

**The California State University
Office of the Chancellor
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Date: December 1, 2003

Code: HR 2003-25

To: CSU Presidents

From: Jackie R. McClain 
Vice Chancellor
Human Resources

Subject: **IPEDS 2003 Fall Staff and Employees by Assigned Position Surveys**

The National Center for Educational Statistics (NCES) is conducting its biannual Fall Staff Survey and its annual Employees by Assigned Position Survey. The campuses of the California State University are required to complete both surveys.

The Chancellor's Office will assist the campuses in preparing data for submission, and will submit the survey responses through the NCES website. Enclosed are copies of the general layout of data for the surveys as provided by NCES. Campuses do not need to complete the enclosed forms.

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 gender and ethnicity 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.

JRMcC/kr

Enclosures: IPEDS Fall Staff Survey 2003 Layout
IPEDS Employees by Assigned Positions Survey Layout

Distribution:

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

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

Fall Staff Survey, 2003																S1-Long	
Part A -Full-Time Faculty (Instruction/Research/Public Service) By Racial/ethnic Category, Gender, Contract Length/Teaching Period and Salary Class Intervals																	
Employees on the payroll of the institution as of November 1, 2003																	
Line No.	Faculty by contract length/teaching period and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
1	Less-than-9-month salary contracts/teaching periods																
	9/10-month salary contracts/teaching periods																
2	Below \$30,000																
3	30,000-39,999																
4	40,000-49,999																
5	50,000-64,999																
6	65,000-79,999																
7	80,000-99,999																
8	100,000 and above																
9	Total 9/10-month salary contracts/teaching periods (sum of lines 2-8)																
	11/12-month salary contracts/teaching periods																
10	Below \$30,000																
11	30,000-39,999																
12	40,000-49,999																
13	50,000-64,999																
14	65,000-79,999																
15	80,000-99,999																
16	100,000 and above																
17	Total 11/12-month salary contracts/teaching periods (sum of lines 10-16)																
18	Part A total (sum of lines 1, 9, and 17) (must equal Part F, line 99)																

All row and column totals will be generated by the system.

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

Fall Staff Survey, 2003																	S1-Long
Part B - All Other Full-Time Employees By Racial/ethnic Category, Gender, Primary Occupational Activity and Salary Class Intervals Employees on the payroll of the institution as of November 1, 2003																	
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Executive/administrative/managerial																
19	Below \$30,000																
20	30,000-39,999																
21	40,000-49,999																
22	50,000-64,999																
23	65,000-79,999																
24	80,000-99,999																
25	100,000 and above																
26	Total Executive/administrative/managerial (sum of lines 19-25)																
	Other professionals (support/service)																
35	Below \$30,000																
36	30,000-39,999																
37	40,000-49,999																
38	50,000-64,999																
39	65,000-79,999																
40	80,000-99,999																
41	100,000 and above																
42	Total other professionals (support/service) (sum of lines 35-41)																

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Fall Staff Survey, 2003																	S1-Long
Part B - All Other Full-Time Employees By Racial/ethnic Category, Gender, Primary Occupational Activity and Salary Class Intervals Employees on the payroll of the institution as of November 1, 2003																	
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Technical and paraprofessionals																
43	Below \$20,000																
44	20,000-29,999																
45	30,000-39,999																
46	40,000-49,999																
47	50,000 and above																
48	Total technical and paraprofessionals (sum of lines 43-47)																
	Clerical and secretarial																
49	Below \$20,000																
50	20,000-29,999																
51	30,000-39,999																
52	40,000-49,999																
53	50,000 and above																
54	Total clerical and secretarial (sum of lines 49-53)																
	Skilled crafts																
55	Below \$20,000																
56	20,000-29,999																
57	30,000-39,999																
58	40,000-49,999																
59	50,000 and above																
60	Total skilled crafts (sum of lines 55-59)																

All row and column totals will be generated by the system.

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Fall Staff Survey, 2003																	S1-Long
Part B - All Other Full-Time Employees By Racial/ethnic Category, Gender, Primary Occupational Activity and Salary Class Intervals Employees on the payroll of the institution as of November 1, 2003																	
Line No.	Employees by primary occupational activity and salary class intervals	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Service/Maintenance																
61	Below \$20,000																
62	20,000-29,999																
63	30,000-39,999																
64	40,000-49,999																
65	50,000 and above																
66	Total service/maintenance (sum of lines 61-65)																
67	Total all full-time employees (sum of lines 18, 26, 42, 48, 54, 60 and 66)																

All row and column totals will be generated by the system.

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

<p style="text-align: right;">S1-Long</p> <p style="text-align: center;">Fall Staff Survey, 2003</p> <p style="text-align: center;">Part D - Part-Time Employees by Racial/ethnic Category, Gender and Primary Occupational Activity</p> <p style="text-align: center;">Employees on the payroll of the institution as of November 1, 2003</p>																	
Line No.	Employees by primary occupational activity	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Part-Time Employees																
68	Faculty (Instruction/research/public service)																
69	Instruction/research assistants																
70	Executive/administrative/managerial																
71	Other professionals (support/service)																
72	Technical and paraprofessionals																
73	Clerical and secretarial																
74	Skilled crafts																
75	Service/Maintenance																
76	Total part-time employees (sum of lines 68-75)																

All row and column totals will be generated by the system.

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

<p style="text-align: center;">Fall Staff Survey, 2003 S1-Long</p> <p style="text-align: center;">Part E - Summary of Full-Time and Part-Time Employees</p> <p style="text-align: center;">by Racial/ethnic Category and Gender</p> <p style="text-align: center;">Employees on the payroll of the institution as of November 1, 2003</p>																	
Line No.	Full-time and part-time employees	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
77	Total full-time and part-time employees (sum of Parts A, B, and D)	All items in this part will be automatically generated based on data provided in Parts A, B, and D.															

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

Fall Staff Survey, 2003																	S1-Long	
Part F - Tenure of Full-Time Faculty (Instruction/Research/Public Service)																		
By Racial/ethnic Category, Gender and Academic Rank																		
Employees on the payroll of the institution as of November 1, 2003																		
Line No.	Faculty by tenure and academic rank	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total		
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	
	Faculty with tenure																	
78	Professors																	
79	Associate professors																	
80	Assistant professors																	
81	Instructors																	
82	Lecturers																	
83	No academic rank*																	
84	Total faculty with tenure (sum of lines 78-83)																	
	Non-tenured faculty (Those on tenure track)																	
85	Professors																	
86	Associate professors																	
87	Assistant professors																	
88	Instructors																	
89	Lecturers																	
90	No academic rank*																	
91	Total non-tenured faculty (Those on tenure track) (sum of lines 85-90)																	

*Institutions without standard academic ranks should report full-time faculty in the "No academic rank" category.

All row and column totals will be generated by the system.

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

<p style="text-align: center;">Fall Staff Survey, 2003 S1-Long</p> <p style="text-align: center;">Part F - Tenure of Full-Time Faculty (Instruction/Research/Public Service)</p> <p style="text-align: center;">By Racial/ethnic Category, Gender and Academic Rank</p> <p style="text-align: center;">Employees on the payroll of the institution as of November 1, 2003</p>																	
Line No.	Faculty by tenure and academic rank	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	Non-tenured faculty (Those not on tenure track)																
92	Professors																
93	Associate professors																
94	Assistant professors																
95	Instructors																
96	Lecturers																
97	No academic rank*																
98	Total non-tenured faculty (Those not on tenure track) (sum of lines 92-97)																
99	Total Faculty (sum of lines 84, 91 and 98) (must equal Part A, line 18)																

*Institutions without standard academic ranks should report full-time faculty in the "No academic rank" category.
All row and column totals will be generated by the system.

This form is applicable to degree-granting institutions that have 15 or more full-time employees. Screen formats for data entry of these data items will differ somewhat from what is shown below.

Fall Staff Survey, 2003 S1-Long																	
Part G - New Hires by Racial/ethnic Category, Gender and Primary Occupational Activity																	
Line No.	Employees by primary occupational activity	Nonresident Alien		Black non-Hispanic		American Indian or Alaska Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		Grand Total	
		Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women	Men	Women
	New Hires (Full-time between July 1 and October 31, 2003)																
	Faculty																
100	a. Tenured																
101	b. Non-tenured on track																
102	c. Non-tenured not on track																
103	Executive/administrative/managerial																
105	Other professionals (support/service)																
106	Technical and paraprofessionals																
107	Clerical and secretarial																
108	Skilled crafts																
109	Service/Maintenance																
110	Total (sum of lines 100-103 and 105-109)																

All row and column totals will be generated by the system.

Employees by Assigned Position - Full-time non-medical

Headcount of **full-time employees (non-medical)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instruction/research/public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Executive/administrative/managerial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other professionals (support/service)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Technical and paraprofessionals				<input type="text"/>	
Clerical and secretarial				<input type="text"/>	
Skilled crafts				<input type="text"/>	
Service/Maintenance				<input type="text"/>	
Total full-time (non-medical)					
Total from prior year					

Employees by Assigned Position - Full-time medical
Applicable to 4-year and above institutions only

Headcount of **full-time employees (medical school)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Instruction/research/public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily research	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Primarily public service	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Executive/administrative/managerial	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other professionals (support/service)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Technical and paraprofessionals				<input type="text"/>	
Clerical and secretarial				<input type="text"/>	
Skilled crafts				<input type="text"/>	
Service/Maintenance				<input type="text"/>	
Total full-time (medical school)					
Total from prior year					

Employees by Assigned Position - Part-time non-medical

Headcount of **part-time employees (non-medical)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

Primary function/ occupational activity (mutually exclusive categories)	Faculty status				Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status		
Primarily instruction						
Instruction/research/public service						
Primarily research						
Primarily public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part-time (non-medical)						
Total from prior year						

Employees by Assigned Position - Part-time medical
Applicable to 4-year and above institutions only

Headcount of **part-time employees (medical school)** by faculty status and primary function/
occupational activity

Employees on the payroll of the institution as of November 1, 2003

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Subtotal	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction						
Instruction/research/public service/clinical						
Primarily research						
Primary public service						
Executive/administrative/managerial						
Other professionals (support/service)						
Technical and paraprofessionals						
Clerical and secretarial						
Skilled crafts						
Service/Maintenance						
Total part-time (medical school)						
Total from prior year						