

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

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.

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

Number of [full-time](#) staff 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		
Primarily instruction	50	22	4		
Instruction/research/public service				0	0
Primarily instruction + Instruction/research/public service			4	0	76

<u>Primarily research</u>						0
<u>Primarily public service</u>						0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	50	22	4	0		76
<u>Executive/administrative/managerial</u>	1					25
<u>Other professionals (support/service)</u>		5				78
<u>Technical and paraprofessionals</u>						0
<u>Clerical and secretarial</u>						18
<u>Skilled crafts</u>						3
<u>Service/Maintenance</u>						20
Total full time	51	27	4			144
Total from prior year	52	15	3			140

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

Number of part-time staff by faculty status and primary function/occupational activity

As of November 1, 2008

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Total	<u>Graduate assistants</u>
	<u>On Tenuredtenure track</u>	<u>On tenure track</u>	Not on tenure track/ no tenure system	Without faculty status		
<u>Primarily instruction</u>	2	1	110		113	
<u>Instruction/research/public service</u>					0	
Primarily instruction + Instruction/research/public service	2	1	110	0	113	0
<u>Primarily research</u>					0	
<u>Primarily public service</u>					0	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	2	1	110	0	113	0
<u>Executive/administrative/managerial</u>					0	
<u>Other professionals (support/service)</u>				1	1	
<u>Technical and paraprofessionals</u>					0	
<u>Clerical and secretarial</u>				3	3	
<u>Skilled crafts</u>					0	
<u>Service/Maintenance</u>				0	0	
Total part time	2	1	110	4	117	0
Total from prior year			119	7	126	

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-	Full-	Part-	Part-	Graduate	Total including
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	time	time	time	time	assistants	Graduate
		py		py		assistants
<u>Primarily instruction</u>	76	70	113	119	0	189
<u>Instruction/research/public service</u>	0		0		0	0
Primarily instruction + Instruction/research/public service	76	70	113	119	0	189
<u>Primarily research</u>	0		0		0	0
<u>Primarily public service</u>	0		0		0	0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	76	70	113	119	0	189
<u>Executive/administrative/managerial</u>	26	27	0		0	26
<u>Other professionals (support/service)</u>	83	74	1	4	0	84
<u>Technical and paraprofessionals</u>	0		0		0	0
<u>Clerical and secretarial</u>	18	17	3	2	0	21
<u>Skilled crafts</u>	3	4	0		0	3
<u>Service/Maintenance</u>	20	18	0	1	0	20
Grand total	226	210	117	126	0	343

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		18		18
Associate professors		22		22
Assistant professors		9		9
Instructors		3		3
Lecturers				0
No academic rank				0
Total men	0	52	0	52
Women				
Professors		5		5
Associate professors		10		10
Assistant professors		9		9
Instructors				0
Lecturers				0
No academic rank				0
Total women	0	24	0	24
Total (men + women)	0	76	0	76
Total from EAP, full-time non-medical section (Primarily instruction + Instruction/research/public service lines)				76
Total from prior year (Salaries section)		70		70

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		Not on tenure track/ no tenure system	Without faculty status	Total from Part D (Headcount screen)
	<u>Tenured</u>	<u>On tenure track</u>			
Men					
Professors	18				18
Associate Professors	19	2	1		22
Assistant Professors	1	8			9
Instructors			3		3
Lecturers					
No academic rank					
Total men	38	10	4	0	52
Total men prior year	37	5	2	0	44
Women					
Professors	4	1			5
Associate Professors	8	2			10
Assistant Professors		9			9
Instructors					
Lecturers					
No academic rank					
Total women	12	12	0	0	24
Total women prior year	15	10	1	0	26
Total (men + women)	50	22	4	0	76

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	18	1,168,278	64,904	64,222
Associate professors	22	1,180,090	53,640	52,834
Assistant professors	9	407,688	45,299	45,689

Instructors	3	98,672	32,891	
Lecturers				
No academic rank				
Total men	52	2,854,728		
Women				
Professors	5	302,348	60,470	59,521
Associate professors	10	503,152	50,315	49,539
Assistant professors	9	420,606	46,734	41,439
Instructors				
Lecturers				
No academic rank				
Total women	24	1,226,106		
Total (men + women)	76	4,080,834		

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
<u>Retirement plans (other than Social Security) - Vested within 5-years</u>	61	262,636	4,306	4,233
Retirement plans (other than Social Security) - Vested after 5-years				
Medical/dental plans	46	229,352	4,986	4,992
Group life insurance	64	9,167	143	140
<u>Other insurance benefits (cafeteria plan, etc.)</u>				
Guaranteed disability income protection	64	7,091	111	108
Tuition plan (dependents only)				
Unrestricted				22,250
<u>Restricted</u>				
Housing plan				
Unrestricted				
Restricted				
Social Security taxes	67	272,575	4,068	3,946
Unemployment compensation taxes				
Worker's compensation taxes	64	20,621	322	322
Other benefits in kind with cash options	19	48,627	2,559	2,559
Total expenditures		850,069		

Human Resources Survey Evaluation

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


