

**Human Resources Overview**

**Data Reporting Reminders**

**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.*

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**Does your institution have graduate assistants?**

*If you answer Yes to this question, you will be provided the screens to report graduate assistants.*

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Number of Full-time Instructional Staff Without Faculty Status








Number of Full-time Non-instructional Staff by Occupational Category

Men

		16	<input type="text"/>	<input type="text"/>
		8	<input type="text"/>	<input type="text"/>
		1	<input type="text"/>	<input type="text"/>
		48	<input type="text"/>	<input type="text"/>
		14	<input type="text"/>	<input type="text"/>
		1	<input type="text"/>	<input type="text"/>
		203	<input type="text"/>	<input type="text"/>
		4	<input type="text"/>	<input type="text"/>
		7	<input type="text"/>	<input type="text"/>
<b>Total men</b>		<b>302</b>	<b>9</b>	<b>0</b>

Women

		7	<input type="text"/>	<input type="text"/>
		16	<input type="text"/>	<input type="text"/>
		0	<input type="text"/>	<input type="text"/>
		17	<input type="text"/>	<input type="text"/>
		16	<input type="text"/>	<input type="text"/>
		1	<input type="text"/>	<input type="text"/>
		202	<input type="text"/>	<input type="text"/>
		2	<input type="text"/>	<input type="text"/>
		7	<input type="text"/>	<input type="text"/>
<b>Total women</b>		<b>268</b>	<b>9</b>	<b>0</b>

<b>Total (men+women)</b>				
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Number of Full-time Non-instructional Staff

_____	98	<input type="text"/>	<input type="text"/>
_____	1	<input type="text"/>	<input type="text"/>
_____	232	<input type="text"/>	<input type="text"/>
_____	39	<input type="text"/>	<input type="text"/>
_____	13	<input type="text"/>	<input type="text"/>
<b>Total</b>		<b>366</b>	<b>17</b>

Summary of Full-time Non-medical School Staff

							534	
							534	
							0	
							0	
							0	
							13	
							0	
							5	
							28	
							0	
							49	
							175	
							178	
							177	
							213	
							27	
							98	
							1	
							215	
							39	
							13	
<b>Total</b>							<b>1,765</b>	





Salary Outlays for Full-time Non-medical School Instructional Staff

Men







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	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	10
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<b>Total</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>233</b>	<b>0</b>	<b>11</b>	<b>248</b>	













Number of Newly Hired Full-time Staff

Men

	_____	_____	_____	_____	_____
_____					


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Number of Newly Hired Full-time Staff

Men

	_____	_____				


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Prepared by

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NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and adding one-third of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

**Salaries of full-time instructional staff by contract length and academic rank:  
Academic year**

Academic rank	Months Covered by Annual Salary				Total Staff for Salary reporting	Total Number of Months	Salary Outlays	Weighted Average Monthly Salaries
	12 months	11 months	10 months	9 months				
All Ranks								

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

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Source	Description	Severity	Resolved	Options
<b>Global Edits</b>				
<b>Screen: A1 - FT Instructional, Rank and Tenure - Less-Than-Annual Contract</b>				
<b>Screen: D - PT Staff, Occupation - 1</b>				
<b>Screen: D - PT Staff, Occupation - 3</b>				
<b>Screen: E - PT Staff, Occupation and Tenure - 1</b>				