Human Resources Screening Questions

Does your institution have any <u>part-time</u> staff?

*If you answer **Yes** to this question, you will be provided the screens to report part-time staff in the **Employees by Assigned Position (EAP)** section.*

       ☐   Yes   ☐   No

The completion of the Fall Staff section is optional this year as it is in even-numbered years.

Do you wish to complete the **Fall Staff section** this year?
If you answer **No**, screens to report **Fall Staff** data will not be displayed.
If you answer *Yes*, screens to report **Fall Staff** data will be displayed and you must complete ALL applicable **Fall Staff** screens.

☐   No, I will not complete Fall Staff

☐   Yes, I will complete Fall Staff

Screening questions - Method of reporting race and ethnicity for this component

Race/ethnicity question

Which method of reporting race and ethnicity will you use for this component?

○ NEW race/ethnicity categories (9 categories):

Notes:
- ☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino
- ☐ Report race for non-Hispanic/Latino individuals only

Nonresident alien

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

○ OLD race/ethnicity categories (7 categories):

Nonresident alien

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Race and ethnicity unknown

○ MIXTURE of new and old race/ethnicity categories (all 14 categories will show on each screen):

NEW categories:

Notes for NEW categories:
- ☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino
- ☐ Report race for non-Hispanic/Latino individuals only

Hispanic/Latino

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or Other Pacific Islander

White

Two or more races

OLD categories:

Black, non-Hispanic

American Indian/Alaska Native

Asian/Pacific Islander

Hispanic

White, non-Hispanic

Categories used in BOTH New and Old:

Nonresident alien

Race and ethnicity unknown

Part A - Employees by Assigned Position - Full-time staff

Number of <u>full-time</u> staff by primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Total
<u>Primarily instruction</u>	
<u>Instruction/research/public service</u>	
Primarily instruction + Instruction/research/public service	
<u>Primarily research</u>	
<u>Primarily public service</u>	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	
<u>Executive/administrative/managerial</u>	
<u>Other professionals (support/service)</u>	
<u>Technical and paraprofessionals</u>	
<u>Clerical and secretarial</u>	
<u>Skilled crafts</u>	
<u>Service/Maintenance</u>	

Total full time

Total from prior year

Part B - Employees by Assigned Position - Part-time staff

Number of <u>part-time</u> staff by primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Total
<u>Primarily instruction</u>	
<u>Instruction/research/public service</u>	
Primarily instruction + Instruction/research/public service	
<u>Primarily research</u>	
<u>Primarily public service</u>	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	
<u>Executive/administrative/managerial</u>	
<u>Other professionals (support/service)</u>	
<u>Technical and paraprofessionals</u>	
<u>Clerical and secretarial</u>	
<u>Skilled crafts</u>	
<u>Service/Maintenance</u>	

Total part time

Total from prior year

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2008

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Total
Primarily instruction					
Instruction/research/public service					
Primarily instruction + Instruction/research/public service					
Primarily research					
Primarily public service					
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service					
Executive/administrative/managerial					
Other professionals (support/service)					
Technical and paraprofessionals					
Clerical and secretarial					
Skilled crafts					
Service/Maintenance					
Grand total					

Part D - Fall Staff - Full-time professional staff

REMINDER:

Number of <u>full-time</u> staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/ administrative/ managerial	Other professionals (support/service)
Men			
NEW categories:			
Notes for NEW categories: □ Report Hispanic/Latino individuals of any race as Hispanic/Latino □ Report race for non-Hispanic/Latino individuals only			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
OLD categories:			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Categories used in BOTH New and Old:			
Nonresident alien			
Race and ethnicity unknown			
Total men			
Women			
NEW categories:			
Notes for NEW categories:			

☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino
☐ Report race for non-Hispanic/Latino individuals only

Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			

OLD categories:

Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			

Categories used in BOTH New and Old:

Nonresident alien			
Race and ethnicity unknown			

Total women

Total (men+women)

Total from EAP

Part D - Fall Staff - Full-time non-professional staff and totals

REMINDER:

Number of <u>full-time</u> staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Full-time grand total
Men					
NEW categories:					
Notes for NEW categories: □ Report Hispanic/Latino individuals of any race as Hispanic/Latino □ Report race for non-Hispanic/Latino individuals only					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Two or more races					
OLD categories:					
Black, non-Hispanic					
American Indian/Alaska Native					
Asian/Pacific Islander					
Hispanic					
White, non-Hispanic					
Categories used in BOTH New and Old:					
Nonresident alien					
Race and ethnicity unknown					
Total men					
Women					
NEW categories:					
Notes for NEW categories: □ Report Hispanic/Latino individuals of any race as Hispanic/Latino □ Report race for non-Hispanic/Latino individuals only					

Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				

OLD categories:

Black, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				
Hispanic				
White, non-Hispanic				

Categories used in BOTH New and Old:

Nonresident alien				
Race and ethnicity unknown				

Total women

Total (men+women)

Total from EAP

Part E - Fall Staff - Part-time professional staff

REMINDER:
This screen contains both NEW and OLD race/ethnicity categories.
Report each individual only ONCE, in either a new category OR an old category.
Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of <u>part-time</u> staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/ administrative/ managerial	Other professionals (support/service)
Men			
NEW categories:			
Notes for NEW categories:			
☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino			
☐ Report race for non-Hispanic/Latino individuals only			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			
OLD categories:			
Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			
Categories used in BOTH New and Old:			
Nonresident alien			
Race/ethnicity unknown			
Total men			
Women			
NEW categories:			
Notes for NEW categories:			

☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino
☐ Report race for non-Hispanic/Latino individuals only

Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American			
Native Hawaiian or Other Pacific Islander			
White			
Two or more races			

OLD categories:

Black, non-Hispanic			
American Indian/Alaska Native			
Asian/Pacific Islander			
Hispanic			
White, non-Hispanic			

Categories used in BOTH New and Old:

Nonresident alien			
Race/ethnicity unknown			

Total women

Total (men+women)

Total from EAP

Part E - Fall Staff - Part-time non-professional staff and totals

REMINDER:

This screen contains both NEW and OLD race/ethnicity categories.
Report each individual only ONCE, in either a new category OR an old category.
Do NOT double count individuals!

Report ALL Nonresident aliens and Race and ethnicity unknown in the 'Categories used in BOTH New and Old' section.

Number of <u>part-time</u> staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Part-time grand total

Men

NEW categories:

Notes for NEW categories:
☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino
☐ Report race for non-Hispanic/Latino individuals only

Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				

OLD categories:

Black, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				
Hispanic				
White, non-Hispanic				

Categories used in BOTH New and Old:

Nonresident alien				
Race/ethnicity unknown				

Total men

Women

NEW categories:

Notes for NEW categories:
☐ Report Hispanic/Latino individuals of any race as Hispanic/Latino

☐ Report race for non-Hispanic/Latino individuals only

Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				

OLD categories:

Black, non-Hispanic				
American Indian/Alaska Native				
Asian/Pacific Islander				
Hispanic				
White, non-Hispanic				

Categories used in BOTH New and Old:

Nonresident alien				
Race/ethnicity unknown				

Total women

Total (men+women)

Total from EAP

Total number of staff by employment status, gender, and race/ethnicity
As of November 1, 2008

	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
NEW categories:						
Hispanic/Latino						
American Indian or Alaska Native						
Asian						
Black or African American						
Native Hawaiian or Other Pacific Islander						
White						
Two or more races						
OLD categories:						
Black, non-Hispanic						
American Indian/Alaska Native						
Asian/Pacific Islander						
Hispanic						
White, non-Hispanic						
Categories used in BOTH New and Old:						
Nonresident alien						
Race and ethnicity unknown						
Grand total						

Human Resources Survey Evaluation

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