

**THE CALIFORNIA STATE UNIVERSITY**  
**Office of the Chancellor**  
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**Date:** November 11, 2004

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**To:** CSU Presidents

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



**Subject: IPEDS 2004 Employees by Assigned Position Surveys**

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. The format for this survey can be viewed at the following web site maintained by NCES:

[http://www.nces.ed.gov/ipeds/pdf/webbase2004/eap\\_nonmed\\_form.pdf](http://www.nces.ed.gov/ipeds/pdf/webbase2004/eap_nonmed_form.pdf)

Please note that campuses do not need to complete the survey form located on this web site. The Chancellor's Office will assist the campuses in preparing data for submission, and will submit the survey responses on behalf of each campus.

We are communicating the details of the process for compiling 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 reviewing IPEDS data unless you advise us differently.

Questions regarding this data collection and reporting effort should be addressed to Dr. Kevin Ruminson at (562) 951-4422 or [kruminson@calstate.edu](mailto:kruminson@calstate.edu).

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**Distribution:**

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