

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ from what is shown below.

Fall Staff Survey, 2001 S1-Long																	
Part A -Full-Time Faculty (Instructional/Research/Public Services) By Racial/ethnic Category, Gender, Contract Length and Salary Class Intervals Employees on the payroll of the Institution as of November 1, 2001																	
Line No.	Faculty by contract length and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
1	Less than 9/10 month salary contract																
	9/10 month salary contract																
2	Below \$30,000																
3	30,000-39,999																
4	40,000-49,999																
5	50,000-64,999																
6	65,000-79,999																
7	80,000-99,999																
8	100,000 and above																
9	Total 9/10 month salary contracts (sum of lines 2-8)																
	11/12 month salary contract																
10	Below \$30,000																
11	30,000-39,999																
12	40,000-49,999																
13	50,000-64,999																
14	65,000-79,999																
15	80,000-99,999																
16	100,000 and above																
17	Total 11/12 month salary contracts (sum of lines 10-16)																
18	Part A total (sum of lines 1,9,17)																

All row and column totals will be generated by the system.

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Fall Staff Survey, 2001																	S1-Long
Part B - All Other Full-Time Employees By Racial/ethnic Category, Gender, Primary Occupational Activity and Salary Class Intervals Employees on the payroll of the Institution as of November 1, 2001																	
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Executive/Administrative, and managerial																
19	Below \$30,000																
20	30,000-39,999																
21	40,000-49,999																
22	50,000-64,999																
23	65,000-79,999																
24	80,000-99,999																
25	100,000 and above																
26	Total Executive/ Administrative and managerial (sum of lines 19-25)																
	Other administrative																
27	Below \$30,000																
28	30,000-39,999																
29	40,000-49,999																
30	50,000-64,999																
31	65,000-79,999																
32	80,000-99,999																
33	100,000 and above																
34	Total other administrative (sum of lines 27-33)																

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Fall Staff Survey, 2001																	S1-Long	
Part B - All Other Full-Time Employees By Racial/ethnic Category, Gender, Primary Occupational Activity and Salary Class Intervals Employees on the payroll of the Institution as of November 1, 2001																		
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total		
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
	Other professionals (Support/Service)																	
35	Below \$30,000																	
36	30,000-39,999																	
37	40,000-49,999																	
38	50,000-64,999																	
39	65,000-79,999																	
40	80,000-99,999																	
41	100,000 and above																	
42	Total other professionals (support service) (sum of lines 35-41)																	
	Technical and paraprofessionals																	
43	Below \$20,000																	
44	20,000-29,999																	
45	30,000-39,999																	
46	40,000-49,999																	
47	50,000 and above																	
48	Total technical and paraprofessionals (sum of lines 43-47)																	

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Fall Staff Survey, 2001																	S1-Long
Part B - All Other Full-Time Employees By Racial/ethnic Category, Gender, Primary Occupational Activity and Salary Class Intervals Employees on the payroll of the Institution as of November 1, 2001																	
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Clerical and secretarial																
49	Below \$20,000																
50	20,000-29,999																
51	30,000-39,999																
52	40,000-49,999																
53	50,000 and above																
54	Total clerical and secretarial (sum of lines 49-53)																
	Skilled crafts																
55	Below \$20,000																
56	20,000-29,999																
57	30,000-39,999																
58	40,000-49,999																
59	50,000 and above																
60	Total skilled crafts (sum of lines 55-59)																
	Service/Maintenance																
61	Below \$20,000																
62	20,000-29,999																
63	30,000-39,999																
64	40,000-49,999																
65	50,000 and above																
66	Total service/ maintenance (sum of lines 61-65)																
67	Total all full-time employees (sum of lines 18, 26, 34, 42, 48, 54, 60 and 66)																

All row and column totals will be generated by the system.

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Fall Staff Survey, 2001 S1-Long Part D - Part-Time Employees by Racial/ethnic Category, Gender and Primary Occupational Activity Employees on the payroll of the Institution as of November 1, 2001																	
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Part-Time Employees																
68	Faculty (Instruction/research/public service)																
69	Instruction/research assistants																
70	Executive/administrative and managerial																
71	Other administrative																
72	Other professionals																
73	Technical and paraprofessionals																
74	Clerical and secretarial																
75	Skilled crafts																
76	Service/Maintenance																
77	Total part-time employees (sum of lines 68-76)																

All row and column totals will be generated by the system.

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S1-Long Fall Staff Survey, 2001 Part F - Tenure of Full-Time Faculty (Instruction/Research/Public Service) By Racial/ethnic Category, Gender and Academic Rank Employees on the payroll of the Institution as of November 1, 2001																	
Line No.	Faculty by tenure and academic rank	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Faculty with tenure																
78	Professors																
79	Associate professors																
80	Assistant professors																
81	Instructors																
82	Lecturers																
83	Other faulty*																
84	Total faculty with tenure (sum of lines 78-83)																
	Non-tenured faculty (Those on tenure track)																
85	Professors																
86	Associate professors																
87	Assistant professors																
88	Instructors																
89	Lecturers																
90	Other faulty*																
91	Total non-tenured faculty (Those on tenure track (Sum of lines 85-90))																

All row and column totals will be generated by the system.

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S1-Long Fall Staff Survey, 2001 Part F - Tenure of Full-Time Faculty (Instruction/Research/Public Service) By Racial/ethnic Category, Gender and Academic Rank Employees on the payroll of the Institution as of November 1, 2001																	
Line No.	Faculty by tenure and academic rank	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Non-tenured faculty (Those not on tenure track)																
92	Professors																
93	Associate professors																
94	Assistant professors																
95	Instructors																
96	Lecturers																
97	Other faculty*																
98	Total non-tenured faculty (Those not on tenure track (Sum of lines 92-97)																
99	Total Faculty (Sum of lines 84, 91 and 98)																

*Institutions without standard academic ranks should report full-time faculty here.

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Fall Staff Survey, 2001 S1-Long																	
Part G - New Hires by Racial /ethnic Category Gender and Primary Occupational Activity																	
Line No.	Employees by primary occupational activity	Nonresident Alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	New Hires (Full-time between July 1 and October 31, 2001)																
	Faculty																
100	a. Tenured																
101	b. Non-tenured on track																
102	c. Non-tenured not on track																
103	Executive/Administrative and managerial																
104	Other administrative																
105	Other professionals (support service)																
106	Technical and paraprofessionals																
107	Clerical and secretarial																
108	Skilled crafts																
109	Service/maintenance																
110	Total (Sum of lines 100-109)																

All row and column totals will be generated by the system.

GENERAL INSTRUCTIONS -- Fall Staff

PERIOD OF REPORT

Report all persons on the payroll of the institution as of November 1, 2001. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

SPECIAL NOTE: All staff reported in the Employees by Assigned Position (EAP) component are to be included in the Fall Staff component in the same occupational activity/assigned position category. Please refer to the detailed instructions for EAP in the Help Menu.

PARTS A, B, AND D -- FULL-TIME FACULTY, ALL OTHER FULL-TIME EMPLOYEES, AND PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, GENDER AND PRIMARY OCCUPATIONAL ACTIVITY

CATEGORIZATION OF EMPLOYEES BY EMPLOYMENT STATUS

When reporting employees as full or part time, the following apply –

Report men and women by their full-time/part-time status as of November 1 of this year. This status is to be determined by the institution. The **Glossary** should assist in clarifying full-time/part-time status. **Do not include** persons whose services are contracted by or donated to the institution. The caveats box on the screening questions page may be used to describe the extent to which the institution uses contracted or donated services.

Each employee must be accounted for in **one and only one** of the occupational activity categories in either Part A (full-time faculty), Part B (all other full-time employees), or Part D (part-time employees). If an employee is engaged in two or more separate activities, the employee should be reported according to his or her **primary** activity. The institution shall determine what constitutes the primary activity.

Employees at off-campus centers associated with the campus covered by this report should also be included.

Hospitals, medical centers and other entities that offer postsecondary education programs as part of their mission should report **only** those staff who work full time or part time in the postsecondary education division or component of the institution. If an employee works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that employee should be reported as part time in his or her primary occupational activity in the postsecondary education division or component.

CATEGORIZATION OF EMPLOYEES BY OCCUPATIONAL ACTIVITY

The following instructions will assist in the assignment of employees to primary occupational activity categories:

Faculty (instruction/research/public service)

Report the number of full-time faculty by contract length, gender and race/ethnicity in Part A.

Report the number of part-time faculty by gender and race/ethnicity in Part D.

Report as faculty, all persons whose specific assignments customarily are made for the purpose of conducting instruction, research or public service as a principal activity (or activities), and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of these academic ranks. Also include deans, directors or the equivalent, as well as

associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent) if their principal activity is instruction combined with research and/or public service. Do not include graduate assistants here, but report them in Part D as part time.

Librarians and counselors are normally reported in the other professional category; however, some institutions treat them like faculty. If they are reported as full-time faculty, the institution must also report them by tenure and academic rank (in Part F).

Report adjunct faculty employed on a part-time basis or on a full-time basis (if they were employed the full year) in the primary occupation for which they were hired.

The term, less than 9-month salary contract, applies to individuals who are employed full-time for less than 9 months. The term, 9/10-month salary contract, applies to individuals who are employed full time for two semesters, three quarters, two trimesters, two 4-month sessions, or the equivalent. The term, 11/12-month salary contract, applies to individuals who are employed full time for 11 or 12 months.

NOTE: The total number of full-time faculty reported here should agree with the counts provided in the EAP component (all categories of faculty: primarily instruction, primarily research, primarily public service and the combined category).

Graduate assistants

Report the number of part-time graduate assistants by gender and race/ethnicity in Part D.

Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as teaching assistant, teaching associate, teaching fellow or research assistant typically hold these positions. Exclude students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

OTHER EMPLOYEES

When classifying other employees, determine occupational category based on job title, work performed, skills, education, training and credentials. Report employees in the same occupational categories for the Fall Staff report as you did for the EAP.

Executive/administrative and managerial

Report the number of full-time executive/administrative and managerial employees by salary class intervals, gender and race/ethnicity in Part B.

Report the number of part-time executive/administrative and managerial employees by gender and race/ethnicity in Part D.

Report all persons whose primary assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment and to direct the work of others. See the *Glossary* for a full description of who to include in this category.

NOTE - Supervisors of professional employees are included here, while supervisors of nonprofessional employees (technical, clerical, craft and service/maintenance) are to be reported within the specific categories of the personnel they supervise.

Supervisors of professional and technical workers usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales and service workers who spend at least 20% of their time performing work similar to the workers they supervise are classified with the workers they supervise.

First-line managers and supervisors of production, service and sales workers who spend more than 80% of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work.

Other administrative

Report the number of full-time other administrative employees by salary class intervals, gender and race/ethnicity in Part B.

Report the number of part-time other administrative employees by gender and race/ethnicity in Part D.

Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof, but who are subordinate to employees classified as executive and managerial. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. See the *Glossary* for a full description of who to include in this category.

Other professionals (support/service)

Report the number of full-time other professional (support/service) employees by salary class intervals, gender and race/ethnicity in Part B.

Report the number of part-time other professional (support/service) employees by gender and race/ethnicity in Part D.

Report all persons employed for the primary purpose of performing academic support, student service and institutional support activities, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. See the *Glossary* for a full description of who to include in this category.

Technical and paraprofessionals

Report the number of full-time technical and paraprofessional employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time technical and paraprofessional employees by gender and race/ethnicity in Part D.

Report all persons whose assignments require specialized knowledge or skills that may be acquired through experience, apprenticeship, on-the-job-training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. See the *Glossary* for a full description of who to include in this category.

Clerical and secretarial

Report the number of full-time clerical and secretarial employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time clerical and secretarial employees by gender and race/ethnicity in Part D.

Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paper work required in an office. See the *Glossary* for a full description of who to include in this category.

Skilled crafts

Report the number of full-time skilled crafts employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time skilled crafts employees by gender and race/ethnicity in Part D.

Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs. See the *Glossary* for a full description of who to include in this category.

Service/maintenance

Report the number of full-time service/maintenance employees by salary class interval, gender and race/ethnicity in Part B.

Report the number of part-time service/maintenance employees by gender and race/ethnicity in Part D.

Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. See the *Glossary* for a full description of who to include in this category.

CLASSIFICATION OF EMPLOYEES BY RACIAL/ETHNIC CATEGORY AND GENDER

Method of collection - The manner of collecting racial/ethnic information is left to the discretion of the institution, provided that the system that is established results in reasonably accurate data which may be replicated by others when the same documented system is utilized. An employer may acquire the racial/ethnic information necessary for this section either by visual survey of the work force or from post-employment records.

Assignment to categories - For the purpose of this report, an individual may be included in the group to which he or she appears to belong, identifies with or belongs in the eyes of the community. A person may be counted in only one group. Racial/ethnic designations are requested only for United States citizens, resident aliens and other eligible non-citizens (see definitions below).

Racial/ethnic descriptions - Racial/ethnic designations used in this survey do not denote scientific definitions of anthropological origins. The categories are:

- **Black, non-Hispanic** - A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **American Indian/Alaska Native** - A person having origins in any of the original peoples of North America or who maintains cultural identification through tribal affiliation or community recognition.
- **Asian/Pacific Islander** - A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or Pacific Islands. This includes people from China, Japan, Korea, the Philippine Islands, American Samoa, India and Vietnam.
- **Hispanic** - A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.
- **White, non-Hispanic** - A person having origins in any of the original peoples of Europe, North Africa or the Middle East (except those of Hispanic origin).

Other descriptive categories

- **Nonresident alien** - A person who is not a citizen or national of the United States and who is in this country on a visa or temporary basis and does not have the right to remain indefinitely.

NOTE - Nonresident aliens are to be reported separately, in the rows provided, rather than included in any of the five racial/ethnic categories above. Resident aliens and other eligible (for financial aid purposes) non-citizens who are not citizens or nationals of the United States but who have been admitted as legal immigrants for the purpose of obtaining permanent resident alien status (and who hold either an alien registration card (Form 1-551 or 1-151), a Temporary Resident Card (Form 1-688), or an Arrival-Departure Record (Form 1-94) with a notation that conveys legal immigrant status such as Section 207 Refugee, Section 208 Asylee, Conditional Entrant Parolee or Cuban-Haitian) are to be reported in the appropriate racial/ethnic categories along with United States citizens.

- **Race/ethnicity unknown** - This category is used ONLY if the employee did not select a racial/ethnic designation, AND the postsecondary institution finds it impossible to place the employee in one of the aforementioned racial/ethnic categories.

PART F - TENURE OF FULL-TIME FACULTY BY RACIAL/ETHNIC CATEGORY, GENDER AND ACADEMIC RANK

Report the full-time faculty from Part A by tenure status in Part F. Count an employee only once by tenure status. Totals reported in Part F should match the total full-time faculty reported in Part A.

Tenured

Report the number of faculty who are tenured, by gender and racial/ethnic category, within each of the academic ranks shown.

In reporting the number of faculty by academic rank and tenure, use the institution's criteria or requirements for either, notwithstanding the fact that the policy used by the institution may be different from that which meets or refers to a national set of principles.

Non-tenured on tenure track

Report the number of faculty who are not tenured but are in positions that lead to consideration for tenure, by gender and racial/ethnic category, within each of the academic ranks shown.

Non-tenured not on tenure track

Report the number of faculty who are in non-tenure earning positions, by gender and racial/ethnic category, within each of the academic ranks shown.

PART G - NEW HIRES BY RACIAL/ETHNIC CATEGORY, GENDER, AND PRIMARY OCCUPATIONAL ACTIVITY

Report the number of full-time permanent employees, in the respective activities, who were included on the payroll for the first time between July 1 and October 31 of the survey year, and who also are included in Parts A and B (full time). These are persons who were hired for full-time permanent employment for the first time or after a break in service.

Do not include as new hires persons who have returned from sabbatical leave or full-time faculty with less than 9-month contracts. Report newly hired full-time faculty separately by tenured, non-tenured on tenure track, and non-tenured not on tenure track.

CONFIDENTIALITY OF DATA

If required, the confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974) which amends Part A of the General Education Provisions Act by adding at the end thereof a new Section 406 specifically referring to NCES. Section (d)(2) of the Act is cited below.

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the federal government."

The Freedom of Information Act requires that data retained by the federal government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public. The database will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.