My Learning Portal

- Please sign in to my learning portal and complete the pre-learning assessments using the link below
  www.airweb.org/learninglogin

- If you do not have your AIR login information, please speak to an instructor
Integrated Postsecondary Education Data System (IPEDS) for Human Resources

What is the Human Resource Survey?

• The survey collects:
  – Measure the number and type of staff supporting postsecondary education
  – Employment status (FT / PT)
  – Occupational category

• Most degree-granting institutions report on:
  – Faculty, academic rank & tenure status
  – Contract length - NTT
  – Salary data
  – Information on new hires
Session Objectives

• By the end of this session, you should be able to:
  - Identify the data needed for the HR survey
  - Describe higher education job positions using the Bureau of Labor Statistics Standard Occupational Classification (SOC) taxonomy
  - Identify where HR data appear publicly and how to access the information

Session Objectives

• By the end of this session, you should be able to:
  - Describe extra-institutional differences in classification of employees and how those differences may impact data use and benchmarking
  - Describe why the HR survey must be submitted accurately and on time
This Session Will Not:

• Cover historical perspective - too many significant changes
  – Race/Ethnicity
  – 3 surveys merged into 1
  – New classification for employees (SOC codes)
  – Salary data

• Interpretation of difficult situations ➔ Help Desk

Overview of IPEDS
What is IPEDS?

• Integrated Postsecondary Education Data System
• A single comprehensive system of interrelated survey components that collects institution-level data
• The core data collection program for the National Center for Education Statistics (NCES)

Who Must Complete IPEDS?

• All institutions with a Program Participation Agreement (PPA) with the U.S. Department of Education to provide Title IV federal financial aid to their students

• Examples of Title IV aid:
  – Pell grants
  – Federal loans (Federal Direct Subsidized & Unsubsidized Loans and Perkins Loans)
  – Federal Work Study programs
Reporting Compliance

- NCES is required to provide a list of noncompliant institutions to the Office of Federal Student Aid (FSA)
- FSA issues fine letters to noncompliant institutions
- Penalty for not submitting IPEDS data can be as high as $35,000 per occurrence, and/or loss of Title IV eligibility

Help Desk

- Keyholder is the point of contact for communication from NCES and the Help Desk
- Call or email the IPEDS Help Desk with any questions or concerns

- Collection: Phone: 1-877-225-2568
  E-mail: ipedshelp@rti.org

- Data Use: Phone: 1-866-558-0658
  E-mail: ipedstools@rti.org
When to Contact the IPEDS Help Desk…

- You have any questions
- You have problems entering data
- You have problems resolving edit failures

The Pieces of IPEDS
The Pieces of IPEDS

- IPEDS is a series of 13 interrelated survey components that fit together like the key elements of a building:

  Foundational + Structural = Outputs

The Architecture of IPEDS – 13 Components

[Diagram showing the architecture of IPEDS with Outcome Measures (OM) at the top, followed by Human Resources (HR), Student Financial Aid (SFA), Finance (F), and Academic Libraries (AL) at the bottom, each with specific measures listed below them.]
Discussion

The Reporting Process & Why it is Important to Your Campus
Who has a Stake in this Survey?

• Stakeholders:
  – HR office
  – Upper administration – president / provost
  – System office

• How is this information used?
  – Hiring decisions
  – Benchmarking & efficiency studies
    • Appropriately staffed?
    • Appropriate salaries?

Who has a Stake in this Survey?

• How is this information used?
  – Justify number of employees
    • Student-to-Faculty ratio
    • Student-to-Administrator ratio
    • Faculty-to-Administrator ratio
  – Equity
    • % Female faculty by Academic Rank & Tenure status
    • % Minority faculty by Academic Rank & Tenure status
    • % Female or Minority by Occupation Category
    • Faculty salaries by gender and Academic Rank
Partnerships: HR & IR

- Human Resource Office
  - Understands the employment categories & data
  - Importance / use of survey – not always apparent
  - Nov 1 census date conflicts with other HR reporting

- Institutional Research
  - Understands IPEDS reporting categories & NCES’ goals
    - Accurate information submitted on time
  - Understands where these data will appear
    - Legislators, system office, vendors, governing boards
  - Access to benchmarking sources

- Strive to create mutually beneficial information

Coordination with Non-IPEDS HR Products

- Salary benchmarking by rank & institutional sector
  - Oklahoma State Faculty Salary Survey
    - By CIP code (academic discipline)
  - CUPA-HR
    - Faculty by CIP code, rank and gender
    - Upper and mid-level administrative, graduate assistant
  - AAUP - salary and benefits
    - By rank & gender
    - Feeds into US News & World Report ranking formula

- Use appended IPEDS HR data pull to complete
Understand the Reporting Process: Review available materials

- Keyholder reviews/learns current federal reporting requirements
  - Review materials on IPEDS web submission site
    - Reporting deadlines
    - Survey forms
    - Survey instructions
    - Glossary
    - This Week in IPEDS
  - Review AIR Website
    - Online Tutorials – Surveys, Data Tools, Resources

Understand the Reporting Process: Review available materials

- Review and confirm IPEDS definitions and concepts
  - IPEDS uses specific definitions and concepts
  - How would you find definitions and/or conceptual explanations for the following?
    - Adjunct
    - Leave Without Pay
    - Base Salary
Understand the Reporting Process: Working with others

• Coordinators:
  – State, System, or others such as independent associations or corporate headquarters
  – Roles differ from one state/system to the next

• Contact Coordinator for additional requirements
  - Coordinator’s role
  - Additional reporting requirements
  - Additional deadlines
  - How to get help

Understand the Reporting Process: Working with others

• Contact institutional staff involved in IPEDS data submission
  - Review data requirements, census dates, and deadlines
  - Keyholder can provide up to 16 additional login IDs and passwords, if appropriate
  - Provide information about resource materials and how to get help
  - Offer assistance
### Understand the Reporting Process: Timeline

<table>
<thead>
<tr>
<th>Timeframe</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer to early fall</td>
<td>- Promotion &amp; Tenure data, typically finalized</td>
</tr>
<tr>
<td></td>
<td>- Updated rank &amp; tenure entered into database</td>
</tr>
<tr>
<td></td>
<td>- New faculty hired</td>
</tr>
<tr>
<td></td>
<td>- New employee records created</td>
</tr>
<tr>
<td>Sept. to October</td>
<td>- Begin scrubbing data</td>
</tr>
<tr>
<td></td>
<td>- Scrub &amp; finalize data</td>
</tr>
<tr>
<td>Nov. 1</td>
<td>- Census day for employee information</td>
</tr>
<tr>
<td>December</td>
<td>- IPEDS Collection opens</td>
</tr>
<tr>
<td>Jan - March</td>
<td>- Finalize HR Survey</td>
</tr>
<tr>
<td>April</td>
<td>- Submit &amp; lock survey</td>
</tr>
</tbody>
</table>

### Human Resources Timeline
November 1 Frozen Data
Accessing the Survey
IPEDS Website

https://nces.ed.gov/ipeds/

After clicking “Report Your Data”
Reporting Tools

If you are logged into the web submission system...

Central Connecticut State University (128771) (1)

Surveys

The status of DACH survey in the current collection must be Locked, Complete, or Not Applicable before the current collection.
1. Order data
2. Add portionals
3. Add survey items
4. Release survey
5. Repeat steps 3 and 4 as needed
6. Submit survey to OIR
7. Limit survey

The IC header survey must be locked before starting the next collection survey component.

Current Collection Surveys

Survey

Institution Identification
Complete
Read-only Collection Surveys

Survey

Status

Incomplete

Tutorials

Data Collection System
Learn how to navigate the web-based data collection system, including how to register, enter and save data, generate and export reports, and use the system tools.

All IPEDS Tutorials
View free, easy-to-understand, and quick tutorials covering frequently asked questions and subtle nuances when reporting data for each IPEDS survey component.

Taxonomies

Classification of Instructional Programs (CIP)
Identify the CIP code that best describes an instructional program. Use this tool to assist with submitting data to the Completion, Fall Enrollment, and Institutional Characteristics survey components.

Standard Occupational Classification (SOC)
Find the appropriate employment categories to use in reporting the Human Resources component.

Other Tools

Check your institution's reporting status
View each survey component's completion status for an institution for the current collection cycle.

IPEDS Twitter
Get updates to data dissemination tools, published reports, and outreach activities.

IPEDS Lottery
Engage in conversations with other data providers on a variety of IPEDS-related questions and topics.

Other Resources

Survey Components and the Data Collection Cycle
Cycle of Studies and FAQs
Academic Libraries Information Center
Human Resources/DCC Information Center
Net Price Calculator Information Center
Average Institutional Net Price FAQs
RevenueOnline Information Center
IPEDS Website - Online Instructions

Search by Institution

Unit ID:  or Name:

The survey materials returned for a Unit ID or Name:

If you have questions concerning this, please contact the Help Desk at 1-877-225-2564 or ipeds@nsf.gov

OR

Level of Institution

- 4-year and above
- 2-year
- Less-than-2-year

Control of Institution

- Public
- Private, not-for-profit
- Private, for-profit

Predominant Calendar System

- Academic (semester, quarter, trimester, 4-1-4)
- Program (offers by program, continuous basis)
- Hybrid/Mixed (Other academic calendar)

Institution grants degrees

- Yes
- No

To access the entire list of survey materials, click View All

Search  Reset

IPEDS Website - Online Instructions

Form, Instructions, FAQs, and Import Specifications

PLEASE NOTE: You MUST enter your data into the data entry screen in the data collection system in order to submit your data.

Search Criteria:

- Unit ID: 123456
- Institution Name: Central Community State College

A maximum of 3 forms can be selected to view and print at one time. ( is not printed, is printed)

IC Header for 4-year degree-granting institutions

IC Header

IC Header for 4-year degree-granting institutions

Institutional Characteristics

Institutional Characteristics for 4-year academic year tuition reporters

Human Resources

Human Resources for degree-granting institutions and related administrative offices that have 15 or more full-time staff and a tenure system

Human Resources for degree-granting institutions and related administrative offices that have 15 or more full-time staff, No Tenure System

Human Resources for degree-granting institutions and related administrative offices that have less than 15 full-time staff

Human Resources for non-degree-granting institutions and related administrative offices
HR Survey Versions

4 Versions of the survey

1) Degree-granting, 15+ full-time employees, tenure system
2) Degree-granting, 15+ full-time employees, NO tenure system
3) Degree-granting, < 15 full-time employees
4) Non-degree granting

Exercise I:
IPEDS-HR
Screening Questions
Screening Questions

• Does your institution have any part-time staff?
  – If Yes \( \rightarrow \) does your institution have graduate assistants?

• Does your institution have 15 or more full-time staff?
  – If Yes \( \rightarrow \) does your institution have a tenure system?
  – If Yes \( \rightarrow \) did your institution hire any FT permanent staff between Nov 1 – Oct 31?

Screening Questions

• Do ALL of the instructional staff at your institution fall into either category?
  – Are ALL instructional staff military personnel?
  – Do ALL instructional staff contribute their services?
    • Example: Religious order
  – In Yes, then don’t have to report salaries
Who to Include

- Anyone on payroll, as of Nov 1
- Staff on paid leave – sabbatical or other
- “Visiting” instructional, research or public service, if paid by institution
- Staff in workforce development / Adult Basic Education training programs
- Staff at off-campus centers associated with your campus
  - Exclude staff at branch campuses outside the USA
- Corporate administrators – either single or multi-campus
- Staff who are also enrolled as a student

Who to Include

- Adjunct – can be full or part-time
  - Non-tenure track instructional staff
  - Serving in a temporary or auxiliary capacity to teach specific courses on a course-by-course basis.
  - Includes both courses leading to a formal award or remedial / developmental / ESL courses
Who to Exclude

- Staff on leave without pay
- Unpaid staff – e.g., in military / religious orders
- Staff who donate their services
- Staff who are contracted by the institution
- Casual staff (hired on ad-hoc basis to meet short-term needs)
- Staff at branch campuses located in foreign country

Who to Exclude

- Work-study or undergraduate students
- Graduate students who receive waivers/stipends but not in exchange for services (e.g., fellowships)
- Staff who work in hospitals associated with medical school, but not employed by the medical school
Medical School

- Institutions with MD or DO programs (medical or osteopathic medicine)
  - Don’t include other programs such as DDS or DVM

- Reporting types
  1) Combined - medical and non-medical staff reported together (in same table)
  2) Separately - medical and non-medical staff reported in separate tables
  3) Excluded – only report non-medical school employees

What to Report

- Number of employees on payroll
  - Gender & Race / Ethnicity
  - Occupation category
    - Standard Occupation Classification (SOC) Codes
  - Full / Part-time status
  - Faculty contract length and type
  - Faculty rank and tenure status
  - Salaries
    - Report only if institution is degree-granting
  - New hires
Data Sources (Resources)

- Human Resources
  - Demographics
  - Position type & classification
  - FT / PT status
- Provost
  - Tenure & academic rank
- Payroll
  - Salary information
- Information Tech.
  - Need census snapshot
- Registrar
  - Course detail
    - Credit
    - Not-for credit
    - Combination
  - Student information
    - Level UG/Grad

Office Providing Data for HR Survey
Definitions & Classifications
Demographic Information

- Gender – male or female; unknown – up to institution to determine

- Race / Ethnicity: 2 - question format
  1) Are you Hispanic or Latino?
  2) Select one or more of the following races:
     - American Indian or Alaska Native
     - Asian
     - Black or African American
     - Native Hawaiian or Other Pacific Islander
     - White

Race / Ethnicity: 7 variables ➔ 9 possibilities

1. Nonresident Alien
2. Hispanic/Latino
   - Yes
   - Report
   - No
3. American Indian or Alaskan Native
4. Asian
5. Black or African American
6. Native Hawaiian or Other Pac. Islander
7. White
8. Yes, to one
9. Yes, to many
10. Two or More Races
11. Race & Ethnicity Unknown
    - Yes, Report
    - No
Instructional Staff

Instructional Staff by Institution Type:

<table>
<thead>
<tr>
<th>Degree-Granting</th>
<th>Non-degree Granting</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Instructional</td>
<td></td>
</tr>
<tr>
<td>• IRPS</td>
<td>Instructional Staff</td>
</tr>
<tr>
<td>- Instructional</td>
<td></td>
</tr>
<tr>
<td>- Research</td>
<td>Instructional Staff</td>
</tr>
<tr>
<td>- Public Service</td>
<td>Instructional Staff</td>
</tr>
<tr>
<td>• Research</td>
<td></td>
</tr>
<tr>
<td>• Public Service</td>
<td></td>
</tr>
</tbody>
</table>
Instructional Staff

• Instruction
  – Primary occupation is to teach

• Research
  – Focus is on research, regardless of rank, title, tenure status

• Public Service
  – Focus is on public service – extension service, clinical, continuing education

• IRPS
  – Instruction is part of job, but cannot differentiate how much research or public service is included

Instructional Staff

• Faculty
  – Not limited to Instructional Staff
  – Defined by the institution – administrators & librarians may be included
  – Graduate assistants are NOT faculty

• Tenure Status
  – Tenure / Tenure Track / Not On Tenure Track

• Academic Rank
  – Defined by the institution
  – Not all institutions have academic rank
Faculty – Not on Tenure Track (NTT)

- Contract Type (full-time, NTT Faculty)
  - Multi-year
    * Contract is in effect for >1 year, not annually renewed (e.g., 3-yr)
  - Indefinite Duration
    * Continuing appointment, at will
  - Annual
    * Renewed annually or every academic year, contract length is greater than one term or course
  - Less-than-annual
    * Partial year period of less than 365 days, includes single term/course contracts

Classifying Faculty

- Instructional Faculty, FT and PT
  - Exclusively Credit or Exclusively Non-credit or Both

***Data not likely to be in HR database***

- Reporting categories
  1. With Faculty Status:
     - Tenured
     - Tenure Track
     - Not Tenure Track
       - Multi-year
       - Annual
       - Less-than-annual
       - Indefinite duration
  2. Without Faculty status
Classifying Individuals

- Primary: work performed
- Secondary
  - 1st – Highest skill level
  - 2nd – Majority of time spent
- Report individuals teaching at different levels (e.g., elementary or secondary) at highest level
- Licensed and non-licensed performing same work are reported together
- Hard-to-classify position???
  - Help Desk
- Report each person only once

Standard Occupational Classification (SOC)

- SOC codes used by Federal agencies to classify workers / jobs into occupational categories
  - Analyzing
  - Disseminating data
- IPEDS HR data must align with 2010 SOC
  - May not be incorporated into your employee information system
SOC Code Structure

<table>
<thead>
<tr>
<th>Major Group</th>
<th>Minor Group</th>
<th>Broad Occupation</th>
<th>Detailed Occupation</th>
</tr>
</thead>
<tbody>
<tr>
<td>X X - X</td>
<td>XX</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

29-XXXX - Healthcare Practitioners & Tech Occupations
29-1XXX - Health Diagnosing & Treating Practitioners
29-106X - Physicians & Surgeons
29-1062 - Family & General Practitioners

Resource: 2010 SOC User Guide

SOC Code Structure

- 23 Major Groups (2 digit)
- 11 groups used for IPEDS
- 25 - XXXX ➔ reported at 6 digit level (education)
- All others at 2 digit level
- Check with your state for reporting requirements
- Hard to classify position?? ➔ comment in the evaluation at end of survey

www.bls.gov/soc/
Challenges With the HR Survey
Advice BEFORE you begin entering data...

Interview with IPEDS Help Desk
HR Survey Layout
&
Screenshots
### Part A1 – FT Instructional Staff
#### By Tenure Status

- **With Faculty Status, by Tenured or Tenure Track**

  **Number of Full-time Instructional Staff, With Faculty Status, Tenured**

<table>
<thead>
<tr>
<th>Gender and Race/Ethnicity</th>
<th>Academic Rank</th>
<th>No Academic Rank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professors</td>
<td>Associate Professors</td>
<td>Assistant Professors</td>
</tr>
<tr>
<td>Nonresident Alien</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic/Latino</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>American Indian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>White</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  **2 pages for tenure status**
  - Tenured
  - Tenure Track

### Part A1 – FT Instructional Staff
#### By Contract Type

- **With Faculty Status, **Not on Tenure Track, by Contract type

  **Number of Full-time Instructional Staff, With Faculty Status, Not on Tenure Track**

<table>
<thead>
<tr>
<th>Gender and Race/Ethnicity</th>
<th>Academic Rank</th>
<th>No Academic Rank</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Professors</td>
<td>Associate Professors</td>
<td>Assistant Professors</td>
</tr>
<tr>
<td>Nonresident Alien</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Hispanic/Latino</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>American Indian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Asian</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black or African American</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Native Hawaiian or Islander</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

  **4 pages for contract type**
  - Multi-year
  - Annual
  - Less-than-annual
  - Indefinite duration
Part A1 – FT Instructional Staff
Without Faculty Status

1 page for w/o faculty status
- By Gender & R/E
- No academic rank

If screen not applicable to your institution, enter at least one zero

Part A2 – FT Instructional Staff
By Instruction Type

Report Medical and Non-medical staff separately

Report Primarily Instruction separately from IRPS
Part B1 – FT Non-Instructional Staff
By Occupational Categories

Report Medical and Non-medical staff together

Screenshots vary by institution type:
≥ 15 FT employees: separate pages for instructional & non-Instructional staff
< 15 FT employees: IRPS on same page

17 Occupational Categories

- Instructional Staff (carried forward from Part A)
- Research Staff
- Public Service Staff
- Archivists, Curators, & Museum Technicians
- Librarians
- Library Technicians
- Student and Academic Affairs & Other Ed. Services
- Management
- Business and Financial Operations
- Computer, Engineering, & Science
- Community, Social Service, Legal, Arts, etc.
- Healthcare Practitioners & Technical
- Service
- Sales and Related
- Office & Administrative Support
- Natural Resources, Construction, & Maintenance
- Production, Transportation, & Material Moving

Report at
6-digit SOC
25-xxxx

Report at
2-digit SOC
Part B2 – FT Non-Instructional Staff
By Occupational Categories & Tenure

<table>
<thead>
<tr>
<th>Occupational category</th>
<th>Non-medical school staff</th>
<th>With Faculty Status</th>
<th>Without Faculty Status</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Tenured</td>
<td>On Temporary Basis</td>
<td></td>
</tr>
<tr>
<td>Public Service Staff</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Archivists, Custodians, and Movers</td>
<td>25-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Librarians</td>
<td>25-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Library Technicians</td>
<td>25-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student and Academic Affairs and Other Education Services Occupations</td>
<td>25-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer, Engineering, and Science Occupations</td>
<td>15-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Community, Social Service, Legal, Arts, Entertainment, and Media Occupations</td>
<td>25-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Management Occupations</td>
<td>15-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Business and Financial Operations Occupations</td>
<td>13-4900</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Report Medical and Non-medical staff separately

Exercise II:
Completing IPEDS-HR
Part B1
Exercise III:
Completing IPEDS-HR
Part B2

Salaries

• Report only if institution is degree-granting

• Instructional Staff
  – Do not report salaries if instructional staff are all military personnel or donate their services
  – Full-time staff, regardless of faculty or tenure status
  – Only include non-medical school instructional staff

• Non-instructional & Non-medical Staff
  – Full-time, non-medical school by occupation category
Salaries

- Full-time instructional staff
  - Rank X Gender
  - Salary outlays for that period for each category

- Full-time non-instructional staff
  - SOC category X salary outlays

- Not required for:
  - < 2 year institutions
  - Institutions that do not confer degrees

Part G – Salaries: Instructional Staff

Report:
- FT non-medical staff
- Headcount
- Academic Rank
- Months worked
- Annual salary outlay
- Base pay only
No separate breakouts for
- Faculty status
- Tenure status

- Months worked may not equal months paid!
Part G – Salaries, Non-instructional Staff

<table>
<thead>
<tr>
<th>Salary Outlays for Full-time Non-medical School Non-instructional Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupational category</td>
</tr>
<tr>
<td>Research staff</td>
</tr>
<tr>
<td>Public Service staff</td>
</tr>
<tr>
<td>Library and Student and Academic Affairs and Other Education Services Occupations</td>
</tr>
<tr>
<td>Management Occupations</td>
</tr>
<tr>
<td>Business and Financial Operations Occupations</td>
</tr>
<tr>
<td>Computer Engineering and Science Occupations</td>
</tr>
<tr>
<td>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</td>
</tr>
<tr>
<td>Healthcare Practitioners and Technical Occupations</td>
</tr>
</tbody>
</table>

Total salaries - not average salaries

Report:
- FT Non-medical staff
- Annual salary outlay
- SOC category

Part D – PT Staff & Grad. Asst. x SOC

<table>
<thead>
<tr>
<th>Number of Part-time Staff by Occupational Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Race/ethnicity</td>
</tr>
<tr>
<td>Nonresident alien</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
</tr>
<tr>
<td>Asian</td>
</tr>
<tr>
<td>Black or African American</td>
</tr>
<tr>
<td>Native Hawaiian or Other Pacific Islander</td>
</tr>
<tr>
<td>White</td>
</tr>
<tr>
<td>Two or more races</td>
</tr>
<tr>
<td>Hispanic/Latino</td>
</tr>
<tr>
<td>American Indian or Alaska Native</td>
</tr>
</tbody>
</table>

Grad. Assistants – reporting options:
- Teaching
- Research
- All other SOC categories

Staff – reporting options
- Headcount
- Gender & R/E
- SOC category
- Medical and non-medical combined
Part E – PT Staff by SOC x Tenure x Faculty

Report:
- Headcount
- Tenure Status
- Faculty Status
- Instructional credit type
- SOC category

Separate screens for Medical & non-medical

Part H – New Hires – FT Instructional

Report:
- FT permanent instructional staff only
- Hired between Nov 1, 2016 - Oct 31, 2017
- Gender & R/E
- Tenure Status
- Faculty Status
- Medical and non-medical combined
Part H – New Hires – FT Staff

Report:
- FT staff only
- Hired between Nov 1, 2016 - Oct 31, 2017
- Gender & R/E
- SOC category
- Medical and non-medical combined

Edits and Errors

- Edits can occur when you enter data and save a screen or when you Perform Edits before locking the component

- Edits find errors and potential errors in the data you have entered
  - **Fatal errors** prevent the survey component from being locked until the data are corrected or the IPEDS Help Desk overrides the error
  - **Confirmation or Explanation errors** require the user verify the data or provide a explanation for why the data are correct
Resolving Errors

- Check the accuracy of the underlying data
  - Do the data make sense?
  - Are the data consistent with expectations and other reports using the same/similar definitions?
- Provide required explanations
- Contact the IPEDS Help Desk if data are correct and there is a fatal error
- Contact the IPEDS Help Desk if you do not understand the error

This number is outside the expected range between 21 and 43 based on prior year value. Please correct your data or explain (Error #1387)

A significant decline in enrollment resulted in fewer instructional faculty on annual contracts

Institution went from 32 faculty on annual contract down to 17
1) Confirm numbers are correct
2) Investigate why the change, don’t speculate or guess!
Data Entry Error - Example

Situation: no data for this page must enter at least one zero on the page

Final Activities

• Finalize data for the HR survey
• Document and record where/how data for each component were obtained
• Ensure that edits have been run and errors have been resolved
• Get final “sign off” from other departments or staff involved in data submission
• Lock the survey components
• Keep a copy of the survey
HR Survey – What should you Document ???

• Queries – Tables & Fields, query order

• Unique events
  – Hiring or salary freeze, employees furloughed
  – New faculty lines added,
  – Addition / Removal of departments
  – Renegotiate union contracts

• Original variable/field and reporting field

• Communications from other offices/help desk

IPEDS Life Cycle
IPEDS Life Cycle

• Data Entry
  – Manual entry
  – File upload
• Editing of Survey Data
• Locking of Survey Data
• Migration to Use the Data: Collection Level
• Use the Data: Preliminary Release Data
  – Data have been edited but are subject to further NCES quality control procedures

IPEDS Life Cycle (cont’d)

• Use the Data: Provisional Release Data
  – Provisional
    • Data reported to NCES in original data collection and have undergone all NCES data quality control procedures
  – Final
    • Data that include revisions to the provisional release data that have been made by institutions during the subsequent data collection year (Prior Year Survey)
    • Captures Prior Year revisions
Discussion

- How are HR data used and by whom?
- At your institution…
  - Who reports / uses faculty rank/tenure data?
  - Who reports / uses staff data?
  - Who reports / uses salary data?

Who Uses IPEDS Data?

Congress, Federal Agencies, State Governments, Colleges and Universities, Policy Makers

IPEDS Survey Submission

Researchers, Measuring Up, College Guidebooks, Delta Cost Project, Common Data Set, Voluntary System of Accountability

Guidance Counselors, Students, Parents, Media, Businesses
How the Data are Used

NCES Products:

- The Condition of Education 2017
- Digest of Education Statistics
- College Navigator
- IPEDS Data Feedback Report 2017

External Uses:

- Accrediting agencies
- The Delaware Cost Study

Produced and distributed by NCES in early fall/late winter

Based on the previous year’s IPEDS data
Data Feedback Report

Interview with IPEDS User
Context for Simulated Benchmarking Project

• The president of your institution is concerned about non-instructional staffing levels, specifically how staffing levels have changed over the past 3 years for staff in relation to faculty. She asks you to obtain the information for her 3pm meeting with a board member.
Exercise IV:

Accessing the Data Feedback Report

Exercise V:

Constructing Staff Ratios with Use the Data
### Demonstration: Data Formatted in Report

<table>
<thead>
<tr>
<th>Institution</th>
<th>Year</th>
<th>Full-Time Equivalent (FTE)</th>
<th>Percent (Base)</th>
<th>New Percent (Base)</th>
<th>Total FTE</th>
<th>New Total FTE</th>
</tr>
</thead>
<tbody>
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<td>2014</td>
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<tr>
<td>SUNY College at Cobleskill</td>
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<td>1000</td>
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<tr>
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<tr>
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</tr>
<tr>
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<tr>
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<tr>
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</table>

### Discussion
Helpdesk: some favorite lines…

- I'm not used to gov't agencies sounding human.
- I see the site says closed until further notice. What does that mean?
- Who are you and why are you sending me this email?
- I have to collect the information from many different sources within our organization. This takes time and energy!
- I trust you that you noticed there is a problem with the information provided by our institution.
- Forgive me for commenting…. but filling out IPEDS, or even thinking about it, is like going to the dentist.

Helpdesk: Top Ten (Actual) Reasons for Not Getting IPEDS Surveys Submitted on Time

10) I already submitted it last year.
9) I don’t have any students who received financial aid this year.
8) Our internet provider wasn’t working.
7) The person who usually does it has been on vacation.
6) I thought the reminder email said that it was due NEXT month.
5) We had a hurricane and our records were destroyed.
4) I broke my wrist and I haven’t been able to use my computer keyboard.
3) The information you are requesting is confidential and I won’t give it to you.
2) The feds seized all of our records so I don’t have the information to give you.
1) NCES delays the collection whenever it wants to…so I should be able to delay my submission when I want to!
Compilation and Summary of IPEDS Resources

Resources

- IPEDS
  - NCES IPEDS Website Resources
  - IPEDS Help Desk
- Association for Institutional Research (AIR)
  - Online Tutorials
  - Online Resources
  - Face-to-Face Workshops
- Campus, System, and State
IPEDS Website - Online Tutorials

Lesson 1: Entering, Navigating, and Exiting
This lesson explains how to enter, navigate, and exit the IPEDS web-based data collection system.

Lesson 2: User Registration
This lesson shows the registration steps.

Lesson 3: Surveys
This lesson explains how to enter, edit, clean, and lock survey data.

Lesson 4: Reports
This lesson shows the reports available to users.

Lesson 5: Tools
This lesson explains how to use the system tools to add users, import and export files, and update registration information.

Lesson 6: Help
This lesson presents the resources contained under the Help menu.

IPEDS Website - FAQs

The status of each survey in the current collection must be: Locking for each survey in the current collection:

1. Enter data
2. Perform edits
3. Validate and issue reports in each import, or correct data in
4. Perform sub-agencies
5. Resolve issues 3 and 4 as needed, until survey status is Locking for each survey in the current collection:
6. Complete

The IC Header survey must be locked before starting the full collection.

Flag: Request Review Final: Complete
eAIR is a monthly newsletter providing timely updates, announcements, resources, and tips
IPEDS Help Desk

Collection: Phone: 1-877-225-2568
E-mail: ipedshelp@rti.org

Data Use: Phone: 1-866-558-0658
E-mail: ipedstools@rti.org
Questions

Session Review

- Can you:
  - Describe the primary purpose of the HR survey?
  - Identify information needed to complete the survey?
  - Identify where HR data appear publicly and how to access the information?
  - Organize the next HR IPEDS reporting cycle in a way that saves both time and energy?
My Learning Portal

- Human Resources Post-Learning Assessment
- Program Evaluation for Human Resources