

**The California State University  
Office of the Chancellor  
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**Date:** November 18, 2002

**Code: HR 2002-30**

**To:** CSU Presidents

**From:** Jackie R. McClain   
Vice Chancellor  
Human Resources

**Subject: IPEDS 2002 Employees by Assigned Position Survey**

The National Center for Education Statistics (NCES) is conducting its annual Employees by Assigned Position Survey, which the campuses of the California State University are required to complete. This survey was optional in 2001, but is now required.

The required elements of the survey are identical to the prior year. However, we have been asked to change the way that we report the faculty status of individuals in the 'Executive/Administrative/Managerial' occupational category who have retreat rights to tenured faculty positions. Previously, we reported these individuals as having 'Non-Faculty' status. However, we have been asked to report these individuals as 'Tenured Faculty' for the Employees by Assigned Position Survey only. This will not affect how we report faculty and staff on other surveys issued by NCES.

The final version of the survey form is not yet available, but we will forward a copy to your campus as soon as we receive it. Campuses do not need to submit a survey form. The Chancellor's Office will assist the campuses in preparing data for submission, and will submit the survey responses through the NCES website.

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**Distribution:**

Vice Presidents, Academic Affairs  
Vice Presidents, Administration  
Directors of Equal Opportunity  
Directors of Human Resources  
Directors of Institutional Research

We are communicating the details of the process for validating campus data to the Directors of Equal Opportunity, Directors of Human Resources, and Directors of Institutional Research. My office will assume that the Director of Equal Opportunity at your campus has primary responsibility for employee affirmative action data unless you advise us differently.

Questions regarding this data collection and reporting effort should be addressed to Mr. Kevin Ruminson at (562) 951-4422 or [kruminson@calstate.edu](mailto:kruminson@calstate.edu). This Human Resources memorandum is also available on Human Resources Administration's web page at: <http://www.calstate.edu/HRAdm/memos.shtml>.

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