



## 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)?

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

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Part A1 - Full-time Instructional Staff by Academ









Part A1 - Full-time Instructional Staff - Without Faculty Status

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Part A2 - Full-time Instructional Staff by Function

Part A3 - Full-time Instructional Staff - Totals

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Part B2 - Full-time Non-instructional Staff by Occupational Category and Tenure Status







Part G2 - Salary Outlays for Instructional Staff

**Salary Outlays for Full-time Instructional Staff**

Annual Salary Outlays, 2020-21

- Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen, Part G1 – Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and gender.

**Men**

| Gender and academic rank |  |  |  |  |  |  |
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Part D - Part-time Staff by Occupational Category

Number of **Part-time 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

**Men**

| Race/ethnicity       | <u>Instructional staff</u> | <u>Research staff</u> | <u>Public Service staff</u> |
|----------------------|----------------------------|-----------------------|-----------------------------|
| Nonresident alienMen |                            |                       |                             |
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Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

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Part F - Part-time Summary

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

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

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## Summary

### **Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2020.

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 a53 :ct -877-e



Edit Report

Human Resources

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