

Employees in Postsecondary Institutions, Fall 2008, and Salaries of Full-Time Instructional Staff, 2008-09

First Look



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Foreword

This *First Look* presents findings from the Human Resources (HR) Component of the Integrated Postsecondary Education Data System (IPEDS) winter 2008-09 data collection. The HR component consists of the following three sections: Employees by Assigned Position (EAP) and Fall Staff (S) for fall 2008 and Salaries (SA) for academic year 2008-09. The EAP and Salaries sections of the HR component were required for the winter 2008-09 collection; the Fall Staff section was optional. The HR data were collected through the IPEDS web-based data collection system.

The data on which this report is based are available to researchers and the public through the IPEDS Data Center, which can be found at <http://nces.ed.gov/ipeds>. This *First Look* report continues the series of *First Look* reports based on the collection of data from more than 6,700 postsecondary education institutions that participate in Title IV federal student financial aid programs.

We hope that the information provided in the report will be useful to a wide range of interested readers. Further, we hope that the results reported here will encourage researchers and others to make full use of the IPEDS data for analysis, to perform peer comparisons, or to help answer questions about postsecondary education institutions.

Stuart Kerachsky

Acting Commissioner

National Center for Education Statistics

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The information presented in this publication was provided by either state coordinators for the Integrated Postsecondary Education Data System (IPEDS) or officials at individual institutions. In addition, these persons provided assistance in resolving questions about the data, which resulted in more accurate information. Although it is not possible to list the names of all these people, their assistance was invaluable and is appreciated.

The U.S. Department of Education, National Center for Education Statistics (NCES), and the Office for Civil Rights, with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic and gender information from all postsecondary institutions that participate in the Human Resources component of IPEDS. In this collaboration, data provided by postsecondary institutions are designated as Compliance Reports pursuant to the Civil Rights Act of 1964 (34 CFR 100.6(b)).

Contents

	Page
Foreword	iii
Acknowledgments	v
List of Tables	viii
Introduction	1
IPEDS 2008-09	1
Human Resources: Employees by Assigned Position, Fall Staff, and Salaries	1
Focus of This Report.....	2
Selected Findings	3
Employees at Title IV Institutions and Administrative Offices	3
Salaries of Full-Time Instructional Staff at Title IV Degree-Granting Institutions	3
Appendix A: Survey Methodology	A-1
Overview.....	A-1
Terminology Used in the IPEDS Web Collection	A-1
Universe, Institutions Surveyed, and Response Rates	A-1
Survey Procedures	A-3
Survey Sections	A-6
Edit Procedures	A-9
Imputation Procedures	A-10
Data Perturbation and Confidentiality	A-13
Appendix B: Glossary of IPEDS Terms	B-1

List of Tables

Table	Page
1. Staff at Title IV institutions and administrative offices, by employment status, medical school staff status, control of institution, and primary function/occupational activity: United States, fall 2008.....	4
2. Full-time professional staff at Title IV degree-granting institutions and administrative offices, by control of institution, medical school staff status, level of institution, and faculty status: United States, fall 2008	6
3. Full-time instructional staff at Title IV degree-granting institutions, by academic rank, control and level of institution, and gender: United States, academic year 2008-09.....	7
4. Adjusted 9-month average salaries of full-time instructional staff at Title IV degree-granting institutions, by academic rank, control and level of institution, and gender: United States, academic year 2008-09.....	8
A-1. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2008-09 data collection, by survey component or section, degree-granting status, and level and control of institution: United States and other jurisdictions.....	A-4
A-1a. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2008-09 data collection, by survey component or section, degree-granting status, and level and control of institution: United States	A-5
A-2. Number of staff, number of staff imputed, and percentages imputed for all Title IV institutions and administrative offices, by control of institution, staff employment status, primary function/occupational activity, institution degree-granting status, and medical school staff status: United States, fall 2008	A-12
A-3. Salary outlays, amounts imputed, and percentages of outlays imputed for Title IV degree-granting institutions, by control of institution, staff contract length, gender, and academic rank: United States, academic year 2008-09.....	A-14
A-4. Fringe benefit expenditures, amounts imputed, and percentages of outlays imputed for Title IV degree-granting institutions, by control of institution, staff contract length, and benefit type: United States, academic year 2008-09	A-15

Introduction

The Integrated Postsecondary Education Data System (IPEDS) collects institution-level data from postsecondary institutions in the United States (50 states and the District of Columbia) and other jurisdictions, such as Puerto Rico.¹ For IPEDS, a postsecondary institution is defined as an organization open to the public that has as its primary mission the provision of postsecondary education, that is, formal instructional programs with a curriculum designed primarily for students who are beyond the compulsory age for high school. This definition includes institutions that offer academic, vocational, and continuing professional education programs and excludes institutions that offer only avocational (leisure) and adult basic education programs.

IPEDS 2008-09

Participation in IPEDS was a requirement for the 6,787 institutions that participated in Title IV federal student financial aid programs, such as Pell Grants or Stafford Loans, during the 2008-09 academic year.² Title IV institutions include traditional colleges and universities, 2-year institutions, and for-profit degree- and non-degree-granting institutions (such as schools of cosmetology), among others. In addition, 84 administrative offices (central and system offices) listed in the IPEDS universe were expected to participate in the Human Resources (HR) component. Four of the U.S. service academies are included in the IPEDS universe as if they were Title IV institutions.³ Other institutions that do not participate in Title IV programs may participate in the IPEDS data collection on a voluntary basis. For the 2008-09 HR component, 135 non-Title IV institutions provided data.

After submitting fall 2008 data to IPEDS, 13 institutions closed, leaving 6,774 institutions and 84 administrative offices in the United States and other jurisdictions that were required to complete the 2008-09 Human Resources component.

Human Resources: Employees by Assigned Position, Fall Staff, and Salaries

The HR component consists of three sections: Employees by Assigned Position (EAP), Fall Staff, and Salaries.

- The EAP section, which collects the number of staff employed by each institution by employment status (full or part time), faculty status, and primary function/occupational activity, was required of all 6,858 Title IV institutions and administrative offices, and 6,845, or 99.8 percent, responded (table A-1).

¹ The other jurisdictions include American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Marianas, Palau, Puerto Rico, and the U.S. Virgin Islands.

² Institutions participating in Title IV programs are accredited by an agency or organization recognized by the Secretary of the U.S. Department of Education, have a program of more than 300 clock hours or 8 credit hours, have been in business for at least 2 years, and have a signed Program Participation Agreement (PPA) with the Office of Postsecondary Education (OPE), U.S. Department of Education.

³ The four U.S. service academies that are not Title IV-eligible are the U.S. Naval Academy, the U.S. Military Academy, the U.S. Coast Guard Academy, and the U.S. Air Force Academy. One academy, the U.S. Merchant Marine Academy, is Title IV-eligible. Data for all five institutions are included in the tables and counts of institutions.

- The Fall Staff section, which is required only in odd-numbered reporting years, was not required during the 2008-09 HR data collection. However, of the 6,858 Title IV institutions and administrative offices, 3,295, or 48.0 percent, did provide data.
- The Salaries section was required of 4,365 Title IV entities, and 4,361, or 99.9 percent, responded (table A-1).⁴

Please refer to appendix A for a detailed description of the sections of the HR component.

Focus of This Report

Tabulations in this report present selected data items collected in winter 2008-09 from 6,700 institutions and administrative offices in the United States (excluding those in other jurisdictions) that were eligible for the HR component (table A-1a). This includes 6,619 Title IV institutions and 81 administrative offices. Additional HR data are available through the IPEDS Data Center.⁵

⁴ The Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part-time, contributed their services, were in the military, or taught preclinical or clinical medicine. Three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data from the degree-granting institutions could not be separated from the non-degree-granting institution and administrative offices. The three additional entities are included in the universe and response rate numbers of the Salaries section.

⁵ See <http://nces.ed.gov/ipeds>.

Selected Findings

Employees at Title IV Institutions and Administrative Offices

- Institutions in the United States reported employing approximately 3.7 million individuals in fall 2008 (table 1). Of the 3.7 million individuals, about 2.4 million were reported to be employed full time and about 1.3 million were reported to be employed part time.
- Public institutions reported employing approximately 2.4 million individuals, while private not-for-profit institutions reported employing about 1.1 million individuals and private for-profit institutions reported employing about 208,000 individuals (table 1).
- Of the approximately 1.4 million full-time professionals reported to be employed at degree-granting institutions (excluding medical schools), 47 percent had faculty status: 21 percent with tenure, 9 percent on tenure track, 10 percent not on tenure track, and 6 percent who were employed by institutions without a tenure system (table 2). Institutions reported that the remaining 53 percent of full-time professionals did not have faculty status.

Salaries of Full-Time Instructional Staff at Title IV Degree-Granting Institutions

- Of the 578,302 reported full-time instructional staff at Title IV degree-granting institutions, 149,714 were professors, 124,653 were associate professors, 134,169 were assistant professors, 94,573 were instructors and 28,299 were lecturers (table 3). The remaining 46,894 instructional staff had no academic rank.
- Based on adjusted 9-month average salaries,⁶ institutions reported that on average professors earned \$101,658, associate professors earned \$73,246, assistant professors earned \$61,479, instructors earned \$53,107, lecturers earned \$53,472, and those with no academic rank earned \$54,743 (table 4).
- Four-year public institutions reported that their staff earned an average salary of \$76,126, based on adjusted 9-month average salaries for all ranks combined, while 4-year private not-for-profit institutions reported that their staff earned \$77,344 (table 4). Four-year private for-profit institutions reported a lower average salary for their staff (\$46,097).
- Based on adjusted 9-month average salaries, 2-year public institutions reported that their staff earned an average salary of \$60,212 for all ranks combined (table 4). Two-year private not-for-profit institutions reported that their staff earned an average salary of \$43,567, while 2-year private for-profit institutions reported that their staff earned an average salary of \$36,176.

⁶ Total salary outlays for full-time instructional staff (by rank) on 11/12-month contracts were adjusted to 9/10-month outlays by multiplying the outlay for 11/12-month contracted staff by 0.8182. The “equated” outlays were then added to the outlays for 9/10-month staff, and the resulting sum was then divided by the total number of full-time instructional staff to determine an average salary for each rank. Salaries for staff on less-than-9-month contracts were not collected.

Table 1. Staff at Title IV institutions and administrative offices, by employment status, medical school staff status, control of institution, and primary function/occupational activity: United States, fall 2008

Control of institution and primary function/occupational activity	Total			Full time			Part time		
	Total	Staff (except those in medical schools)	Medical school staff ¹	Total	Staff (except those in medical schools)	Medical school staff ¹	Total	Staff (except those in medical schools)	Medical school staff ¹
Total	3,710,011	3,347,445	362,566	2,405,164	2,106,009	299,155	1,304,847	1,241,436	63,411
Staff whose primary responsibility is instruction, research, and/or public service	1,419,142	1,304,095	115,047	740,280	643,240	97,040	678,862	660,855	18,007
Primarily instruction	1,089,572	1,053,086	36,486	487,738	458,761	28,977	601,834	594,325	7,509
Instruction/research/public service	250,810	197,881	52,929	190,055	143,715	46,340	60,755	54,166	6,589
Primarily research	55,892	39,020	16,872	46,068	31,629	14,439	9,824	7,391	2,433
Primarily public service	22,868	14,108	8,760	16,419	9,135	7,284	6,449	4,973	1,476
Executive/administrative/managerial	237,453	216,783	20,670	228,246	208,556	19,690	9,207	8,227	980
Other professional (support/service)	755,079	642,440	112,639	655,281	556,164	99,117	99,798	86,276	13,522
Graduate assistants ²	334,822	314,211	20,611	†	†	†	334,822	314,211	20,611
Technical and paraprofessionals	205,075	168,642	36,433	163,138	131,354	31,784	41,937	37,288	4,649
Clerical and secretarial	454,465	406,579	47,886	357,483	314,024	43,459	96,982	92,555	4,427
Skilled crafts	63,730	62,394	1,336	60,988	59,691	1,297	2,742	2,703	39
Service/maintenance	240,245	232,301	7,944	199,748	192,980	6,768	40,497	39,321	1,176
Public	2,440,511	2,230,635	209,876	1,539,499	1,371,659	167,840	901,012	858,976	42,036
Staff whose primary responsibility is instruction, research, and/or public service	906,774	841,676	65,098	482,578	428,054	54,524	424,196	413,622	10,574
Primarily instruction	684,133	660,164	23,969	314,489	295,090	19,399	369,644	365,074	4,570
Instruction/research/public service	173,125	144,115	29,010	129,895	105,114	24,781	43,230	39,001	4,229
Primarily research	33,960	24,831	9,129	27,534	19,719	7,815	6,426	5,112	1,314
Primarily public service	15,556	12,566	2,990	10,660	8,131	2,529	4,896	4,435	461
Executive/administrative/managerial	115,694	108,012	7,682	110,757	103,556	7,201	4,937	4,456	481
Other professional (support/service)	495,956	421,923	74,033	426,214	362,468	63,746	69,742	59,455	10,287
Graduate assistants ²	270,599	255,526	15,073	†	†	†	270,599	255,526	15,073
Technical and paraprofessionals	151,258	132,253	19,005	118,221	101,914	16,307	33,037	30,339	2,698
Clerical and secretarial	291,805	266,656	25,149	221,289	198,625	22,664	70,516	68,031	2,485
Skilled crafts	48,110	47,474	636	46,206	45,600	606	1,904	1,874	30
Service/maintenance	160,315	157,115	3,200	134,234	131,442	2,792	26,081	25,673	408
Private not-for-profit	1,061,946	909,256	152,690	745,771	614,456	131,315	316,175	294,800	21,375
Staff whose primary responsibility is instruction, research, and/or public service	400,731	350,782	49,949	225,061	182,545	42,516	175,670	168,237	7,433
Primarily instruction	296,666	284,149	12,517	142,484	132,906	9,578	154,182	151,243	2,939
Instruction/research/public service	75,006	51,087	23,919	58,424	36,865	21,559	16,582	14,222	2,360
Primarily research	21,857	14,114	7,743	18,472	11,848	6,624	3,385	2,266	1,119
Primarily public service	7,202	1,432	5,770	5,681	926	4,755	1,521	506	1,015
Executive/administrative/managerial	100,135	87,147	12,988	96,422	83,933	12,489	3,713	3,214	499
Other professional (support/service)	215,080	176,474	38,606	187,210	151,839	35,371	27,870	24,635	3,235
Graduate assistants ²	63,838	58,300	5,538	†	†	†	63,838	58,300	5,538
Technical and paraprofessionals	49,009	31,581	17,428	40,984	25,507	15,477	8,025	6,074	1,951
Clerical and secretarial	141,250	118,513	22,737	118,199	97,404	20,795	23,051	21,109	1,942
Skilled crafts	15,389	14,689	700	14,621	13,930	691	768	759	9
Service/maintenance	76,514	71,770	4,744	63,274	59,298	3,976	13,240	12,472	768

See notes at end of table.

Table 1. Staff at Title IV institutions and administrative offices, by employment status, medical school staff status, control of institution, and primary function/occupational activity: United States, fall 2008—Continued

Control of institution and primary function/occupational activity	Total			Full time			Part time		
	Total	Staff (except those in medical schools)	Medical school staff ¹	Total	Staff (except those in medical schools)	Medical school staff ¹	Total	Staff (except those in medical schools)	Medical school staff ¹
Private for-profit	207,554	207,554	†	119,894	119,894	†	87,660	87,660	†
Staff whose primary responsibility is instruction, research, and/or public service	111,637	111,637	†	32,641	32,641	†	78,996	78,996	†
Primarily instruction	108,773	108,773	†	30,765	30,765	†	78,008	78,008	†
Instruction/research/public service	2,679	2,679	†	1,736	1,736	†	943	943	†
Primarily research	75	75	†	62	62	†	13	13	†
Primarily public service	110	110	†	78	78	†	32	32	†
Executive/administrative/managerial	21,624	21,624	†	21,067	21,067	†	557	557	†
Other professional (support/service)	44,043	44,043	†	41,857	41,857	†	2,186	2,186	†
Graduate assistants ²	385	385	†	†	†	†	385	385	†
Technical and paraprofessionals	4,808	4,808	†	3,933	3,933	†	875	875	†
Clerical and secretarial	21,410	21,410	†	17,995	17,995	†	3,415	3,415	†
Skilled crafts	231	231	†	161	161	†	70	70	†
Service/maintenance	3,416	3,416	†	2,240	2,240	†	1,176	1,176	†

† Not applicable.

¹Medical schools are defined as those with M.D. and/or D.O. programs. Also includes health or allied health schools or departments that are affiliated with (housed in or under the authority of) the medical school.

²By definition, all graduate assistants are part-time.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Employees by Assigned Position section.

Table 2. Full-time professional staff at Title IV degree-granting institutions and administrative offices, by control of institution, medical school staff status, level of institution, and faculty status: United States, fall 2008

Medical school staff status, level of institution, and faculty status	Number				Percent			
	Total	Public	Private not-for-profit	Private for-profit	Total	Public	Private not-for-profit	Private for-profit
Total staff ¹	1,589,379	1,010,777	506,182	72,420	100.0	100.0	100.0	100.0
Staff (except those in medical schools) ²	1,373,532	885,306	415,806	72,420	100.0	100.0	100.0	100.0
With faculty status	640,361	439,740	178,940	21,681	46.6	49.7	43.0	29.9
With tenure	286,873	209,214	77,458	201	20.9	23.6	18.6	0.3
On tenure track	124,163	87,567	36,444	152	9.0	9.9	8.8	0.2
Not on tenure track	142,382	100,103	42,110	169	10.4	11.3	10.1	0.2
No tenure system	86,943	42,856	22,928	21,159	6.3	4.8	5.5	29.2
Without faculty status	733,171	445,566	236,866	50,739	53.4	50.3	57.0	70.1
4-year	1,158,788	693,514	412,462	52,812	100.0	100.0	100.0	100.0
With faculty status	511,870	322,625	177,106	12,139	44.2	46.5	42.9	23.0
With tenure	239,356	161,942	77,308	106	20.7	23.4	18.7	0.2
On tenure track	106,695	70,185	36,368	142	9.2	10.1	8.8	0.3
Not on tenure track	130,290	88,302	41,865	123	11.2	12.7	10.2	0.2
No tenure system	35,529	2,196	21,565	11,768	3.1	0.3	5.2	22.3
Without faculty status	646,918	370,889	235,356	40,673	55.8	53.5	57.1	77.0
2-year	214,744	191,792	3,344	19,608	100.0	100.0	100.0	100.0
With faculty status	128,491	117,115	1,834	9,542	59.8	61.1	54.8	48.7
With tenure	47,517	47,272	150	95	22.1	24.6	4.5	0.5
On tenure track	17,468	17,382	76	10	8.1	9.1	2.3	0.1
Not on tenure track	12,092	11,801	245	46	5.6	6.2	7.3	0.2
No tenure system	51,414	40,660	1,363	9,391	23.9	21.2	40.8	47.9
Without faculty status	86,253	74,677	1,510	10,066	40.2	38.9	45.2	51.3
Medical school staff ²	215,847	125,471	90,376	†	100.0	100.0	100.0	†
With faculty status	93,812	54,602	39,210	†	43.5	43.5	43.4	†
With tenure	21,126	13,515	7,611	†	9.8	10.8	8.4	†
On tenure track	16,880	7,104	9,776	†	7.8	5.7	10.8	†
Not on tenure track	55,334	33,983	21,351	†	25.6	27.1	23.6	†
No tenure system	472	†	472	†	0.2	0.0	0.5	†
Without faculty status	122,035	70,869	51,166	†	56.5	56.5	56.6	†

† Not applicable.

¹Data are from degree-granting institutions only. The number of staff displayed in this table will not be equal to corresponding values from table 1.

²Medical schools are defined as those with M.D. and/or D.O. programs. Also includes health or allied health schools or departments that are affiliated with (housed in or under the authority of) the medical school.

NOTE: Full-time professional staff include those staff in the following positions: primarily instruction, instruction combined with research and/or public service, primarily research, primarily public service, executive/administrative/managerial, and other professional (support/service). Detail may not sum to totals because of rounding.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Employees by Assigned Position section.

Table 3. Full-time instructional staff at Title IV degree-granting institutions, by academic rank, control and level of institution, and gender: United States, academic year 2008-09

Control and level of institution, and gender	All ranks	Professor	Associate professor	Assistant professor	Instructor	Lecturer	No academic rank ¹
Total ²	578,302	149,714	124,653	134,169	94,573	28,299	46,894
Public	391,127	98,102	80,772	87,230	67,953	20,820	36,250
4-year	277,999	83,770	70,568	75,266	21,525	20,014	6,856
Men	164,122	62,218	42,076	39,115	8,394	9,041	3,278
Women	113,877	21,552	28,492	36,151	13,131	10,973	3,578
2-year	113,128	14,332	10,204	11,964	46,428	806	29,394
Men	52,280	7,107	4,721	5,208	21,595	336	13,313
Women	60,848	7,225	5,483	6,756	24,833	470	16,081
Private not-for-profit	167,447	50,560	43,127	46,412	11,974	7,479	7,895
4-year	165,948	50,432	42,908	46,126	11,285	7,471	7,726
Men	97,645	36,678	25,265	22,974	4,979	3,458	4,291
Women	68,303	13,754	17,643	23,152	6,306	4,013	3,435
2-year	1,499	128	219	286	689	8	169
Men	552	58	66	74	282	2	70
Women	947	70	153	212	407	6	99
Private for-profit	19,728	1,052	754	527	14,646	0	2,749
4-year	11,372	993	723	491	6,689	0	2,476
Men	6,459	684	407	251	3,670	0	1,447
Women	4,913	309	316	240	3,019	0	1,029
2-year	8,356	59	31	36	7,957	0	273
Men	3,921	28	13	15	3,734	0	131
Women	4,435	31	18	21	4,223	0	142

¹Includes staff at institutions without standard academic ranks.

²Total full-time instructional staff includes those on 9/10-month and 11/12-month contracts.

NOTE: Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part-time, contributed their services, were in the military, or taught preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data from the degree-granting institutions could not be separated from the non-degree-granting institution and administrative offices. The three additional entities are included in the universe and response rate numbers of the Salaries section. Instructional staff are those members of the instruction/research staff who are employed full time and whose specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Full-time instructional staff also include those for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. They are reported as "primarily instruction" or "instruction combined with research and/or public service" in the full-time non-medical-school part of the Employees by Assigned Position section.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Salaries section.

Table 4. Adjusted 9-month average salaries of full-time instructional staff at Title IV degree-granting institutions, by academic rank, control and level of institution, and gender: United States, academic year 2008-09

Control and level of institution, and gender	All ranks	Professor	Associate professor	Assistant professor	Instructor	Lecturer	No academic rank ¹
Adjusted 9-month average salaries ²	\$72,110	\$101,658	\$73,246	\$61,479	\$53,107	\$53,472	\$54,743
Public	71,523	98,993	73,223	61,845	57,469	52,675	53,851
4-year	76,126	103,806	75,215	63,232	45,750	53,046	51,572
Men	82,445	106,884	77,213	65,271	46,920	56,328	53,670
Women	67,018	94,919	72,265	61,027	45,003	50,341	49,649
2-year	60,212	70,865	59,442	53,113	62,902	43,484	54,383
Men	61,478	72,737	60,423	53,897	63,862	43,090	55,406
Women	59,123	69,024	58,598	52,509	62,067	43,765	53,536
Private not-for-profit	77,042	107,778	73,674	60,894	45,760	55,689	61,198
4-year	77,344	107,913	73,805	60,995	46,069	55,713	61,669
Men	83,685	111,777	75,677	62,999	45,982	59,203	64,950
Women	68,280	97,610	71,125	59,006	46,138	52,705	57,572
2-year	43,567	54,559	48,009	44,745	40,699	33,528	39,659
Men	40,558	57,576	45,784	40,237	36,318	26,592	39,355
Women	45,321	52,060	48,969	46,318	43,735	35,840	39,875
Private for-profit	41,895	56,064	51,208	52,470	38,877	†	47,971
4-year	46,097	57,254	51,682	53,816	42,123	†	49,197
Men	46,704	58,311	50,189	54,556	43,382	†	47,300
Women	45,300	54,915	53,605	53,041	40,593	†	51,865
2-year	36,176	36,023	40,148	34,112	36,148	†	36,854
Men	37,239	35,152	40,700	34,899	37,289	†	36,197
Women	35,236	36,809	39,750	33,549	35,138	†	37,459

† Not applicable.

¹Includes staff at institutions without standard academic ranks.

²Total salary outlays for full-time instructional staff (by rank) on 11/12-month contracts were adjusted to 9/10-month outlays by multiplying the outlay for 11/12-month contracted staff by 0.8182. The "equated" outlays were then added to the outlays for 9/10-month staff, and the resulting sum was then divided by the total number of staff to determine an average salary for each rank. Salaries for staff on less-than-9-month contracts were not collected.

NOTE: Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data from the degree-granting institutions could not be separated from the non-degree-granting institution and administrative offices. The three additional entities are included in the universe and response rate numbers of the Salaries section. Instructional staff are those members of the instruction/research staff who are employed full time and whose specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Full-time instructional staff also include those for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. They are reported as "primarily instruction" or "instruction combined with research and/or public service" in the full-time non-medical-school part of the Employees by Assigned Position section.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Salaries section.

Appendix A: Survey Methodology

Overview

IPEDS defines a postsecondary institution as an organization that is open to the public and has a primary mission of providing education or training beyond the high school level. The main focus of the IPEDS winter 2008-09 data collection was to collect data from Title IV institutions. These institutions have Program Participation Agreements (PPAs) with the Office of Postsecondary Education (OPE) within the U.S. Department of Education and thus are eligible to participate in Title IV student financial aid programs. There were 6,871 Title IV institutions¹ and administrative offices located in the United States and the other jurisdictions² of the United States, such as Puerto Rico, at the beginning of the 2008-09 academic year. Thirteen institutions closed before the winter 2008-09 data collection began, leaving 6,774 institutions and 84 administrative offices.

The winter 2008-09 data collection was entirely web-based. Institutions in the universe were asked to enter their survey responses using the IPEDS data collection website. The winter 2008-09 IPEDS data were collected between December 3, 2008, and January 21, 2009. The collection of the Human Resources (HR) component had three sections: Employees by Assigned Position (EAP), Fall Staff (S), and Salaries (SA). These three sections were previously separate components but were merged into the single HR component beginning with the winter 2005-06 data collection to simplify reporting and better ensure data consistency and accuracy. During the winter 2005-06 data collection, the glossary and instructions were also restructured based on the new design to improve consistency of reporting between sections. For example, prior to 2005-06, institutions could classify librarians and counselors as either “Faculty” or “Other professional (support/service)”; however, beginning with 2005-06, institutions were instructed to classify librarians and counselors as “Other professional (support/service)” only. (For detailed information on the primary functions/occupational activities, refer to appendix B, Glossary of IPEDS Terms.)

Terminology Used in the IPEDS Web Collection

Please refer to the glossary provided in appendix B for definitions of various terms.

Universe, Institutions Surveyed, and Response Rates

The IPEDS universe is established during the fall collection period. For 2008-09, some 31 institutions and 1 administrative office included in prior IPEDS data collections were determined to be outside the scope of IPEDS because they were closed or were merged with another institution. Additionally, 218 institutions were reported exclusively by a parent institution; also,

¹ Includes 6,787 institutions and 84 administrative offices (central or system offices). The administrative offices are required to complete the Institutional Characteristics component in the fall, the EAP section of the Human Resources component in the winter, and the Finance component in the winter or spring (if they have their own separate budget). Administrative offices are required to complete the Fall Staff section of the Human Resources component in odd-numbered years such as 2007, but not in even-numbered years such as 2008. The U.S. service academies are included in the number of institutions.

² The other jurisdictions surveyed in IPEDS are American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Marianas, Palau, Puerto Rico, and the U.S. Virgin Islands.

245 institutions and two administrative offices were added to the universe. These entities were identified from several sources, including a universe review by state coordinators, a review of the data file maintained by OPE, and information provided by the institutions themselves.

According to Section 490 of the Higher Education Amendments of 1992 (P.L. 102- 325), IPEDS is mandatory for any institutions that participate in or are applicants for participation in any federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended (20 USC 1094(a)(17)). Therefore, most of the studies that use IPEDS data concentrate on the Title IV institutions, and this group is the main focus of IPEDS. To ensure the inclusion of all Title IV participants, the full set of 6,871 Title IV entities in the established IPEDS universe was validated by matching it with OPE's Postsecondary Education Participation System (PEPS) file.

The IPEDS database includes institutions that do not participate in Title IV financial aid programs. These institutions are invited to participate in the IPEDS program, and if they voluntarily respond to the surveys, the institutions are included in the College Navigator (<http://nces.ed.gov/collegenavigator>). The College Navigator is designed to help college students, prospective students, and their parents learn about admission requirements, degrees offered, costs, graduation rates, and other characteristics of institutions that they may find helpful in selecting among postsecondary institutions.

Not all Title IV institutions were required to complete all sections of the HR component. Thirteen institutions were not required to complete the HR component because they closed during the fall 2008 collection. The EAP section of the HR component was required of all Title IV institutions and administrative offices. The Fall Staff section was not required during the 2008-09 collection, but institutions and administrative offices could choose to submit data for this section. The Salaries section was required of Title IV degree-granting institutions except for those institutions at which all instructional staff were part time, contributed their services, were in the military, or taught preclinical or clinical medicine. Of the 6,858 Title IV entities eligible for the winter 2008-09 IPEDS collection, all 6,774 institutions and 84 administrative offices were eligible for the EAP section, and 4,362 degree-granting institutions were eligible for the Salaries section. Although the Salaries section was applicable to degree-granting institutions only, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data could not be separated by degree-granting status. The three additional entities are included in the universe and response rate numbers of the Salaries section.

Table A-1 provides the number of Title IV institutions and administrative offices and the survey response rates for the HR component and the HR sections for winter 2008-09, by degree-granting status and level and control of institution, for the United States and other jurisdictions. Because Title IV institutions are the primary focus of IPEDS and they are required to respond, response rates for Title IV institutions and administrative offices in the winter 2008-09 IPEDS collection were high. The overall response rate in winter 2008-09 was 99.8 percent for the HR component. The response rate for the EAP section was also 99.8 percent, while the response rate for the Salaries section was 99.9 percent. Although it was not required, 48.0 percent of Title IV institutions and administrative offices responded to the Fall Staff section.

Table A-1a provides the number of Title IV institutions and administrative offices and the survey response rates for the HR component overall and the specific HR sections for winter 2008-09 by degree-granting status and level and control of institution for the United States only (excluding any other jurisdictions).

NCES statistical standards require that the potential for nonresponse bias for all institutions (including those in the other jurisdictions) be analyzed for sectors for which the response rate was less than 90 percent. As shown in table A-1, no sectors require this analysis.

Survey Procedures

The winter 2008-09 IPEDS data collection was conducted using the IPEDS web-based data collection system. Each institution appointed a keyholder, who was the person responsible for ensuring that survey data submitted by the institution were correct. The keyholder could generate UserIDs and passwords for up to six additional survey respondents who could also enter or review data. For many institutions, keyholders were also required to edit and lock the data: locking the data automatically submits the completed data to NCES.

Many states or systems had one or more IPEDS coordinators. Coordinators are individuals who take responsibility for a specified group of institutions to ensure that all data are entered correctly. Some coordinators may be responsible for a system of institutions (e.g., SUNY—the State University of New York); others may coordinate all or some institutions in a state. Also, coordinators may elect to provide different levels of review. For example, some may only view data provided by their institutions, while others may upload, review, or lock data for their institutions.

For the 2008-09 IPEDS data collection, keyholders were asked to register before the fall 2008 data collection. Registration information, including UserIDs and passwords, was e-mailed to existing keyholders in early August. Also in early August, letters were sent to chief executive officers (CEOs) at institutions without preregistered keyholders, requesting that they appoint a keyholder for the 2008-09 collection year. The package included a letter for the keyholder and a registration certificate with the institution's UserID and password for the entire 2008-09 collection period. Subsequent registration mailings were sent in late August and late September to CEOs of institutions at which a keyholder had still not been registered. At the beginning of the winter and spring collections, in early December and early March, respectively, e-mail messages were sent to registered keyholders and coordinators requesting that they update or confirm their registration contact information when the collections opened. Schools were allowed to designate a new keyholder at any time during the collection year, if needed. As with previous IPEDS studies, follow-up for nonresponse was conducted with CEOs, coordinators, and keyholders via mail, e-mail, and telephone throughout all three collection periods.

The web-based survey instruments offered many features designed to improve the quality and timeliness of the data. As indicated previously, survey respondents were required to register before entering 2008-09 data to ensure a point of contact between NCES/IPEDS and the institution.

Table A-1. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2008-09 data collection, by survey component or section, degree-granting status, and level and control of institution: United States and other jurisdictions

Degree-granting status and level and control of institution	Human Resources component			Employees by Assigned Position section			Salaries section		
	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)
All institutions	6,858	6,845	99.8	6,858	6,845	99.8	4,365 ^{2,3}	4,361	99.9
Public	2,095	2,094	100.0	2,095	2,094	100.0	1,696 ^{2,3}	1,695	99.9
Private not-for-profit	1,867	1,865	99.9	1,867	1,865	99.9	1,616	1,614	99.9
Private for-profit	2,896	2,886	99.7	2,896	2,886	99.7	1,053	1,052	99.9
4-year	2,841	2,838	99.9	2,841	2,838	99.9	2,679	2,676	99.9
Public	711	710	99.9	711	710	99.9	663	662	99.8
Private not-for-profit	1,591	1,589	99.9	1,591	1,589	99.9	1,524	1,522	99.9
Private for-profit	539	539	100.0	539	539	100.0	492	492	100.0
2-year	2,258	2,256	99.9	2,258	2,256	99.9	1,685 ²	1,684	99.9
Public	1,167	1,167	100.0	1,167	1,167	100.0	1,032 ²	1,032	100.0
Private not-for-profit	189	189	100.0	189	189	100.0	92	92	100.0
Private for-profit	902	900	99.8	902	900	99.8	561	560	99.8
Less-than-2-year	1,759	1,751	99.5	1,759	1,751	99.5	1 ³	1	100.0
Public	217	217	100.0	217	217	100.0	1 ³	1	100.0
Private not-for-profit	87	87	100.0	87	87	100.0	†	†	†
Private for-profit	1,455	1,447	99.5	1,455	1,447	99.5	†	†	†
Degree-granting	4,570	4,567	99.9	4,570	4,567	99.9	4,364 ²	4,360	99.9
4-year	2,826	2,823	99.9	2,826	2,823	99.9	2,679	2,676	99.9
Public	710	709	99.9	710	709	99.9	663	662	99.8
Private not-for-profit	1,577	1,575	99.9	1,577	1,575	99.9	1,524	1,522	99.9
Private for-profit	539	539	100.0	539	539	100.0	492	492	100.0
2-year	1,744	1,744	100.0	1,744	1,744	100.0	1,685 ²	1,684	99.9
Public	1,063	1,063	100.0	1,063	1,063	100.0	1,032 ²	1,032	100.0
Private not-for-profit	98	98	100.0	98	98	100.0	92	92	100.0
Private for-profit	583	583	100.0	583	583	100.0	561	560	99.8
Non-degree-granting	2,288	2,278	99.6	2,288	2,278	99.6	1 ³	1	100.0
4-year ¹	15	15	100.0	15	15	100.0	†	†	†
Public	1	1	100.0	1	1	100.0	†	†	†
Private not-for-profit	14	14	100.0	14	14	100.0	†	†	†
Private for-profit	†	†	†	†	†	†	†	†	†
2-year	514	512	99.6	514	512	99.6	†	†	†
Public	104	104	100.0	104	104	100.0	†	†	†
Private not-for-profit	91	91	100.0	91	91	100.0	†	†	†
Private for-profit	319	317	99.4	319	317	99.4	†	†	†
Less-than-2-year	1,759	1,751	99.5	1,759	1,751	99.5	1 ³	1	100.0
Public	217	217	100.0	217	217	100.0	1 ³	1	100.0
Private not-for-profit	87	87	100.0	87	87	100.0	†	†	†
Private for-profit	1,455	1,447	99.5	1,455	1,447	99.5	†	†	†

† Not applicable.

¹These institutions grant certificates at the postbaccalaureate and post-master's levels; they do not award degrees.

²Two administrative offices are included here because two degree-granting institutions could not separate their full-time instructional staff data by degree-granting status.

³One public less-than-2-year institution is included here because one degree-granting institution could not separate its full-time instructional staff data by degree-granting status.

NOTE: The Employees by Assigned Position and Fall Staff sections were applicable to all institutions and administrative offices. Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data from the degree-granting institutions could not be separated from the non-degree-granting institution and administrative offices. The three additional entities are included in the universe and response rate numbers of the Salaries section. Data were imputed for all Human Resources nonrespondents. The other jurisdictions include American Samoa, the Federated States of Micronesia, Guam, the Marshall Islands, the Northern Marianas, Palau, Puerto Rico, and the Virgin Islands.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09.

Table A-1a. Response rates of Title IV institutions and administrative offices responding to the IPEDS winter 2008-09 data collection, by survey component or section, degree-granting status, and level and control of institution: United States

Degree-granting status and level and control of institution	Human Resources component			Employees by Assigned Position section			Salaries section		
	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)	Final universe	Number responded	Response rate (%)
	All institutions	6,700	6,687	99.8	6,700	6,687	99.8	4,280 ^{2,3}	4,276
Public	2,068	2,067	100.0	2,068	2,067	100.0	1,671 ^{2,3}	1,670	99.9
Private not-for-profit	1,810	1,808	99.9	1,810	1,808	99.9	1,573	1,571	99.9
Private for-profit	2,822	2,812	99.6	2,822	2,812	99.6	1,036	1,035	99.9
4-year	2,774	2,771	99.9	2,774	2,771	99.9	2,616	2,613	99.9
Public	692	691	99.9	692	691	99.9	645	644	99.8
Private not-for-profit	1,551	1,549	99.9	1,551	1,549	99.9	1,487	1,485	99.9
Private for-profit	531	531	100.0	531	531	100.0	484	484	100.0
2-year	2,234	2,232	99.9	2,234	2,232	99.9	1,663 ²	1,662	99.9
Public	1,159	1,159	100.0	1,159	1,159	100.0	1,025 ²	1,025	100.0
Private not-for-profit	183	183	100.0	183	183	100.0	86	86	100.0
Private for-profit	892	890	99.8	892	890	99.8	552	551	99.8
Less-than-2-year	1,692	1,684	99.5	1,692	1,684	99.5	1 ³	1	100.0
Public	217	217	100.0	217	217	100.0	1 ³	1	100.0
Private not-for-profit	76	76	100.0	76	76	100.0	†	†	†
Private for-profit	1,399	1,391	99.4	1,399	1,391	99.4	†	†	†
Degree-granting	4,481	4,478	99.9	4,481	4,478	99.9	4,279 ²	4,275	99.9
4-year	2,759	2,756	99.9	2,759	2,756	99.9	2,616	2,613	99.9
Public	691	690	99.9	691	690	99.9	645	644	99.8
Private not-for-profit	1,537	1,535	99.9	1,537	1,535	99.9	1,487	1,485	99.9
Private for-profit	531	531	100.0	531	531	100.0	484	484	100.0
2-year	1,722	1,722	100.0	1,722	1,722	100.0	1,663 ²	1,662	99.9
Public	1,056	1,056	100.0	1,056	1,056	100.0	1,025 ²	1,025	100.0
Private not-for-profit	92	92	100.0	92	92	100.0	86	86	100.0
Private for-profit	574	574	100.0	574	574	100.0	552	551	99.8
Non-degree-granting	2,219	2,209	99.5	2,219	2,209	99.5	1 ³	1	100.0
4-year ¹	15	15	100.0	15	15	100.0	†	†	†
Public	1	1	100.0	1	1	100.0	†	†	†
Private not-for-profit	14	14	100.0	14	14	100.0	†	†	†
Private for-profit	†	†	†	†	†	†	†	†	†
2-year	512	510	99.6	512	510	99.6	†	†	†
Public	103	103	100.0	103	103	100.0	†	†	†
Private not-for-profit	91	91	100.0	91	91	100.0	†	†	†
Private for-profit	318	316	99.4	318	316	99.4	†	†	†
Less-than-2-year	1,692	1,684	99.5	1,692	1,684	99.5	1 ³	1	100.0
Public	217	217	100.0	217	217	100.0	1 ³	1	100.0
Private not-for-profit	76	76	100.0	76	76	100.0	†	†	†
Private for-profit	1,399	1,391	99.4	1,399	1,391	99.4	†	†	†

† Not applicable.

¹These institutions grant certificates at the postbaccalaureate and post-master's levels; they do not award degrees.

²Two administrative offices are included here because two degree-granting institutions could not separate their full-time instructional staff data by degree-granting status.

³One public less-than-2-year institution is included here because one degree-granting institution could not separate its full-time instructional staff data by degree-granting status.

NOTE: The Employees by Assigned Position and Fall Staff sections were applicable to all institutions and administrative offices. Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data from the degree-granting institutions could not be separated from the non-degree-granting institution and administrative offices. The three additional entities are included in the universe and response rate numbers of the Salaries section. Data were imputed for all Human Resources nonrespondents.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09.

Online data entry forms were tailored to each institution based on characteristics such as degree-granting status and presence of a medical school. When data from previous years were available for an institution, they were preloaded on the customized forms for easy reference and comparison purposes. Once the 2008-09 data were entered, either manually or through file upload, the keyholders were required to run edit checks and resolve all errors before they were able to lock their data. Once data were locked, they were considered submitted, regardless of whether or not the coordinator had reviewed the submission.

Once the data were complete and all locks were applied, IPEDS help desk staff conducted a final review. If any additional problems were detected, the help desk staff contacted the institutions to resolve any remaining questions. Once all problems were resolved, the final data were migrated to the IPEDS Data Center, where they were made available to other responding institutions for comparison purposes. Because of confidentiality issues, Fall Staff and Salaries data were perturbed during the migration process to protect any individually identifiable information. See the end of this appendix for additional information on data perturbation and confidentiality.

Survey Sections

Human Resources

The Human Resources (HR) component comprises three sections: Employees by Assigned Position (EAP), Fall Staff, and Salaries. A description of each HR section follows.

Employees by Assigned Position (EAP)

This section of the HR component was required by all Title IV institutions and administrative offices for winter 2008-09. The EAP section categorizes all staff on the institution's payroll as of November 1 of the collection year, by employment status (full or part time), faculty status, and primary function/occupational activity. The medical school pages of EAP were applicable to institutions with Doctor of Medicine (M.D.) and/or Doctor of Optometry (D.O.) programs only. Employees affiliated with (housed in or under the authority of) the medical school were reported with the medical school. For example, if an institution's medical school employees were housed with the institution's employees in other health-related disciplines (e.g., dentistry, veterinary medicine, nursing), the institution was instructed to report both sets of employees in the medical school part of the EAP section and list the other health-related disciplines in the designated comment box in the EAP section. Employees who were in health disciplines that were not housed in the medical school were reported in the nonmedical school part of EAP.

The main functions/occupational activities of the EAP section are primarily instruction, instruction combined with research and/or public service, primarily research, primarily public service, executive/administrative/managerial, other professionals (support/service), graduate assistants, technical and paraprofessionals, clerical and secretarial, skilled crafts, and service/maintenance. If, by institutional definition, a staff member has faculty status, the staff member is categorized according to tenure status: with tenure, on tenure track, or not on tenure track/no tenure system. If a staff member does not have faculty status, he or she is counted in the "without faculty status" category.

All full-time instructional staff classified in the EAP full time non-medical school part as either (1) primarily instruction or (2) instruction combined with research and/or public service are included in the Salaries section, unless they are exempted because of one of the exclusions noted in the description of the Salaries section, which follows this section.

Fall Staff

This section of the HR component is required in odd-numbered years (e.g., staff in fall 2007) and optional in even-numbered years (e.g., 2008). There are three versions of the Fall Staff section; applicability of each version is determined by the degree-granting status of an institution and/or the number of full-time staff. The three versions of Fall Staff are described below.

1. Degree-granting institutions and related administrative offices with *15 or more full-time staff* complete the long version of Fall Staff. This version collects the number of staff by employment status (full time and part time), gender, race/ethnicity, faculty status, contract length, academic rank, salary class intervals, and primary function/occupational activity. This version also collects data on newly hired full-time permanent staff. The long version includes the following six parts:
 - Part G: Faculty and tenure status of full-time staff whose primary responsibility is instruction, research, and/or public service, by racial/ethnic category, gender, and academic rank;
 - Part H: Full-time staff whose primary responsibility is instruction, research, and/or public service, by racial/ethnic category, gender, contract length, and salary class intervals;
 - Part I: All other full-time staff by racial/ethnic category, gender, primary function/occupational activity, and salary class intervals;
 - Part J: Part-time staff by racial/ethnic category, gender, and primary function/occupational activity;¹
 - Part K: Summary of full-time and part-time staff by racial/ethnic category and gender; and
 - Part L: New hires by racial/ethnic category, gender, and primary function/occupational activity.
2. Degree-granting institutions and related administrative offices with *fewer than 15 full-time staff* complete one of the short versions of Fall Staff. The short version completed by this group of institutions and administrative offices collects the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational activity. (Data entry screens to report graduate assistants are included in this version.) This version includes the following three parts:
 - Part G: Full-time staff by racial/ethnic category, gender, and primary function/occupational activity;
 - Part H: Part-time staff by racial/ethnic category, gender, and primary function/occupational activity;² and
 - Part I: Summary of full-time and part-time staff by racial/ethnic category and gender.
3. Non-degree-granting institutions and related administrative offices complete the other short version of Fall Staff. This short version collects the number of staff by employment status (full time and part time), gender, race/ethnicity, and primary function/occupational

¹ Includes data entry screens to report graduate assistants.

² Includes data entry screens to report graduate assistants.

activity; however, data entry screens to report graduate assistants are not included in this version. The following parts are included in this version:

Part D: Full-time staff by racial/ethnic category, gender, and primary function/occupational activity;

Part E: Part-time staff by racial/ethnic category, gender, and primary function/occupational activity;³ and

Part F: Summary of full-time and part-time staff by racial/ethnic category and gender.

In all versions of the Fall Staff section, data are collected for staff on the payroll of the institution as of November 1 of the collection year.⁴ While most of the primary functions/occupational activities in the Fall Staff section are the same as the primary functions/occupational activities in the EAP section, the aggregate category of “instruction/research/public service” staff from the Fall Staff section does not have a single, direct counterpart in the EAP section. The set of individuals reported in this portion of the Fall Staff section is equivalent to the group of people reported in the EAP section as primarily instruction, instruction combined with research and/or public service, primarily research, and primarily public service.

Salaries

This section of the HR component collects data on full-time instructional staff—that is, those persons classified as either primarily instruction or instruction combined with research and/or public service (except those in medical schools of the EAP section, as described above).

Although the Salaries section is required for Title IV degree-granting institutions except for those institutions at which all instructional staff are part time, contribute their services, are in the military, or teach preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data could not be separated by degree-granting status. The three additional entities are included in the universe and response rate numbers of the Salaries section. Data are collected for full-time instructional staff on the institution’s payroll as of November 1 of the collection year.

Part D of the Salaries section collects the number of full-time instructional staff on less-than-9-month, 9/10-month, and 11/12-month contracts by gender and academic rank (professor, associate professor, assistant professor, instructor, lecturer, and no academic rank). In addition, 4-year degree-granting institutions report the number of full-time instructional staff on 9/10-month and 11/12-month contracts by faculty status, gender, and academic rank in Part D. Prior to the optional collection of these data in 2006-07, data by faculty status were last collected in the Salaries component in 1999-2000. Part E collects the salary outlays associated with the full-time instructional staff on 9/10-month and 11/12-month contracts reported in part D, by gender and academic rank (professor, associate professor, assistant professor, instructor, lecturer, and no academic rank). For full-time instructional staff on 9/10-month and 11/12-month contracts, part F collects data on the fringe benefit expenditures and the number covered by these benefits. Types of fringe benefits included are retirement plans, medical/dental plans, group life insurance, other insurance benefits, guaranteed disability income protection, tuition plan (dependents only),

³ Excludes data entry screens to report graduate assistants.

⁴ There are slightly different reporting requirements for the new hires part of the long version of Fall Staff. For more information on new hires, refer to the glossary (appendix B).

housing plan, employer portion of Social Security taxes, unemployment compensation taxes, worker's compensation taxes, and other benefits in kind with cash options.

Edit Procedures

Edit checks were built into the web-based instrument to detect major reporting errors. The system automatically generated average salaries or totals for each section (as required), and edit checks compared current responses to previously reported data. The edit checks could be run at any time during the collection. As edit checks were executed, survey respondents were allowed to correct any errors detected by the system. If data were entered correctly but failed the edit checks, the survey respondents were asked either to confirm that the data were correct as entered or to explain why the data appeared to be out of the expected data range. All edit checks had to be resolved (confirmed, explained, or corrected) before the survey could be locked. Survey respondents were also provided with boxes to explain any special circumstances that might not be evident in their reported data and to report staff members who were difficult to categorize. In addition, the data were manually reviewed for additional inconsistencies by coordinators (when applicable) and the IPEDS help desk staff. When necessary, keyholders were contacted to verify the accuracy of the data.

For all sections, current year data (winter 2008-09) were compared to the previous year's data (winter 2007-08) and large discrepancies had to be explained.

Within the Fall Staff section (if data were provided), the total number of full-time staff whose primary function was instruction, research, and/or public service by gender and race/ethnicity reported in Part G had to match the total number of full-time staff whose primary function was instruction, research, and/or public service by gender and race/ethnicity reported in Part H (headcount). Likewise, the total number of full-time staff whose primary responsibility was instruction, research, and/or public service by gender and race/ethnicity in Part H had to be greater than or equal to the number of newly hired full-time permanent staff whose primary responsibility was instruction, research, and/or public service by gender and race/ethnicity in Part L (new hires), and the total number of all other full-time staff by primary function/occupational activity, gender, and race/ethnicity in Part I had to be greater than or equal to the number of newly hired full-time staff in the corresponding primary function/occupational activity by gender and race/ethnicity in Part L (new hires).

Within the Salaries section, average salaries were calculated, and checks were in place to detect unusually high or unusually low averages. The number of full-time instructional staff receiving fringe benefits could not exceed the total number of full-time instructional staff by contract length, except for the tuition plan (dependents only) benefit.⁵ The number of full-time instructional staff in the Salaries section had to be equal to the number of full-time non-medical school staff reported as either primarily instruction or instruction combined with research and/or public service in the EAP section and less than or equal to the number of full-time instruction/research/public service staff in the Fall Staff section.

⁵ The number of persons reported for the tuition plan (dependents only) benefit represents the number of dependents (e.g., children, spouse) of full-time instructional staff receiving tuition benefits, rather than the number of full-time instructional staff receiving this benefit. For example, if a full-time instructional staff member is receiving tuition benefits and two children of the same staff member are also receiving tuition benefits, the two children should be reported in the "tuition plan (dependents only)" benefit category; however, the staff member should not be reported in this case.

When comparing across sections, the total number of staff reported in the Fall Staff section was required to match the total number of staff reported in the EAP section. More specifically, the total number of staff by employment status (full-time plus part-time) and primary function/occupational activity for the EAP and Fall Staff sections were required to match. Totals from the EAP section were carried forward to the Fall Staff section for comparison purposes and to ensure the consistency of data being reported. Staff classified as primarily instruction, primarily research, primarily public service, and/or instruction combined with research and/or public service in the EAP section had to be reported in the Fall Staff section by race/ethnicity and gender in the single category “staff whose primary responsibility is instruction, research, and/or public service”; otherwise, a fatal error occurred. The number of full-time instructional staff in the Salaries section had to be equal to the number of full-time nonmedical school staff reported as either primarily instruction or instruction combined with research and/or public service in the EAP section and had to be less than or equal to the number of full-time instruction/research/public service staff in the Fall Staff section.

Imputation Procedures

All required sections of the HR component were subject to imputation for nonresponse. The EAP and Salaries data for Title IV institutions were imputed for both total (institutional) nonresponse and partial (item) nonresponse. The imputation base was restricted to institutions satisfying the following conditions:

- The institution must participate in Title IV student financial aid programs.
- The institution must be currently active⁶ in IPEDS.
- The institution must not be a child institution (a child institution’s data are reported by another institution, referred to as the “parent”).
- For the Salaries section, the institution must be a degree-granting institution.
- For the Salaries section, the institution’s instructional staff must not all fall into one of the following categories:
 - Instructional staff who are employed on a part-time basis.
 - Instructional staff who contribute their services.
 - Instructional staff who are military personnel.
 - Instructional staff who teach preclinical or clinical medicine.

The HR component was imputed using 84 imputation groups as necessary to ensure imputed data were donated from institutions with characteristics similar to those of the nonresponding institution. The imputation groups were formed based primarily on institutional sector and undergraduate, graduate, and first-professional offerings.

The following imputation methods⁷ were used to impute missing data in the HR component:

Carry Forward

Reported prior year data were carried forward to the current year. The prior year data were used as the base value for the imputation. To adjust for year-to-year change, the base value was then

⁶ Institutions that did not respond were verified as currently active (open for business) prior to imputation through telephone calls or e-mail.

⁷ Imputation methods are listed in order of preferred usage. If data are not available for application of one method, the next method is used.

multiplied by an adjustment ratio for each section of the HR component. The adjustment ratio varied depending on the data being imputed. For employee counts, the adjustment factor used was the ratio of total staff reported in the current year to those reported in the prior year in EAP, within the imputation group. For salary outlays and benefit expenditures, an inflation adjustment was used. This ratio is total salary outlays (or benefit expenditures) in the current year to total salary outlays (or benefit expenditures) in the prior year, within the imputation group.

Nearest Neighbor

Previous year Fall Enrollment data were used to determine the distance between an imputee and a potential donor. The distance measure was full-time equivalent (FTE) enrollment, defined as the sum of all full-time students and one-third of the part-time students. Each nearest neighbor imputee was imputed with the current year HR data from the donor in the same imputation group with the nearest value of the distance measure. The donor's data values were adjusted by multiplying by the ratio of the imputee's distance measure to the donor's distance measure.

Group Median

If insufficient prior year data were available to perform any of the previously described methods, the group median method was used. For each imputation group, the sum of all full-time staff and one-third of the part-time staff was calculated for each institution. The institution with the median value of this measure within each imputation group was the donor institution.

For the EAP section, table A-2 depicts information on the total number of staff along with the number and percentages of staff that were imputed for all Title IV institutions and administrative offices in the United States, by control of institution, staff employment status, primary function/occupational activity, institution degree-granting status, and medical school staff status.

Table A-2. Number of staff, number of staff imputed, and percentages imputed for all Title IV institutions and administrative offices, by control of institution, staff employment status, primary function/occupational activity, institution degree-granting status, and medical school staff status: United States, fall 2008

Staff employment status, primary function/occupational activity, institution degree-granting status, and medical school staff status	Total			Public			Private not-for-profit			Private for-profit		
	Staff	Number	Percent	Staff	Number	Percent	Staff	Number	Percent	Staff	Number	Percent
Total	3,710,011	1,545	#	2,440,511	1,064	#	1,061,946	339	#	207,554	142	0.1
Full-time staff	2,405,164	1,355	0.1	1,539,499	981	0.1	745,771	266	#	119,894	108	0.1
Primarily instruction	487,738	143	#	314,489	0	0.0	142,484	97	0.1	30,765	46	0.1
Instruction/research/ public service	190,055	396	0.2	129,895	396	0.3	58,424	0	0.0	1,736	0	0.0
Primarily research	46,068	0	0.0	27,534	0	0.0	18,472	0	0.0	62	0	0.0
Primarily public service	16,419	0	0.0	10,660	0	0.0	5,681	0	0.0	78	0	0.0
Executive/administrative/ managerial	228,246	221	0.1	110,757	168	0.2	96,422	30	#	21,067	23	0.1
Other professional (support/service)	655,281	115	#	426,214	73	#	187,210	42	#	41,857	0	0.0
Technical and paraprofessionals	163,138	91	0.1	118,221	59	#	40,984	31	0.1	3,933	1	#
Clerical and secretarial	357,483	161	#	221,289	104	#	118,199	23	#	17,995	34	0.2
Skilled crafts	60,988	73	0.1	46,206	55	0.1	14,621	18	0.1	161	0	0.0
Service/maintenance	199,748	155	0.1	134,234	126	0.1	63,274	25	#	2,240	4	0.2
Part-time staff	1,304,847	190	#	901,012	83	#	316,175	73	#	87,660	34	#
Primarily instruction	601,834	56	#	369,644	0	0.0	154,182	31	#	78,008	25	#
Instruction/research/ public service	60,755	50	0.1	43,230	50	0.1	16,582	0	0.0	943	0	0.0
Primarily research	9,824	0	0.0	6,426	0	0.0	3,385	0	0.0	13	0	0.0
Primarily public service	6,449	0	0.0	4,896	0	0.0	1,521	0	0.0	32	0	0.0
Executive/administrative/ managerial	9,207	27	0.3	4,937	13	0.3	3,713	10	0.3	557	4	0.7
Other professional (support/service)	99,798	7	#	69,742	0	0.0	27,870	7	#	2,186	0	0.0
Graduate assistants ¹	334,822	0	0.0	270,599	0	0.0	63,838	0	0.0	385	0	0.0
Technical and paraprofessionals	41,937	9	#	33,037	0	0.0	8,025	9	0.1	875	0	0.0
Clerical and secretarial	96,982	30	#	70,516	12	#	23,051	14	0.1	3,415	4	0.1
Skilled crafts	2,742	0	0.0	1,904	0	0.0	768	0	0.0	70	0	0.0
Service/maintenance	40,497	11	#	26,081	8	#	13,240	2	#	1,176	1	0.1
Degree-granting	3,644,233	1,403	#	2,419,138	1,064	#	1,057,172	339	#	167,923	0	0.0
Non-degree-granting	65,778	142	0.2	21,373	0	0.0	4,774	0	0.0	39,631	142	0.4
Staff (except those in medical schools)	3,347,445	1,545	#	2,230,635	1,064	#	909,256	339	#	207,554	142	0.1
Medical school employees	362,566	0	0.0	209,876	0	0.0	152,690	0	0.0	†	†	†

† Not applicable.

Rounds to zero.

¹By definition, graduate assistants are part-time.

NOTE: Table is restricted to U.S. institutions only. No staff were imputed for institutions in other jurisdictions.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Employees by Assigned Position section.

For the Salaries section, table A-3 depicts the total salary outlays along with the amounts and percentages that were imputed for Title IV degree-granting institutions in the United States, by control of institution, staff contract length, gender, and academic rank. Table A-4 provides the total fringe benefit expenditures along with the amounts and percentages that were imputed for Title IV degree-granting institutions in the United States, by control of institution, staff contract length, and fringe benefit type.

Data Perturbation and Confidentiality

IPEDS data are not collected under any pledge of confidentiality. However, NCES takes steps to protect potentially individually identifiable data in the IPEDS Human Resources, Graduation Rates, and Student Financial Aid data files by perturbing the data. Perturbation of the data is performed in such a manner that the totals and averages at the institutional level are not affected. The data for the surveys noted above that are in the IPEDS Data Center are perturbed.

Table A-3. Salary outlays, amounts imputed, and percentages of outlays imputed for Title IV degree-granting institutions, by control of institution, staff contract length, gender, and academic rank: United States, academic year 2008-09

[Salary amounts are in thousands of dollars]

Gender and academic rank	Total ¹			Public			Private not-for-profit			Private for-profit		
	Salary outlays	Imputed Amount	Percent	Salary outlays	Imputed Amount	Percent	Salary outlays	Imputed Amount	Percent	Salary outlays	Imputed Amount	Percent
9/10-month contract												
Total	\$35,497,291	\$43,152	0.1	\$24,234,424	\$43,152	0.2	\$11,203,845	\$0	0.0	\$59,022	\$0	0.0
Men	21,683,544	30,808	0.1	14,470,434	30,808	0.2	7,180,878	0	0.0	32,232	0	0.0
Professor	9,753,094	16,369	0.2	6,056,405	16,369	0.3	3,691,029	0	0.0	5,661	0	0.0
Associate	4,813,440	7,970	0.2	3,120,017	7,970	0.3	1,689,334	0	0.0	4,090	0	0.0
Assistant professor	3,842,117	5,756	0.1	2,565,720	5,756	0.2	1,272,531	0	0.0	3,866	0	0.0
Instructor	1,737,216	713	#	1,559,777	713	#	166,360	0	0.0	11,079	0	0.0
Lecturer	594,828	0	0.0	415,341	0	0.0	179,487	0	0.0	†	†	†
No academic rank	942,849	0	0.0	753,175	0	0.0	182,138	0	0.0	7,536	0	0.0
Women	13,813,747	12,344	0.1	9,763,990	12,344	0.1	4,022,967	0	0.0	26,790	0	0.0
Professor	3,408,812	5,012	0.1	2,207,152	5,012	0.2	1,199,282	0	0.0	2,378	0	0.0
Associate	3,209,110	3,046	0.1	2,100,309	3,046	0.1	1,104,927	0	0.0	3,873	0	0.0
Assistant professor	3,435,934	3,608	0.1	2,262,148	3,608	0.2	1,168,382	0	0.0	5,404	0	0.0
Instructor	2,082,663	679	#	1,845,359	679	#	225,679	0	0.0	11,625	0	0.0
Lecturer	665,838	0	0.0	478,554	0	0.0	187,284	0	0.0	†	†	†
No academic rank	1,011,390	0	0.0	870,467	0	0.0	137,413	0	0.0	3,510	0	0.0
11/12-month contract												
Total	7,582,662	9,195	0.1	4,571,080	3,210	0.1	2,073,569	5,462	0.3	938,013	522	0.1
Men	4,525,901	5,512	0.1	2,780,127	2,353	0.1	1,238,018	3,160	0.3	507,755	0	0.0
Professor	1,904,097	4,152	0.2	1,357,435	2,353	0.2	503,630	1,800	0.4	43,032	0	0.0
Associate	802,480	838	0.1	506,064	0	0.0	275,801	838	0.3	20,614	0	0.0
Assistant professor	557,534	425	0.1	327,596	0	0.0	217,287	425	0.2	12,651	0	0.0
Instructor	700,768	43	#	260,537	0	0.0	89,008	43	#	351,223	0	0.0
Lecturer	163,390	0	0.0	132,480	0	0.0	30,911	0	0.0	†	†	†
No academic rank	397,632	55	#	196,015	0	0.0	121,382	55	#	80,235	0	0.0
Women	3,056,761	3,682	0.1	1,790,953	858	#	835,551	2,303	0.3	430,258	522	0.1
Professor	610,924	1,389	0.2	412,165	858	0.2	179,532	531	0.3	19,227	0	0.0
Associate	551,386	432	0.1	342,148	0	0.0	192,394	432	0.2	16,843	0	0.0
Assistant professor	628,649	1,122	0.2	365,182	0	0.0	253,651	1,122	0.4	9,815	0	0.0
Instructor	769,097	739	0.1	350,637	0	0.0	101,527	217	0.2	316,933	522	0.2
Lecturer	145,257	0	0.0	115,391	0	0.0	29,867	0	0.0	†	†	†
No academic rank	351,448	0	0.0	205,429	0	0.0	78,580	0	0.0	67,439	0	0.0

† Not applicable.

Rounds to zero.

¹Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data could not be separated by degree-granting status. The three additional entities are included in the universe and response rate numbers of the Salaries section.

NOTE: Table is restricted to U.S. institutions only. No salary outlays were imputed for institutions in other jurisdictions.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Salaries section.

Table A-4. Fringe benefit expenditures, amounts imputed, and percentages of outlays imputed for Title IV degree-granting institutions, by control of institution, staff contract length, and benefit type: United States, academic year 2008-09

[Expenditure amounts are in thousands of dollars]

Fringe benefit type	Total ¹			Public			Private not-for-profit			Private for-profit		
	Expenditures	Imputed Amount	Percent	Expenditures	Imputed Amount	Percent	Expenditures	Imputed Amount	Percent	Expenditures	Imputed Amount	Percent
9/10-month contract												
Retirement plans—vested within 5 years	\$2,394,541	\$0	0.0	\$1,459,104	\$0	0.0	\$933,986	\$0	0.0	\$1,451	\$0	0.0
Retirement plans—vested after 5 years	902,127	5,258	0.6	873,008	5,258	0.6	28,912	0	0.0	207	0	0.0
Medical/dental plans	3,528,488	1,509	#	2,595,968	1,509	0.1	928,429	0	0.0	4,091	0	0.0
Group life insurance	81,120	7	#	48,302	7	#	31,907	0	0.0	911	0	0.0
Other insurance benefits	47,920	0	0.0	33,931	0	0.0	13,875	0	0.0	114	0	0.0
Guaranteed disability income protection	84,237	0	0.0	49,833	0	0.0	34,323	0	0.0	80	0	0.0
Tuition plan	257,347	0	0.0	46,483	0	0.0	210,794	0	0.0	71	0	0.0
Housing plan	17,246	0	0.0	32	0	0.0	17,211	0	0.0	3	0	0.0
Social Security taxes	2,178,758	53	#	1,414,616	53	#	760,931	0	0.0	3,211	0	0.0
Unemployment compensation taxes	58,091	0	0.0	34,811	0	0.0	22,999	0	0.0	281	0	0.0
Worker's compensation taxes	195,753	0	0.0	136,525	0	0.0	58,971	0	0.0	256	0	0.0
Other benefits in kind with cash options	64,322	0	0.0	35,665	0	0.0	28,630	0	0.0	28	0	0.0
11/12-month contract												
Retirement plans—vested within 5 years	437,641	333	0.1	270,099	0	0.0	156,954	307	0.2	10,588	25	0.2
Retirement plans—vested after 5 years	192,780	480	0.2	174,685	444	0.3	12,268	35	0.3	5,826	0	0.0
Medical/dental plans	594,126	1,078	0.2	363,219	78	#	169,208	947	0.6	61,699	54	0.1
Group life insurance	20,394	31	0.2	11,777	1	#	6,753	27	0.4	1,864	3	0.1
Other insurance benefits	20,239	0	0.0	11,068	0	0.0	3,930	0	0.0	5,241	0	0.0
Guaranteed disability income protection	22,944	24	0.1	13,002	0	0.0	8,403	24	0.3	1,539	0	0.0
Tuition plan	41,243	326	0.8	7,076	0	0.0	27,214	326	1.2	6,953	0	0.0
Housing plan	7,076	0	0.0	22	0	0.0	6,985	0	0.0	69	0	0.0
Social Security taxes	436,069	445	0.1	246,581	0	0.0	132,689	419	0.3	56,799	26	#
Unemployment compensation taxes	17,959	0	0.0	4,985	0	0.0	5,560	0	0.0	7,414	0	0.0
Worker's compensation taxes	39,844	99	0.2	21,445	0	0.0	12,323	99	0.8	6,076	0	0.0
Other benefits in kind with cash options	17,050	0	0.0	10,927	0	0.0	5,754	0	0.0	369	0	0.0

Rounds to zero.

¹Although the Salaries section was applicable to degree-granting institutions except for those institutions at which all instructional staff were part time, contributed their services, were in the military, or taught preclinical or clinical medicine, three degree-granting institutions reported not only their own data, but also data for one non-degree-granting institution and two administrative offices because the data could not be separated by degree-granting status. The three additional entities are included in the universe and response rate numbers of the Salaries section.

NOTE: Table is restricted to U.S. institutions only. No expenditures were imputed for institutions in other jurisdictions.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS), Winter 2008-09, Human Resources component, Salaries section.

Appendix B: Glossary of IPEDS Terms

11/12-month salary contract/teaching period: The contracted teaching period of instructional staff employed for the entire year, usually for a period of 11 or 12 months.

9/10-month salary contract/teaching period: The contracted teaching period of instructional staff employed for two semesters, three quarters, two trimesters, two 4-month sessions, or the equivalent.

child institution: An institution that has its data reported by another institution, known as the parent institution.

clerical and secretarial: A primary function or occupational activity category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office.

control (of institution): A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private, not-for-profit or private, for-profit control).

coordinator: The person responsible for Integrated Postsecondary Education Data System (IPEDS) survey-related coordination activities for a specified group of schools within a state. This person may have certain viewing, verifying, and locking privileges on the data collection system.

degree-granting institution: An institution offering an associate's, bachelor's, master's, doctor's, or first-professional degree.

donor institution: A responding institution whose values are assigned to the imputee.

executive, administrative, and managerial: A primary function or occupational activity category used to classify persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment.

faculty: Persons whose specific assignments customarily are made for the purpose of providing instruction or teaching, research, or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is instruction combined with research and/or public service. Graduate, teaching, and research assistants are not included in this category.

four-year institution: A postsecondary institution that offers programs of at least 4 years' duration or one that offers programs at or above the baccalaureate level. Includes schools that offer

postbaccalaureate certificates only or those that offer graduate programs only. Also includes free-standing medical, law, or other first-professional schools.

fringe benefits: Cash contributions in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution. Employee fringe benefits include retirement plans, employer portion of Social Security taxes, medical/dental plans, guaranteed disability income protection plans, tuition plans, housing plans, unemployment compensation plans, group life insurance plans, worker's compensation plans, and other benefits in-kind with cash options.

full-time instructional staff: Those members of the instruction/research staff who are employed full time and whose specific assignments customarily are made for the purpose of providing instruction or teaching, including those with released time for research. Also includes full-time staff for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment.

graduate assistants: Graduate-level students who are employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these positions.

imputee: A nonresponding institution that has its values imputed.

instruction combined with research and/or public service: A primary function or occupational activity category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of their regular assignment. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. These employees may also hold titles such as deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is instruction combined with research and/or public service.

keyholder: The person designated by an official institutional representative to have in their possession the necessary UserID and password to gain access to the Integrated Postsecondary Education Data System (IPEDS) data collection system to complete the survey. The keyholder is responsible for entering data and locking the site by each survey completion date.

less-than-2-year institution: A postsecondary institution that offers programs of less than 2 years' duration below the baccalaureate level. Includes occupational and vocational schools with programs that do not exceed 1,800 contact hours.

less-than-9-month salary contract/teaching period: The contracted teaching period of instructional staff employed for less than two semesters, three quarters, two trimesters, or two 4-month sessions.

level (of institution): A classification of whether an institution's programs are of at least 4 years' duration or beyond a baccalaureate level (4-year institution), at least 2 but less than 4 years (2-year institution), or less than 2 years (less-than-2-year institution).

medical school staff: Staff employed by or staff working in the medical school (M.D. and/or D.O.) component of a postsecondary institution or in a freestanding medical school. Does not include staff employed by or employees working strictly in a hospital associated with a medical school or those who work in health or allied health schools or departments such as dentistry, veterinary medicine,

nursing, or dental hygiene unless the health or allied health schools or departments are affiliated with (housed in or under the authority of) the medical school.

new hires: Full-time permanent staff who were included on the payroll of the institution between July 1st and October 31st of the survey year, either for the first time (new to the institution) or after a break in service and who were still on the payroll of the institution as of November 1st of the same survey year. Does not include persons who have returned from sabbatical leave or full-time staff working less-than-9-month contracts/teaching periods.

non-degree-granting institution: An institution offering only postbaccalaureate, post-master's, or first-professional certificates, or certificates or diplomas of 4 years or less.

nonprofessional staff: Staff of an institution whose primary function or occupational activity is classified as one of the following: technical and paraprofessional; clerical and secretarial; skilled crafts; or service/maintenance.

not on tenure track: Personnel positions that are considered non-tenure-earning positions.

on tenure track: Personnel positions that lead to consideration for tenure.

OPE: Office of Postsecondary Education.

other professional (support/service): A primary function or occupational activity category used to classify persons employed for the primary purpose of performing academic support, student service, and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background.

parent institution: An institution that reports data for another institution, known as the child institution.

PEPS: Postsecondary Education Participation System (database used by OPE to track all institutions eligible for Title IV federal student financial aid programs).

postsecondary education institution: An institution that has as its sole purpose, or one of its primary missions, the provision of postsecondary education. Postsecondary education is the provision of a formal instructional program whose curriculum is designed primarily for students beyond the compulsory age for high school. This includes programs whose purpose is academic, vocational, or continuing professional education, and excludes avocational and adult basic education programs. For IPEDS, these institutions must be open to the public.

primarily instruction: A primary function or occupational activity category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer, or the equivalent. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is instruction.

primarily public service: A primary function or occupational activity category used to classify persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education and who may hold academic rank titles of professor, associate professor, or assistant professor. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive

officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is public service.

primarily research: A primary function or occupational activity category used to classify persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, of assistant professor or titles such as research associate or postdoctoral fellow. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is research.

primary function/occupational activity: The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Primary functions/occupational activities are designated as follows: executive, administrative, and managerial; primarily instruction; instruction/research/public service; primarily research; primarily public service; graduate assistants; other professional (support/service); technical and paraprofessional; clerical and secretarial; skilled crafts; and service/maintenance (see separate definitions).

private for-profit institution: A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.

private institution: An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials. These institutions may be either for-profit or not-for-profit.

private not-for-profit institution: A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.

professional staff: Staff of an institution whose primary function or occupational activity is classified as one of the following: primarily instruction; instruction/research/public service; primarily research; primarily public service; executive, administrative, managerial; other professional (support/service); or graduate assistant.

Program Participation Agreement (PPA): A written agreement between a postsecondary institution and the Secretary of Education. This agreement allows institutions to participate in any of the Title IV student assistance programs other than the State Student Incentive Grant (SSIG) and the National Early Intervention Scholarship and Partnership (NEISP) programs. The PPA conditions the initial and continued participation of an eligible institution in any Title IV program upon compliance with the General Provisions regulations, the individual program regulations, and any additional conditions specified in the program participation agreement that the Department of Education requires the institution to meet. Institutions with such an agreement are referred to as Title IV institutions.

public institution: An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported largely by public funds.

race/ethnicity (old definition): Categories used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. The groups used

to categorize U.S. citizens, resident aliens, and other eligible noncitizens are as follows: American Indian/Alaska Native; Asian/Pacific Islander; Black, non-Hispanic; Hispanic; White, non-Hispanic.

race/ethnicity (new definition): Categories developed in 1997 by the Office of Management and Budget that are used to describe groups to which individuals belong, identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. The designations are used to categorize U.S. citizens, resident aliens, and other eligible noncitizens.

Individuals are asked to first designate ethnicity as

- Hispanic or Latino; or
- Not Hispanic or Latino.

Second, individuals are asked to indicate all races that apply among the following:

- American Indian or Alaska Native;
- Asian;
- Black or African American;
- Native Hawaiian or Other Pacific Islander; and
- White.

sector: One of nine institutional categories resulting from dividing the universe according to control and level. Control categories are public, private not-for-profit, and private for-profit. Level categories are 4 years and higher (4-year institutions), at least 2 but less than 4 years (2-year institutions), and less than 2 years (less-than-2-year institutions). For example: sector 1 = public 4-year institutions; sector 2 = private not-for-profit 4-year institutions.

service/maintenance: A primary function or occupational activity category used to classify persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property.

skilled crafts: A primary function or occupational activity category used to classify persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs.

technical and paraprofessional: A primary function or occupational activity category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and experience than normally required for professional status.

tenure status: Status of a personnel position with respect to permanence of the position.

Title IV institution: An institution that has a written agreement with the Secretary of Education that allows the institution to participate in any of the Title IV federal student financial assistance programs (other than the State Student Incentive Grant [SSIG] and the National Early Intervention Scholarship and Partnership [NEISP] programs).

two-year institution: A postsecondary institution that offers programs of at least 2 but less than 4 years' duration. Includes occupational and vocational schools with programs of at least 1,800 hours

and academic institutions with programs of less than 4 years. Does not include bachelor's degree-granting institutions where the baccalaureate program can be completed in 3 years.

UserID: A series of numbers possibly with an alpha prefix that is created for a specific user to be able to access a system. Each user is required to have a UserID and a password for security purposes in order to access the Integrated Postsecondary Education Data System (IPEDS) data collection system.