

Employees in Postsecondary Institutions, Fall 2011 and Student Financial Aid, Academic Year 2010–11

First Look (Provisional Data)

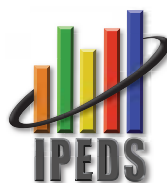


Employees in Postsecondary Institutions, Fall 2011 and Student Financial Aid, Academic Year 2010–11

First Look (Preliminary Data)

SEPTEMBER 2012

Laura G. Knapp
Janice E. Kelly-Reid
Scott A. Ginder
RTI International



U.S. Department of Education

Arne Duncan
Secretary

Institute of Education Sciences

John Q. Easton
Director

National Center for Education Statistics

Jack Buckley
Commissioner

Postsecondary, Adult, and Career Education Division

Sharon A. Boivin
Acting Associate Commissioner

The National Center for Education Statistics (NCES) is the primary federal entity for collecting, analyzing, and reporting data related to education in the United States and other nations. It fulfills a congressional mandate to collect, collate, analyze, and report full and complete statistics on the condition of education in the United States; conduct and publish reports and specialized analyses of the meaning and significance of such statistics; assist state and local education agencies in improving their statistical systems; and review and report on education activities in foreign countries.

NCES activities are designed to address high-priority education data needs; provide consistent, reliable, complete, and accurate indicators of education status and trends; and report timely, useful, and high-quality data to the U.S. Department of Education, the Congress, the states, other education policymakers, practitioners, data users, and the general public. Unless specifically noted, all information contained herein is in the public domain.

We strive to make our products available in a variety of formats and in language that is appropriate to a variety of audiences. You, as our customer, are the best judge of our success in communicating information effectively. If you have any comments or suggestions about this or any other NCES product or report, we would like to hear from you. Please direct your comments to

NCES, IES, U.S. Department of Education
1990 K Street NW
Washington, DC 20006-5651

September 2012

The NCES Home Page address is <http://nces.ed.gov>.

The NCES Publications and Products address is <http://nces.ed.gov/pubsearch>.

This publication is only available online. To download, view, and print the report as a PDF file, go to the NCES Publications and Products address shown above.

This report was prepared for the National Center for Education Statistics under Contract No. ED-IES-09-C-0006 with RTI International. Mention of trade names, commercial products, or organizations does not imply endorsement by the U.S. Government.

Suggested Citation

Knapp, L.G., Kelly-Reid, J.E., and Ginder, S.A. (2012). *Employees in Postsecondary Institutions, Fall 2011 and Student Financial Aid, Academic Year 2010-11: First Look (Provisional Data)* (NCES 2012-156rev). U.S. Department of Education. Washington, DC: National Center for Education Statistics. Retrieved [date] from <http://nces.ed.gov/pubsearch>.

Content Contact

Aurora D'Amico
(202) 502-7334
aurora.damico@ed.gov

Contents

	Page
Introduction	1
IPEDS 2011-12	1
Human Resources: Employees by Assigned Position, Fall Staff, and Salaries.....	1
Student Financial Aid	2
Selected Findings	3
Appendix A: Data Collection Procedures	A-1
Appendix B: Glossary of IPEDS Terms	B-1

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 U.S. jurisdictions (see appendix A for a list of other U.S. jurisdictions). This *First Look* presents findings from the provisional data of the IPEDS winter 2011-12 data collection, which included two survey components: Human Resources, which collects staff counts for fall 2011 and salary information for full-time instructional staff covering academic year 2011-12; and Student Financial Aid, which collects the number of undergraduate students receiving aid as well as the amount of aid received by those students. Data for both components were collected through the IPEDS web-based data collection system. Detailed information about the study methodology can be found at <http://nces.ed.gov/pubsearch/pubsinfo.asp?pubid=2012293>.

This *First Look* provides users with an opportunity to access fully reviewed, edited, and imputed IPEDS data. These provisional data are an update to the previously released preliminary data, which were not extensively reviewed or edited. Final data, including revisions to the provisional data submitted by institutions after the close of data collection, will be available during the following collection year (2012-13).

The purpose of this report is to introduce new data through the presentation of tables containing descriptive information. Selected findings have been chosen to demonstrate the range of information available when using the IPEDS data rather than to discuss all of the observed differences, and they are not meant to emphasize any particular issue. Not all data collected during the winter 2011-12 collection are displayed in this *First Look*; however, all data from the winter 2011-12 collection are publicly available through the IPEDS Data Center, found at <http://nces.ed.gov/ipeds/datacenter>.

IPEDS 2011-12

Participation in IPEDS was required for institutions and administrative offices that participated in Title IV federal student financial aid programs such as Pell Grants or Stafford Loans during the 2011-12 academic year.¹ A total of 7,398 institutions and 81 administrative offices (central or system offices) in the United States and other U.S. jurisdictions were expected to participate in the winter collection. Tables in this report focus on the 7,312 Title IV entities in the United States; however, data from institutions and administrative offices in both the United States and other U.S. jurisdictions are available for download.

Detailed definitions of terms used in this report are available in the glossary (appendix B).

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

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

¹ 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 with the Office of Postsecondary Education, U.S. Department of Education.

The EAP section collects the number of staff employed by each institution by medical school staff status, employment status (full or part time), faculty status, and primary function/occupational activity.

The Fall Staff section collects the number of staff by employment status (full or part time), gender, race/ethnicity, faculty status, contract length, academic rank, and primary function/occupational activity. This section also collects data on newly hired full-time permanent staff.

The Salaries section 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 reported in the medical schools part of the EAP section).

Student Financial Aid

Beginning in the 2011-12 IPEDS collection year, the Student Financial Aid component was moved from the spring collection to the winter collection to aid in the timing of the net price of attendance calculations displayed on College Navigator (<http://nces.ed.gov/collegenavigator>). This component collected data on the number of undergraduate students receiving aid and the amount of aid received, with particular emphasis on full-time, first-time degree/certificate-seeking undergraduate financial aid recipients for the 2010-11 academic year. In addition to the number of full-time, first-time degree/certificate-seeking undergraduate aid recipients and the amount of aid, the necessary student counts and aid amounts are collected to calculate the net price of attendance for two subsets of full-time, first-time degree/certificate-seeking undergraduate students: recipients of any grant aid, and recipients of any Title IV aid.

Selected Findings

- Title IV institutions and administrative offices reported employing approximately 3.9 million individuals in fall 2011 (table 1). Of the 3.9 million individuals, about 2.5 million were reported to be employed full time and about 1.4 million were reported to be employed part time.
- Among full-time, first time degree/certificate-seeking undergraduate students receiving any grant aid, differences in average price of attendance before aid and net price of attendance² for the 2010-11 academic year varied by institutional sector (table 2). For those attending public 4-year institutions, average price before aid was approximately \$17,600 and net price was about \$11,000; for those attending nonprofit 4-year institutions, average price before aid was roughly \$34,000 and net price was about \$19,800; and for those attending for-profit 4-year institutions, average price before aid was approximately \$27,900 and net price was about \$22,500.

² Net price of attendance is calculated as the price of attendance before aid minus the average grant aid received by the students whose net price is being described. The calculation of net price of attendance does not include loan aid.

Table 1. Number of staff at Title IV institutions and administrative offices, by level of institution, medical school staff status, employment status, control of institution, and primary function/occupational activity: United States, fall 2011

Control of institution and primary function/occupational activity	4-year																	
	All staff			Staff (except those in medical schools ¹)						Medical school ¹ staff			2-year			Less-than-2-year		
	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time			
Total staff	3,920,836	2,489,533	1,431,303	2,762,924	1,783,278	979,646	378,440	314,353	64,087	723,944	354,319	369,625	55,528	37,583	17,945			
Staff whose primary responsibility is instruction, research, and/or public service	1,565,504	784,639	780,865	987,886	528,401	459,485	127,872	107,833	20,039	421,233	132,912	288,321	28,513	15,493	13,020			
Primarily instruction	1,195,544	499,080	696,464	728,642	330,229	398,413	30,615	23,682	6,933	407,774	129,676	278,098	28,513	15,493	13,020			
Instruction combined with research and/or public service	273,222	208,473	64,749	197,768	147,892	49,876	66,494	57,879	8,615	8,960	2,702	6,258	—	—	—			
Primarily research	71,357	59,953	11,404	50,118	41,541	8,577	21,153	18,366	2,787	86	46	40	—	—	—			
Primarily public service ²	25,381	17,133	8,248	11,358	8,739	2,619	9,610	7,906	1,704	4,413	488	3,925	—	—	—			
Executive/administrative/managerial	248,982	241,136	7,846	181,618	176,437	5,181	21,602	20,548	1,054	38,011	36,920	1,091	7,751	7,231	520			
Other professional (support/service)	816,166	708,924	107,242	605,411	532,472	72,939	119,364	104,719	14,645	83,897	65,262	18,635	7,494	6,471	1,023			
Graduate assistants ³	355,916	†	355,916	335,752	†	335,752	20,164	†	20,164	†	†	†	†	†	†			
Technical and paraprofessional	199,538	158,473	41,065	117,656	96,093	21,563	35,986	32,365	3,621	43,701	28,539	15,162	2,195	1,476	719			
Clerical and secretarial	436,018	340,600	95,418	291,390	236,244	55,146	45,245	41,389	3,856	92,402	57,700	34,702	6,981	5,267	1,714			
Skilled crafts	61,130	58,448	2,682	53,957	52,208	1,749	1,210	1,181	29	5,663	4,873	790	300	186	114			
Service/maintenance	237,582	197,313	40,269	189,254	161,423	27,831	6,997	6,318	679	39,037	28,113	10,924	2,294	1,459	835			
Public	2,508,820	1,552,455	956,365	1,629,496	1,065,560	563,936	213,740	172,083	41,657	652,895	307,905	344,990	12,689	6,907	5,782			
Staff whose primary responsibility is instruction, research, and/or public service	967,946	501,902	466,044	502,914	320,827	182,087	72,647	61,351	11,296	384,425	116,405	268,020	7,960	3,319	4,641			
Primarily instruction	714,397	308,247	406,150	317,372	177,434	139,938	17,829	14,166	3,663	371,236	113,328	257,908	7,960	3,319	4,641			
Instruction combined with research and/or public service	190,412	144,800	45,612	142,159	108,307	33,852	39,513	33,915	5,598	8,740	2,578	6,162	—	—	—			
Primarily research	45,463	37,748	7,715	33,397	27,144	6,253	11,991	10,566	1,425	75	38	37	—	—	—			
Primarily public service ²	17,674	11,107	6,567	9,986	7,942	2,044	3,314	2,704	610	4,374	461	3,913	—	—	—			
Executive/administrative/managerial	113,903	110,392	3,511	77,028	74,857	2,171	7,885	7,383	502	28,139	27,397	742	851	755	96			
Other professional (support/service)	515,492	444,291	71,201	368,951	325,400	43,551	75,324	65,419	9,905	70,313	52,762	17,551	904	710	194			
Graduate assistants ³	285,905	†	285,905	270,413	†	270,413	15,492	†	15,492	†	†	†	†	†	†			
Technical and paraprofessional	146,131	114,023	32,108	85,796	70,570	15,226	17,198	15,236	1,962	42,517	27,806	14,711	620	411	209			
Clerical and secretarial	276,250	206,623	69,627	167,771	133,706	34,065	22,342	20,123	2,219	84,815	51,782	33,033	1,322	1,012	310			
Skilled crafts	45,880	43,921	1,959	39,704	38,586	1,118	482	462	20	5,554	4,796	758	140	77	63			
Service/maintenance	157,313	131,303	26,010	116,919	101,614	15,305	2,370	2,109	261	37,132	26,957	10,175	892	623	269			

See notes at end of table.

Table 1. Number of staff at Title IV institutions and administrative offices, by level of institution, medical school staff status, employment status, control of institution, and primary function/occupational activity: United States, fall 2011—Continued

Control of institution and primary function/occupational activity	4-year																	
	All staff			Staff (except those in medical schools ¹)						Medical school ¹ staff			2-year			Less-than-2-year		
	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time	Total	Full-time	Part-time			
Private nonprofit	1,123,126	781,267	341,859	946,738	631,460	315,278	164,700	142,270	22,430	9,382	5,863	3,519	2,306	1,674	632			
Staff whose primary responsibility is instruction, research, and/or public service	435,042	241,250	193,792	373,766	191,788	181,978	55,225	46,482	8,743	5,131	2,464	2,667	920	516	404			
Primarily instruction	319,789	150,170	169,619	300,982	137,703	163,279	12,786	9,516	3,270	5,101	2,435	2,666	920	516	404			
Instruction combined with research and/or public service	81,788	62,958	18,830	54,781	38,968	15,813	26,981	23,964	3,017	26	26	0	—	—	—			
Primarily research	25,820	22,142	3,678	16,657	14,341	2,316	9,162	7,800	1,362	1	1	0	—	—	—			
Primarily public service ²	7,645	5,980	1,665	1,346	776	570	6,296	5,202	1,094	3	2	1	—	—	—			
Executive/administrative/managerial	104,763	101,285	3,478	89,412	86,600	2,812	13,717	13,165	552	1,197	1,122	75	437	398	39			
Other professional (support/service)	238,350	205,494	32,856	192,375	164,581	27,794	44,040	39,300	4,740	1,474	1,243	231	461	370	91			
Graduate assistants ³	69,376	†	69,376	64,704	†	64,704	4,672	†	4,672	†	†	†	†	†	†			
Technical and paraprofessional	49,301	41,745	7,556	30,239	24,432	5,807	18,788	17,129	1,659	225	150	75	49	34	15			
Clerical and secretarial	135,534	114,000	21,534	111,446	91,873	19,573	22,903	21,266	1,637	874	603	271	311	258	53			
Skilled crafts	14,933	14,298	635	14,155	13,544	611	728	719	9	39	26	13	11	9	2			
Service/maintenance	75,827	63,195	12,632	70,641	58,642	11,999	4,627	4,209	418	442	255	187	117	89	28			
Private for-profit	288,890	155,811	133,079	186,690	86,258	100,432	†	†	†	61,667	40,551	21,116	40,533	29,002	11,531			
Staff whose primary responsibility is instruction, research, and/or public service	162,516	41,487	121,029	111,206	15,786	95,420	†	†	†	31,677	14,043	17,634	19,633	11,658	7,975			
Primarily instruction	161,358	40,663	120,695	110,288	15,092	95,196	†	†	†	31,437	13,913	17,524	19,633	11,658	7,975			
Instruction combined with research and/or public service	1,022	715	307	828	617	211	†	†	†	194	98	96	—	—	—			
Primarily research	74	63	11	64	56	8	†	†	†	10	7	3	—	—	—			
Primarily public service ²	62	46	16	26	21	5	†	†	†	36	25	11	—	—	—			
Executive/administrative/managerial	30,316	29,459	857	15,178	14,980	198	†	†	†	8,675	8,401	274	6,463	6,078	385			
Other professional (support/service)	62,324	59,139	3,185	44,085	42,491	1,594	†	†	†	12,110	11,257	853	6,129	5,391	738			
Graduate assistants ³	635	†	635	635	†	635	†	†	†	†	†	†	†	†	†			
Technical and paraprofessional	4,106	2,705	1,401	1,621	1,091	530	†	†	†	959	583	376	1,526	1,031	495			
Clerical and secretarial	24,234	19,977	4,257	12,173	10,665	1,508	†	†	†	6,713	5,315	1,398	5,348	3,997	1,351			
Skilled crafts	317	229	88	98	78	20	†	†	†	70	51	19	149	100	49			
Service/maintenance	4,442	2,815	1,627	1,694	1,167	527	†	†	†	1,463	901	562	1,285	747	538			

† Not applicable.

— Not available. Non-degree-granting institutions and institutions with fewer than 15 full-time staff complete a combined (short) version of the EAP and Fall Staff sections of the Human Resources component. All instruction combined with research and/or public service staff are reported in the primarily instruction category.

¹Medical schools are defined as those with Doctor of Medicine (M.D.) and/or Doctor of Osteopathic Medicine (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. No Title IV private for-profit institutions had medical schools during the 2011-12 collection year.

²Staff whose specific assignments are for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education.

³By definition, all graduate assistants are part-time.

NOTE: Title IV institutions are those with 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. Definitions for terms used in this table may be found in the Integrated Postsecondary Education Data System (IPEDS) online glossary located at

<http://nces.ed.gov/ipeds/glossary>.

SOURCE: U.S. Department of Education, National Center for Education Statistics, Integrated Postsecondary Education Data Systems (IPEDS), Winter 2011-12, Human Resources component, Employees by Assigned Position section (provisional data).

Table 2. Average academic year price of attendance before aid, average grant/scholarship aid, and net price of attendance for full-time, first-time undergraduate students at Title IV institutions, by control of institution, level of institution, type of aid received, and family income level: United States, academic year 2010-11

Level of institution, type of aid received, and family income level ¹	Public ²			Private nonprofit ³			Private for-profit ³		
	Average price before aid	Average grant/scholarship aid	Net price	Average price before aid	Average grant/scholarship aid	Net price	Average price before aid	Average grant/scholarship aid	Net price
4-year									
Students receiving any grant aid	\$17,563	\$6,593	\$10,971	\$33,960	\$14,200	\$19,760	\$27,854	\$5,317	\$22,537
Students receiving Title IV aid									
All family income levels	17,574	5,928	11,646	33,979	14,183	19,796	27,824	4,625	23,199
\$0-30,000	17,574	9,288	8,286	33,979	18,190	15,789	27,824	5,472	22,352
\$30,001-48,000	17,574	7,869	9,705	33,979	17,687	16,292	27,824	4,517	23,307
\$48,001-75,000	17,574	4,742	12,832	33,979	15,262	18,717	27,824	2,467	25,357
\$75,001-110,000	17,574	2,328	15,246	33,979	13,090	20,889	27,824	962	26,862
\$110,001 and more	17,574	1,703	15,871	33,979	10,515	23,464	27,824	853	26,972
2-year									
Students receiving any grant aid	11,396	4,633	6,763	23,141	5,882	17,259	24,479	5,146	19,333
Students receiving Title IV aid									
All family income levels	11,430	4,754	6,676	23,151	5,207	17,944	24,384	4,507	19,878
\$0-30,000	11,430	5,520	5,910	23,151	6,628	16,523	24,384	5,162	19,222
\$30,001-48,000	11,430	4,597	6,833	23,151	5,782	17,369	24,384	4,378	20,007
\$48,001-75,000	11,430	2,732	8,697	23,151	3,845	19,306	24,384	2,347	22,037
\$75,001-110,000	11,430	1,304	10,125	23,151	2,571	20,580	24,384	734	23,651
\$110,001 and more	11,430	861	10,569	23,151	2,578	20,573	24,384	289	24,095
Less-than-2-year									
Students receiving any grant aid	12,741	5,018	7,723	19,861	5,643	14,218	23,117	4,717	18,400
Students receiving Title IV aid									
All family income levels	12,778	4,736	8,043	19,665	5,538	14,127	23,041	4,243	18,797
\$0-30,000	12,778	4,816	7,962	19,665	6,541	13,125	23,041	4,586	18,454
\$30,001-48,000	12,778	5,566	7,212	19,665	5,643	14,022	23,041	3,767	19,274
\$48,001-75,000	12,778	3,513	9,265	19,665	5,623	14,042	23,041	2,000	21,041
\$75,001-110,000	12,778	2,289	10,489	19,665	3,230	16,436	23,041	1,039	22,001
\$110,001 and more	12,778	900	11,878	19,665	2,000	17,665	23,041	1,650	21,391

¹Students are classified into a family income category by the institution they attend based on the income used by the institution's financial aid office to calculate the student's expected family contribution.

²Average price before aid, average grant/scholarship aid, and net price for public institutions is displayed for students paying in-state tuition.

³Average price before aid, average grant/scholarship aid, and net price for private nonprofit and private for-profit institutions is displayed for all students.

NOTE: Title IV institutions are those with 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. The net price of attendance is the price actually charged to full-time, first-time undergraduate students receiving financial aid at an institution after deducting federal, state/local government, and institutional grant and scholarship aid. Because not all institutions have students at each income level, for the purposes of this table the net price is calculated as the average price before aid minus the average grant/scholarship aid. Average price before aid is calculated using the tuition and required fees, books and supplies, room and board, and other expenses data from the Institutional Characteristics component. A weighted average of on-campus; off-campus, not with family; and off-campus, with family room and board and other expenses values was used to calculate a single average price before aid instead of individual prices by living arrangement. The factors used to generate this weighted average were reported in the Student Financial Aid component separately for the group of students receiving any grant aid and the group of students receiving Title IV aid. Hence, the resulting average price before aid values may differ between the groups. Definitions for terms used in this table may be found in the Integrated Postsecondary Education Data System (IPEDS) online glossary located at <http://nces.ed.gov/ipeds/glossary>. 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), Fall 2011, Institutional Characteristics component (provisional data) and Winter 2011-12, Student Financial Aid component (provisional data).

Appendix A: Data Collection Procedures

The winter 2011-12 collection was entirely web-based; data were collected between December 7, 2011, and February 8, 2012. Data were provided by “keyholders,” institutional representatives appointed by campus chief executives, who were responsible for ensuring that survey data submitted by the institution were correct and complete. No problems were noted during the winter 2011 data collection. During the collection period, the Integrated Postsecondary Education Data Systems (IPEDS) help desk was available to assist respondents with reporting the necessary data.

The IPEDS universe is established during the fall collection period. There were 7,479 Title IV institutions and administrative offices¹ located in the United States and the other jurisdictions of the United States, such as Puerto Rico,² in the 2011-12 academic year. In addition, 312 postsecondary institutions were reported exclusively by a parent institution³ and are not included in the universe counts. Although they are not Title IV eligible, four of the U.S. service academies are included in the IPEDS universe as if they were Title IV institutions because they are federally funded and open to the public.⁴

Because Title IV institutions are the primary focus of IPEDS and they are required to respond, response rates for Title IV institutions in the winter 2011-12 IPEDS collection were high. The Human Resources component response rate among all Title IV entities was about 100.0 percent (7,476 Title IV entities responded).⁵ The response rate for the Student Financial Aid component was also about 100.0 percent (7,037 Title IV institutions responded).⁶

The National Center for Education Statistics (NCES) statistical standards require that the potential for nonresponse bias for all institutions (including those in other U.S. jurisdictions) be analyzed for sectors for which the response rate is less than 85 percent. Due to response rates greater than 99.9 percent at the unit level for both of the survey components, no such analysis

¹ Title IV institutions and administrative offices include 7,398 institutions and 81 administrative (central or system) offices. The central and system offices are required to complete the Institutional Characteristics component in the fall, the Human Resources component in the winter, and the Finance component in the spring (if they have their own separate budget).

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

³ A parent institution reports data for another institution, known as the child institution.

⁴ 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. The U.S. Merchant Marine Academy is Title IV eligible. Data for all five institutions are included in the tables and counts of institutions unless otherwise indicated.

⁵ Two Title IV institutions that were included in the IPEDS universe closed prior to November 2011 and were not required to respond to the Human Resources component; hence, a total of 7,477 institutions and administrative offices were expected to respond.

⁶ The Student Financial Aid component was required of the subset of institutions that enrolled undergraduates during the previous academic year. As a result, 7,038 Title IV institutions were expected to respond.

was necessary. However, one institution that was expected to respond to the Human Resources component had all data imputed due to unit nonresponse. In addition, data from 16 institutions that responded to the Human Resources component contained item nonresponse, and these missing items were imputed. For the Student Financial Aid component, one institution that was expected to respond had its data imputed due to unit nonresponse. Data from two institutions that responded to the Student Financial Aid component contained item nonresponse, and these missing items were also imputed.

Appendix B: Glossary of IPEDS Terms

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 (nonprofit or for-profit control).

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.

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.

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.

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

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 (Doctor of Medicine [M.D.] and/or Doctor of Osteopathic Medicine [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.

Office of Postsecondary Education (OPE): OPE formulates federal postsecondary education policy and administers programs that address critical national needs in support of its mission to increase access to quality 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.

postsecondary 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 nonprofit.

private nonprofit 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 nonprofit schools and those affiliated with a religious organization.

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: Categories developed in 1997 by the Office of Management and Budget that are used to describe groups to which individuals belong or identify with. 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, nonprofit, and 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 = nonprofit 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.

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).

2-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.

4-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 institutions that do not offer undergraduate programs, but do offer programs at the postbaccalaureate certificate level or above. Also includes freestanding medical, law, or other professional schools.