

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 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 full-time 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 part-time 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	

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	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>					
Grand total					

Part D - Fall Staff - Full-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 full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
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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:

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 full-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>	Full-time grand total
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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 part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Staff whose primary responsibility is instruction, research, and/or public service</u>	<u>Executive/ administrative/ managerial</u>	<u>Other professionals (support/service)</u>
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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 part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2008

Gender and race/ethnicity	<u>Technical and paraprofessionals</u>	<u>Clerical and secretarial</u>	<u>Skilled crafts</u>	<u>Service/ Maintenance</u>	Part- time grand total
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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 F - 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
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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.