



Human Resources 2021-22

Institution: Missouri University of Science and Technology (178411)

User ID: 29C0011

Overview

Human Resources Overview

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

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2021-22 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.

Resources:

- To download the survey materials for this component: [Survey Materials](#)

- All staff must now be reported using the new IPEDS occupational categories, which align with the 2019 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.
- 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.

- No
 Yes

Does your institution have graduate assistants?

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

- No
 Yes

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

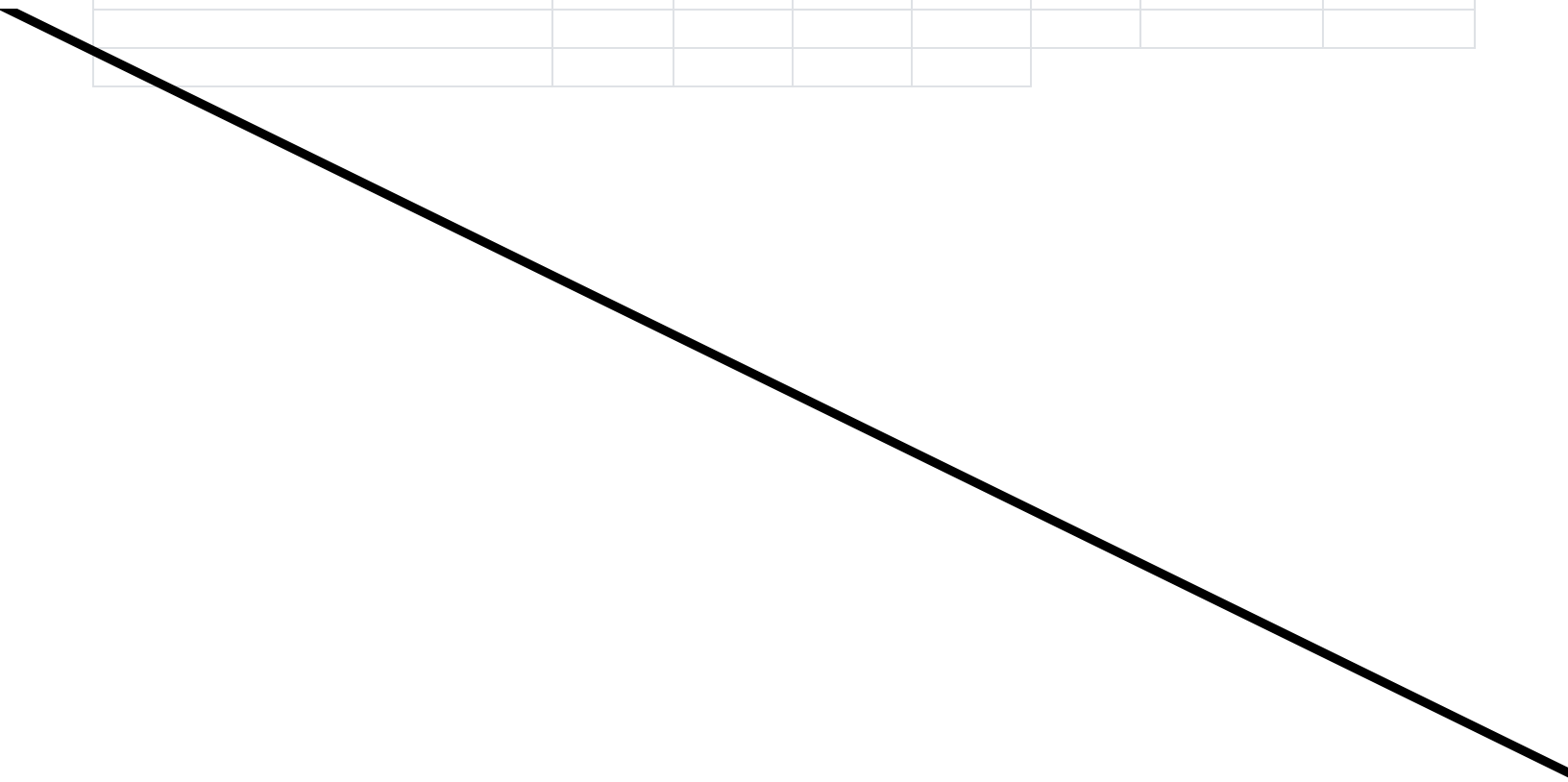
- No
 Yes

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.

- No
 Yes

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between November 1,



Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2021

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	22	3	25
Hispanic/Latino	7	0	7
American Indian or Alaska Native	0	1	1
Asian	55	16	71
Black or African American	6	3	9
Native Hawaiian or Other Pacific Islander	0	0	0
White	132	64	196
Two or more races	3	0	3
Race and ethnicity unknown	4	3	7
Total	229	90	319
Total from prior year			338

Part B1 - Full-time Non-instructional Staff by Occupational Category

Part B1 - Full-time Non-instructional Staff by Occupational Category

Part C - Full-time Summary

Part G3 - Average Salaries for Instructional Staff by Academic Rank



Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2021

Part F - Part-time Summary

Part H - New Hires, Full-time Staff by Occupational Category

Prepared by

Prepared by

Reporting Reminders:

- 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.

This survey component was prepared by:					
<input type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact
<input type="radio"/>	Finance Contact	<input type="radio"/>	Academic Library Contact	<input type="radio"/>	Other
Name:		<input type="text"/>			
Email:		<input type="text"/>			

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
<input type="text"/>	Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? Exclude the hours spent collecting data for state and other reporting purposes.				
Staff member	Collecting Data Needed	Revising Data to Match		

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 R.2(dba(F)5.1(.e90yi0.R(l)-1.)5.1(()-9.T0yi0.h(e)-.6(e)9. ()-9.pro)9.2(h)-.6pos6(e)9. ()-9.(ro)9.f(t)-4.4thro)9.d isu7(mmand it f)5.4(o)- provide

Edit Report

Human Resources

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The number of newly hired, full-time Black or African American women in Office and Administrative Support Occupations reported in Part H (1) exceeds the total number of these staff reported in Part B (0). If the staff were newly hired during the year November 1, 2020 through October 31, 2021 but are no longer on the payroll as of November 1, 2021, please correct your data or indicate that in your explanation. (Error #3243)	Explanation	Yes	
Reason	New hire (43-0000) hired during specified period, but as of Nov. 1, no longer on pay roll.			
Related Screens	B1 - FT Non-instructional, Occupation - 4, H - New Hires, Occupation - 3			
Screen: D - PT Staff, Occupation - 4				
Upload File	This number(0) 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	Part-time Individual (51-0000) is no longer with the institution.			