



Human Resources 2020-21

Institution: University of Missouri-Kansas City (178402)

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 2020-21 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.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

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

Changes to reporting for 2020-21

There are no changes for this survey component.

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 2018 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 .

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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, 2019 and October 31, 2020 either for the **first time** (new to the institution) or **after a break in service**? Do not exclude persons who were no longer on the payroll as of November 1, 2020. (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, you will be provided the screens to report full-time permanent new hires in Part H.

- No
- Yes

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.

- No Yes Are ALL of the instructional staff military personnel?
- No Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
- No Yes Do ALL of the instructional staff teach pre-clinical or clinical medicine?

You may use the box below to provide additional context for the data you have reported above.

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract

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

Number of Full-time Non-instructional Staff by Occupational Category

As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both medical school and non-medical school staff

Men

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
<u>Nonresident alien</u>	14	<input type="text" value="1"/>	<input type="text" value="0"/>
<u>Hispanic/Latino</u>	8	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>American Indian or Alaska Native</u>	1	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Asian</u>	49	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Black or African American</u>	13	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Native Hawaiian or Other Pacific Islander</u>	1	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>White</u>	211	<input type="text" value="4"/>	<input type="text" value="0"/>
Two or more races	4	<input type="text" value="0"/>	<input type="text" value="0"/>
<u>Race and ethnicity unknown</u>	7	<input type="text" value="0"/>	<input type="text" value="0"/>
Total men	308	5	0

Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	5	<input type="text" value="0"/>	<input type="text" value="0"/>
Hispanic/Latino	22	<input type="text" value="0"/>	<input type="text" value="0"/>
American Indian or Alaska Native	0	<input type="text" value="0"/>	<input type="text" value="0"/>
Asian	19	<input type="text" value="2"/>	<input type="text" value="0"/>
Black or African American	17	<input type="text" value="1"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	1	<input type="text" value="0"/>	<input type="text" value="0"/>
White	212	<input type="text" value="2"/>	<input type="text" value="0"/>
Two or more races	1	<input type="text" value="1"/>	<input type="text" value="0"/>
Race and ethnicity unknown			

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

Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	0	0	0	0	0	0	19	19
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	0	0	0	0	0	0	22	22
Healthcare Practitioners and Technical Occupations 29-0000	0	0	0	0	0	0	399	399
Total	0	0	0	3	0	0	462	465
Total from prior year	0			5	0		440	445

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Part C - Full-time Summary Medical school staff

Summary of Full-time Medical School Staff

As of November 1, 2020

- Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	17	2	0	15	0	0	0	34
Exclusively credit	17	2	0	15	0	0	0	34
Exclusively not-for-credit	0	0	0	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0	0	0	0
Instruction/research/public service staff	0	0	0	0	0	0	0	0
Research staff	0	0	0	3	0	0	0	3
Public Service staff	0	0	0	0	0	0	0	0
Archivists, Curators, and Museum Technicians 25-4010	0	0	0	0	0	0	0	0
Librarians and Media Collections Specialists 25-4020	0	0	0	0	0	0	0	0
Library Technicians 25-4030	0	0	0	0	0	0	0	0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	0	0	0	0	0	0	0	1
Management Occupations 11-0000	0	0	0	0	0	0	0	11
Business and Financial Operations Occupations 13-0000	0	0	0	0	0	0	0	10
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	0	0	0	0	0	0	0	19
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	0	0	0	0	0	0	0	22
Healthcare Practitioners and Technical Occupations 29-0000	0	0	0	0	0	0	0	399
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								0
Sales and Related Occupations 41-0000								0
Office and Administrative Support Occupations 43-0000								14
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000								0
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000								1
Total								514

Part G2 - Salary Outlays for Instructional Staff

Salary Outlays for Full-time Non-medical School Instructional Staff

Annual Salary Outlays, 2020-21

- Report the TOTAL ANNUAL salary outlays for the full-time Non-medical School instructional staff reported in the 12 months, 11

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Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

A

Part D - Graduate assistants

Number of Graduate Assistants
As of November 1, 2020

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Part F - Part-time Summary

Summary of Part-time Non-medical School Staff
As of November 1, 2020

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	2	0	0	19	248	0	0	269
Exclusively credit	2	0	0	19	248	0	0	269
Exclusively not-for-credit	0	0	0	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0	0	0	0
Instruction/research/public service staff	0	0	0	0	0	0	0	0
Research staff	0	0	0	1	0	0	0	1
Public Service staff	0	0	0	0	0	0	0	0
Archivists, Curators, and Museum Technicians 25-4010	0	0	0	0	0	0	0	0
Librarians and Media Collections Specialists 25-4020	0	0	0	0	0	0	1	1
Library Technicians 25-4030	0	0	0	0	0	0	0	0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	0	0	0	0	0	0	38	38
Management Occupations 11-0000	1	0	0	0	0	0	0	1
Business and Financial Operations Occupations 13-0000	0	0	0	0	0	0	3	3
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	0	0	0	0	0	0	18	18
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	0	0	0	0	0	0	21	21
Healthcare Practitioners and Technical Occupations 29-0000	0	0	0	0	0	0	27	27
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								17
Sales and Related Occupations 41-0000								1
Office and Administrative Support Occupations 43-0000								37
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000								0
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000								1
Graduate Assistants								387
Teaching 25-9044								184
Research								92
Other 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000								111
Total								822

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

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

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

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Human Resources Survey Evaluation

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

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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 checked="" 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:

Email:

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

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 IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	<input type="text" value="20.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="3.00"/> hours	<input type="text" value="2.75"/> hours
Other offices	<input type="text" value="60.00"/> hours	<input type="text" value="0.00"/> hours	<input type="text" value="6.00"/> hours	<input type="text" value="3.50"/> hours

