alaska Native Asian						4
Asian						
Black or						21
African	11		2	1		
American Native						0
Hawaiian or						. 0
Other Pacific	P	J		<u>,</u>	, <u> </u>	
Islander						
White	15		15	12	1	116
Two or more			15			1
races						
Race and						17
ethnicity	5		1	3		
unknown Total men	31	0	18	18	1	175
Women	01	Ű	10	10		
Nonresident						4
alien						
Hispanic/Latino						. 11
•			3			0
American Indian or						0
Alaska Native	1	I	1	1		
Asian						. 15
			1			47
	3		3			. 17
	5	1	0	1		

Black or African American Native Hawaiian or Other Pacific Islander						0
White	5		23			112
Two or more races						0
<u>Race and</u> ethnicity unknown			2			3
Total women	8	0	32	0	(	) 162
Total (men+women)	39	0	50	18		1 337

# 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	Tenured	On Tenure Track		Not on Tenure Track		Without Faculty status	Total
category			Multi-year contract	Annual contract	Less-than-annual contract		
							0
Postsecondary Teachers -							_ 0
Research	1	1		1	I	1	
Postsecondary							0
Teachers -							
Public Service	,		,	1	,	,	
Archivists,			-		-		0
Curators, and							
Museum							
Technicians							0
Librarians		·		8	-		8
Libron		1		0		I	5
Library Technicians				5			- 3
Other	· · · · · · · · · · · · · · · · · · ·			10	· ·	1	18
Teachers and				18			
Instructional	1		,		1	,	
Support Staff							
Management						L	24
Occupations	6			18			
Business and		·		04			24
Financial		1		24		J	
Operations Occupations							
Computer,							10
Engineering,				10			
and Science	1	1		1.2	· · ·	1	
Occupations							
Community						r	27
Service, Legal,				27			
Arts, and							
Media							
Occupations							0
Healthcare Practitioners							_ 0
and Technical	1	1	1	1	1		
Occupations							

# Part C - Full-time summary non-medical Summary of full-time, non-medical school, staff

# by tenure status and occupational category

### As of November 1, 2012

Occupational category	Tenured	On		ot on Tenu	re Track	Without	Total
		Tenure Track	Multi-year contract	Annual contract	Less-than-annual contract	Faculty status	
Postsecondary Teachers	58	25	0	30	0	(	) 113
Instruction	0	0	0	0	0	(	) 0
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service	58	25		30			113
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians				8			8
Library Technicians				5			5
Other Teachers and Instructional Support Staff				18			18
Management Occupations	6			18			24
Business and Financial Operations Occupations				24			24
Computer, Engineering, and Science Occupations				10			10
Community Service, Legal, Arts, and Media Occupations				27			27
Healthcare Practitioners and Technica Occupations	I						0
Service Occupations							39
Sales and Related Occupations							0
Office and Administrative Support Occupations							50
Natural Resources, Construction, and Maintenance Occupations							18
Production, Transportation, and Material Moving Occupations							1
Total							337

# Part G - Salary Worksheet

Fait G -	Salary worksheet	per of full-time, non-medio	cal, instructional staff for	calculation of total number	er of month	S		
			As of November 1, 20					
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	of	Total full- time, non- medical, instructional staff from Part A	Balance (All other full-time instructional staff)
Men								
Professors	14				. 14		14	
Associate					24	216	24	0
professors	24							
Assistant	40				. 14	132	14	0
professors	12	I	<b> </b>	2	_	45	_	
Instructors	5				. 5	45	5	0
Lecturers	2				. 2	18	2	0
No					0	0	0	0
academic								
rank								
Total men	57	0	0	2	2 59	537	59	0
Women								
Professors	4				- 4	36	4	0
Associate				· ·	22	198	22	0
professors	22							
Assistant		-		-	16	144	16	0
professors	16							
Instructors		r	·		. 11	99	11	0
	11					_		
Lecturers					1	9	1	0
	1	<u> </u>		<u> </u>				
No .					0	0	0	0
academic		1						
rank <b>Total</b>	54	0	0	(	) 54	486	54	0
women	04	Ŭ	, U	, c	, 34	400	54	U
Total	111	0	0	2	2 113	1,023	113	0
(men + women)						.,010	110	J

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	Number	🕜 Salary Outlays	Weighted average Salaries per month			
Men							
Professors	14	126	1,670,560	13,258			
Associate professors	24	216	2,080,067	9,630			
Assistant professors	14	132	736,243	5,578			
Instructors	5	45	, .	5,520			
Lecturers	2	18		5,210			
No academic rank	0	0					
Total men	59	537	4,829,058	8,993			
Women							
Professors	4	36	479,528	13,320			
Associate professors	22	198	1,497,557	7,563			
Assistant professors	16	144	952,581	6,615			
Instructors	11	99	573,545	5,793			
Lecturers	1	9	42,420	4,713			
No academic rank	0	0					
Total women	54		3,545,631	7,296			
Total (men + women)	113	1,023	8,374,689	8,186			

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
Postsecondary Teachers - Research	0	
Postsecondary Teachers - Public Service	0	
Library and Instructional Support Occupations	31	1,181,079
Management Occupations	24	
Business and Financial Operations Occupations	24	1,419,272
Computer, Engineering, and Science Occupations	10	582,814
Community Service, Legal, Arts, and Media Occupations	27	1,253,974
Healthcare Practitioners and Technical Occupations	0	
Service Occupations	39	1,196,756
Sales and Related Occupations	0	
Office and Administrative Support Occupations	50	1,615,406
Natural Resources, Construction, and Maintenance Occupations	18	639,054
Production, Transportation, and Material Moving Occupations	1	25,250

# 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

•	•		
Gender and race/ethnicity		Postsecondary Teachers	
	Instructional Staff	Research	Public Service
Men			
Nonresident alien	1		
<u>Hispanic/Latino</u>	2		
American Indian or Alaska Native	1		
Asian	1		
Black or African American	2		
Native Hawaiian or Other Pacific Islander			
White	39		
Two or more races			
Race and ethnicity unknown	14		
Total men	60	0	C
Women			
Nonresident alien	1		
Hispanic/Latino	3		
American Indian or Alaska Native			
Asian	1		
Black or African American	1		
<u>Native Hawaiian or Other Pacific</u> Islander			
White	55		
Two or more races			
Race and ethnicity unknown	18		

Total women	79	0	0
Total (men+women)	139	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

Gender and race/ethnicity	Archivists, Curators, and Museum Technicians	Librarians	Library Technicians	Other Teachers and Instructional Support Staff	Library and Instructional Support Occupations
Men					
Nonresident alien	0				0
Hispanic/Latino					0
American Indian or Alaska Native					0
<u>Asian</u>					0
<u>Black or</u> <u>African</u> American					0
Native Hawaiian or Other Pacific Islander					0
White					0
Two or more races					0
Race and ethnicity					0
unknown	0	0	C	) 0	0
Total men	0	0	L	0	U
Women Nonresident			r		0
<u>alien</u> Hispanic/Latino	0				0
American		 		· ]	0
Indian or Alaska Native					
<u>Asian</u>					0
<u>Black or</u> <u>African</u> American					0

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

# Part D - Part-time staff

Men

alien

Asian

Black or African American Native

Islander White

races

ethnicity unknown

Women

American Indian or

Asian

Black or African American

alien

American Indian or

# 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 Computer, Engineering, Community Service, Legal, Healthcare Practitioners Management Occupations Gender and Business and Financial **Operations Occupations** and Technical and Science Occupations Arts, and Media race/ethnicity Occupations Occupations Nonresident 0 Hispanic/Latino Alaska Native Hawaiian or Other Pacific Two or more Race and 0 0 0 Total men 0 Nonresident 0 Hispanic/Latino Alaska Native

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

# Part D - Part-time staff

	Part D - Part-time staff Number of part-time staff								
by occupational category, gender, and race/ethnicity									
A 6 N									
As of November 1, 2012									
	ic/Latino individuals of any								
	r non-Hispanic/Latino indivi				<b>-</b>	<b>A</b>			
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					1			
Hispanic/Latino	2					2			
<u>American</u> Indian or						1			
Alaska Native Asian		,	,			1			
<u>Black or</u> <u>African</u> American						_ 2			
Native Hawaiian or Other Pacific Islander	[					0			
White						39			
Two or more races						0			
Race and ethnicity						14			
unknown Total men	C	) (	) (	) (	)	0 60			
Women									
Nonresident	0					_ 1			
alien Hispanic/Latino		_   . 	_	_	_ I	3			
American		 	 		 	0			
Indian or Alaska Native		1	1	1	1				
<u>Asian</u>						1			
						1			
	1								

Black or African American Native Hawaiian or Other Pacific		[]				0
Islander White						55
Two or more races						0
Race and ethnicity unknown						18
Total women	0	0	0	0	0	79
Total (men+women)	0	0	0	0	0	139

# Part D - Graduate assistants

# Number of graduate assistants

by occupational category, gender, and race/ethnicity

As of November 1, 2012

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

Gender and	Teaching	Research	Management	Business and Financial	Computer, Engineering,	Community Service, Legal, Arts, and Media	Library and Instructional	Healthcare Practitioners	Tota
race/ethnicity				Operations	and Science	Arts, and Media	Support	and Technical	
Vien									
Nonresident alien									1
Hispanic/Latino		<b>I</b>		1					
									-
American		· · · · · · · · · · · · · · · · · · ·		· · · · · · · · · · · · · · · · · · ·					
ndian or									
Alaska Native							-	-	
Asian		·		·	· · · · · · · · · · · · · · · · · · ·			·	_
Black or African									- 1
African		I		l		l	<u> </u>	I	
American									
Native									-
Native Hawaiian or Other Pacific		I		I	1	1	1	I	
Islander									
White									
5	5	3							
Two or more									_
races									
Race and									_
ethnicity 2	2	1							
unknown									
Total men	/	4	Ű	0	0	0	0	l	0 1
Nomen									
Nonresident									-
alien		1		1				1	
Hispanic/Latino	1	0							-
<u> </u>		10							
American Indian or									-
Alaska Native		I		I	1	1	1	1	
Asian									
Black or _					-				
Black or African									
American		-		-	-	-	-		
									_

<u>Native</u> <u>Hawaiian or</u> Other Pacific Islander									
White									. 9
	7	2							
Two or more									0
races									
Race and									. 10
ethnicity	5	5							
Race and ethnicity unknown									
Total women	13		0	0	0	0	0	0	20
Total	20	11	0	0	0	0	0	0	• 🗣 31
(men+women)									₩ <b>3</b> 1

# 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	Multi-year contract	Not on Tenure Track Annual contract	Less-than-annual contract	Without Faculty status	Total
Postsecondary Teachers	1	0	0	138			0 139
Instruction	0	0	0	0	0		0 0
Exclusively credit	0						_ 0
Exclusively not-for-credit							0
Combined credit/not-for-			, 	,		,	0
credit							
Instruction/research/public	1	I		138			139
service	11	I		130	1	<u> </u>	
Research							_ 0
Public Service		· · · · · · · · · · · · · · · · · · ·					0
<u></u>							
Archivists, Curators, and							0
Museum Technicians	I	<u> </u>			I		
Librarians							_ 0
Library Technicians	1	1 1			1	1	0
Other Teachers and		· · · ·			-	,	0
Instructional Support Staff							
Management Occupations							_ 0
Business and Financial	1	I			1	I	0
Operations Occupations							_ 0
Computer, Engineering,		I					0
and Science Occupations							
Community Service, Legal,							0
Arts, and Media		I				I	
Occupations							0
Healthcare Practitioners and Technical Occupations							_ 0
and recrimical Occupations	1	1		1	1	1	

# Part F - Part-time summary non-medical Summary of part-time staff

# by tenure status and occupational category

# As of November 1, 2012

Occupational category	Tenured	On	N	lot on Tenu	ire Track	Without	Total
		Tenure Track	Multi-year contract	Annual contract	Less-than-annual contract	Faculty status	
Postsecondary Teachers	1	0	0	138	0	C	
Instruction	0	0	0	0	0	C	
Exclusively credit	0						0
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service	1			138			139
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations							0
Business and Financial Operations Occupations							0
Computer, Engineering, and Science Occupations							0
Community Service, Legal, Arts, and Media Occupations							0
Healthcare Practitioners and Technical Occupations							0
Service Occupations							0
Sales and Related Occupations							0
Office and Administrative Support Occupations							0
Natural Resources, Construction, and Maintenance Occupations							0
Production, Transportation, and Material Moving Occupations							0
Graduate Assistants							31
Teaching							20
Research							11
Management							0
Business and Financial Operations							0
Computer, Engineering, and Science							0
							0

Community Service, Legal, Arts, and Media	
Library and Instructional Support	0
Healthcare Practitioners and Technical	0
Total	170

# 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

Gender and race/ethnicity	Tenured	On Tenure Track	Multi-year contract	Not on Tenure Track Annual contract	Less-than-annual contract	Without Faculty status	Total
			Mulli-year contract	Annual contract	Less-linan-annual contract		
Men Noprosident							0
<u>Nonresident</u> alien							_ 0
Hispanic/Latino	, 		· · · · · · · · · · · · · · · · · · ·	·	· · · · · · · · · · · · · · · · · · ·		_ 1
	0	0	0	1			
American							_ 0
Indian or Alaska Native						J	
Asian							0
						<u> </u>	
Black or							_ 0
African American						ļ	
Native					-		0
Hawaiian or							
Other Pacific Islander							
White							0
<u>vviiite</u>							
Two or more							0
races							2
Race and ethnicity	2	0	0	1			_ 3
unknown			1	<u>, ·                                     </u>	J. J.		
Total men	2	0	0	2	2 0	(	0 4
Women							
Nonresident							_ 0
alien Hispanic/Latino						J	0
Thispanic/Latino							_ 0
American	,		, 	,		,	0
Indian or							
Alaska Native Asian							0
							_
Black or					-		0
African							
American							

<u>Native</u> Hawaiian or Other Pacific							0
Islander							
White	0	0	0	2			2
Two or more							0
races							0
Race and ethnicity unknown							Ŭ
Total women	C	0 0	0	2	0	0	2
Total	2	2 0	0	4	0	0	<b>()</b> 6
(men+women)							

# 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

shepont face for he	in-mspanic/Laum			
Gender and	Instructional	Postseconda	ary Teachers	Library and Instructional
race/ethnicity	<u>Staff</u> (carried forward from Part H, screen 1)	<u>Research</u>	Public Service	Support Occupations
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	0			
Two or more races				
Race and ethnicity unknown	3			1
Total men	4	0	0	1
Women				
Nonresident alien	0			
Hispanic/Latino	0			1
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 women	2	0	0	1
Total (men+women)	6	0	0	2

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

/ Service, Legal, <u>Healthcare Practitioners</u> and Media supations <u>Occupations</u>
and Media and Technical
Supations     Occupations
I
,
1 0
1 0
I

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

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

Gender and race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	<u>Natural Resources,</u> <u>Construction, and</u> <u>Maintenance Occupations</u>	Production, Transportation, and Material Moving Occupations	Grand Total (All full- time new hires)
Men						
Nonresident						0
alien						1
Hispanic/Latino	2					- '
American			1	· · ·	· ·	0
Indian or						
Alaska Native						0
<u>Asian</u>						_ 0
Black or			1	· ·		0
African						
American						0
<u>Native</u> Hawaiian or						_ 0
Other Pacific	1	1	1	J 1	1	
Islander						
White			1	-	-	_ 2
Two or more			1			0
races						_
Race and					,	9
ethnicity	3		1			
unknown Total men	3	0		2		0 12
Women	J	Ū	2	-		5 12
Nonresident						0
alien						
Hispanic/Latino			-	-		1
American Indian or						0
Alaska Native			1			
Asian						0

<u>Black or</u> African American						0
Native Hawaiian or						0
Other Pacific Islander	,		,	,		
White			1			3
Two or more races						0
Race and ethnicity			2			2
unknown Total women	0	0	3	0	0	6
Total (men+women)	3	0	5	0	0	18

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

# Prepared by

This survey component was prepared by:		
C Keyholder C SFA Contact C HR Contact	Finance Contact	• Other
Name: Kevin Frenzel		
Email: kfrenzel@usf.edu		
How long did it take to prepare this survey component?	hours	—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 a		
The time it took to prepare this component is being collected so that reporting burden associated with IPEDS. Please include in your estir query and search data sources, complete and review the component System.	mate the time it took for you to revi	ew instructions,
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 <u>ipedshelp@rti.org</u>.

Number of staff by employment state Fall 201		ategory:		
Occupational category	Reported	Reported values		
	Number of full-time staff	Number of part-time staff		
Total number of staff	337	139	383	
Postsecondary Teachers	113	139	159	
Instructional Staff	113	139	159	
Instruction	0	0	0	
Exclusively credit	0	0	0	
Exclusively not-for-credit	0	0	0	
Combined credit/not-for-credit	0	0	0	
Instruction/research/public service	113	139	159	
Research	0	0	0	
Public Service	0	0	0	
Library and Instructional Support Occupations	31	0	31	
Librarians, Curators, and Archivists	13	0	13	
Archivists, Curators, and Museum Technicians	0	0	0	
Librarians	8	0	8	
Library Technicians	5	0	5	
Other Teachers and Instructional Support Staff	18	0	18	
Management Occupations	24	0	24	
Business and Financial Operations Occupations	24	0	24	
Computer, Engineering, and Science Occupations	10	0	10	
Community Service, Legal, Arts, and Media Occupations	27	0	27	
Healthcare Practitioners and Technical Occupations	0	0	0	

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

1 411 2012			
Service Occupations	39	0	39
Sales and Related Occupations	0	0	0
Office and Administrative Support Occupations	50	0	50
Natural Resources, Construction, and Maintenance Occupations	18	0	18
Production, Transportation, and Material Moving Occupations	1	0	1

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 2012-13

Academic rank	Full-time instructional staff			Total	Total		Weighted	
	9-month contracts	10-month contracts	11-month contracts	12-month contracts	employees for Salary reporting	Number of Months	Salary Outlays	average Salaries per month
All Ranks	111			2	113	1,023	\$8,374,689	\$8,186
Professor	18				18	162	\$2,150,088	\$13,272
Associate professor	46				46	414	\$3,577,624	\$8,642
Assistant professor	28			2	30	276	\$1,688,824	\$6,119
Instructor	16				16	144	\$821,959	\$5,708
Lecturer	3				3	27	\$136,194	\$5,044
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

University of South Florida-St. Petersburg (448840)

Source	Description	Severity	Resolved	Options					
Screen: Salaries for non-instructional staff									
Perform Edits	The amount entered in Part G for Total salary outlays for Management Occupations (\$2,795,650) is outside the expected range of between \$768,000 and \$2,640,000 based on an estimated average salary of between \$32,000 and \$110,000 per individual for this category. Please fix your data or enter an explanation for this difference. (Error #1371)	Explanation	Yes						
Reason:	The maanagement/executive salaries are valid. Those people the instutituon now that would be directors or above) do in fact make			!', and at our					
Related Screens:	Salaries for non-instructional staff								
Screen	: PT staff by Occupation and R/E/G - 4								
Perform Edits	The percentage of part-time staff (men + women) reported across all occupational categories whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1358)	Explanation	Yes						
Reason:	n: The percentage you are editing for no race is based on a very small N, and is valid								
Related Screens:	PT staff by Occupation and R/E/G - 4								
Screen	: Graduate assistants by R/E/G								
Screen Entry	The percent of staff (men + women) whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1302)	Explanation	Yes						
Reason:	The percentage you are editing for no race is based on a very s	mall N, and is valid							
Screen	: New Hires by Tenure status and R/E/G								
Screen Entry	The percent of staff (men + women) whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1302)	Explanation	Yes						
Reason:	The percentage you are editing for no race is based on a very s	mall N, and is valid							
Screen: New Hires by Occupation and R/E/G - 3									
Perform Edits	The percentage of the total number of new hires (men + women) reported across all occupational categories whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1360)	Explanation	Yes						
	The percentage you are editing for no race is based on a very s	mall N, and is valid							
Related Screens:	New Hires by Occupation and R/E/G - 3								