Human Resources

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

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, the **Salaries** section is **NOT** applicable to your institution and you will **NOT** be required to report data for the **Salaries** section.*

☐ 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?

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

You may use the space below to provide context for the data you've reported above.

Human Resources Screening Questions

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2008 either for the *first time* or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2008? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

*If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in the **Fall Staff section (long version)**.*

☐ Yes   ☐ No

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, non-medical school

Number of <u>full-time</u> staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Total
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system		
<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 (non medical)

Total from prior year

Part A - Employees by Assigned Position - Full-time staff, medical school

**** Applicable to institutions with M.D. or D.O. programs ****

Number of <u>full-time</u> staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
<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 (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

Part B - Employees by Assigned Position - Part-time staff, non-medical school

Number of <u>part-time</u> staff (non medical) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
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				☐		☐

Total part time (non medical)

Total from prior year

Part B - Employees by Assigned Position - Part-time staff, medical school

**** Applicable to institutions with M.D. or D.O. programs ****

Number of <u>part-time</u> staff (medical school) by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	**Faculty status**			Without faculty status	Total	Graduate assistants
	<u>Tenured</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system			
<u>Primarily instruction</u>	☐	☐	☐	☐		☐
<u>Instruction/research/public service/clinical</u>	☐	☐	☐	☐		☐
Primarily instruction + Instruction/research/public service/clinical						
<u>Primarily research</u>	☐	☐	☐	☐		☐
<u>Primarily public service</u>	☐	☐	☐	☐		☐
Primarily instruction + Instruction/research/public service/clinical + 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 (medical school)

Total from prior year

If employees in other health-related disciplines are grouped with your medical school employees, please list the other health-related disciplines here.

Part C - Employees by Assigned Position - Total number of staff

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	Graduate assistants	Total including Graduate assistants
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 - Salaries - Full-time instructional staff by contract length/teaching period - Headcount

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

Total from EAP, full-time non-medical section
(Primarily instruction +
Instruction/research/public service lines)

Total from prior year (Salaries section)

Part D - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions only   ****

Number of full-time instructional staff on 9/10-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2008

Gender and academic rank	Faculty status				Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
Men					
Professors					
Associate Professors					
Assistant Professors					
Instructors					
Lecturers					
No academic rank					
Total men					
Total men prior year					
Women					
Professors					
Associate Professors					
Assistant Professors					
Instructors					
Lecturers					
No academic rank					
Total women					
Total women prior year					
Total (men + women)					

Part D - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions only ****

Number of full-time instructional staff on 11/12-month contracts/teaching periods by faculty status, gender, and academic rank

As of November 1, 2008

Gender and academic rank	**Faculty status**				
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total from Part D (Headcount screen)
Men					
Professors					
Associate Professors					
Assistant Professors					
Instructors					
Lecturers					
No academic rank					
Total men					
Total men prior year					
Women					
Professors					
Associate Professors					
Assistant Professors					
Instructors					
Lecturers					
No academic rank					
Total women					
Total women prior year					
Total (men + women)					

Part E - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 9/10-month contracts/teaching periods by gender and academic rank
As of November 1, 2008

Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

Part E - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Salary outlays

Salaries of full-time instructional staff on 11/12-month contracts/teaching periods by gender and academic rank
As of November 1, 2008

Gender and academic rank	Number	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total men				
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women				
Total (men + women)				

Part F - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Fringe benefits

Fringe benefits of full-time instructional staff on 9/10-month contracts/teaching periods
As of November 1, 2008

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years				
Retirement plans (other than Social Security) - Vested after 5-years				
Medical/dental plans				
Group life insurance				
Other insurance benefits (cafeteria plan, etc.)				
Guaranteed disability income protection				
Tuition plan (dependents only)				
Unrestricted				
Restricted				
Housing plan				
Unrestricted				
Restricted				
Social Security taxes				
Unemployment compensation taxes				
Worker's compensation taxes				
Other benefits in kind with cash options				

Total expenditures

Part F - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Fringe benefits

Fringe benefits of full-time instructional staff on 11/12-month contracts/teaching periods
As of November 1, 2008

Fringe benefits	Number covered	Expenditures	Average expenditures	Prior year Average expenditures
Retirement plans (other than Social Security) - Vested within 5-years				
Retirement plans (other than Social Security) - Vested after 5-years				
Medical/dental plans				
Group life insurance				
Other insurance benefits (cafeteria plan, etc.)				
Guaranteed disability income protection				
Tuition plan (dependents only)				
Unrestricted				
Restricted				
Housing plan				
Unrestricted				
Restricted				
Social Security taxes				
Unemployment compensation taxes				
Worker's compensation taxes				
Other benefits in kind with cash options				

Total expenditures

Part G - 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 G - Fall Staff - Full-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>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

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Full-time grand total
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 H - Fall Staff - Part-time professional staff

REMINDER:

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 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 H - 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

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/ Maintenance	Part-time grand total
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 H - Fall Staff - Graduate assistants and part-time staff 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	<u>Subtotal</u>	<u>Graduate assistants</u>	Part-time grand total (including graduate assistants)

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 I - Fall Staff - Total number of staff

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/ethnicity unknown						
Grand total						

Human Resources Survey Evaluation

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