

Institution: Potomac State College of West Virginia University (237701)  
User ID: 88G4404

## Overview

### Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

#### Data Reporting Reminders

- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the **Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

#### Resources:

- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.
- To access your prior year data submission for this component: [Reported Data](#)

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

## Human Resources Screening Questions

### Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff.

No

Yes

Does your institution have graduate assistants?

If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.

No

Yes

### Does your institution have 15 or more full-time staff?

No

Yes

Does your institution have a tenure system?

If you answer **Yes** to this question, you will be provided the screens to report some data by tenure status.

No

Yes

Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **November 1, 2017 and October 31, 2018** either for the **first time** (new to the institution) or **after a break in service**? Do not exclude persons who were no longer on the payroll as of November 1, 2018. (Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)

If you answer **Yes** to this question, you will be provided the screens to report **full-time permanent new hires** in **Part H**.

No

Yes

### Do **ALL** of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, you will **NOT** be required to report **Part G - Salaries** for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.

No

Yes

Are ALL of the instructional staff military personnel?

No

Yes

Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

You may use the space below to provide context for the data you've reported above.



**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - On Tenure Track**

**Number of Full-time Instructional Staff  
 With Faculty Status  
 On Tenure Track**

**As of November 1, 2018**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

| Race/ethnicity                            | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             | 1         |                  | 1     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      | 1                    |             |           |                  | 1     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      | 4                    | 5           |           |                  | 9     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total men</b>                          | 0             | 0                    | 5                    | 6           | 0         | 0                | 11    |

**Women**

| Race/ethnicity                            | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             | 1         |                  | 1     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      | 3                    | 8           |           |                  | 11    |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      | 1           |           |                  | 1     |
| <b>Total women</b>                        | 0             | 0                    | 3                    | 10          | 0         | 0                | 13    |
| <b>Total (men+women)</b>                  | 0             | 0                    | 8                    | 16          | 0         | 0                | 24    |
| Total from prior year                     |               |                      |                      |             |           |                  | 20    |

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Multi-Year Contract**

**Number of Full-time Instructional Staff  
 With Faculty Status  
 Not on Tenure Track - Multi-Year Contract**

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

| Gender and race/ethnicity                 | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         | 0             |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      |             |           |                  | 0     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total men</b>                          | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |

**Women**

| Gender and race/ethnicity                 | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      |             |           |                  | 0     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total women</b>                        | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |
| <b>Total (men+women)</b>                  | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |
| Total from prior year                     |               |                      |                      |             |           |                  |       |

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract**

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

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

| Race/ethnicity                            | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               | 1                    |                      |             |           |                  | 1     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total men</b>                          | 0             | 1                    | 0                    | 0           | 0         | 0                | 1     |

**Women**

| Race/ethnicity                            | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      | 1           |           |                  | 1     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      | 2           |           |                  | 2     |
| <b>Total women</b>                        | 0             | 0                    | 0                    | 3           | 0         | 0                | 3     |
| <b>Total (men+women)</b>                  | 0             | 1                    | 0                    | 3           | 0         | 0                | 4     |
| Total from prior year                     |               |                      |                      |             |           |                  | 3     |

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Less-Than-Annual Contract**

**Number of Full-time Instructional Staff  
 With Faculty Status  
 Not on Tenure Track - Less-than-annual Contract**

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

| Race/ethnicity                            | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         | 0             |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      |             |           |                  | 0     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total men</b>                          | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |

**Women**

| Race/ethnicity                            | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      |             |           |                  | 0     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total women</b>                        | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |

|                          |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|
| <b>Total (men+women)</b> | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total from prior year    |   |   |   |   |   |   |   |

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract**

**Number of Full-time Instructional Staff  
 With Faculty Status  
 Not on Tenure Track - Indefinite duration contract**

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

| Gender and race/ethnicity                 | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         | 0             |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      |             |           |                  | 0     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total men</b>                          | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |

**Women**

| Gender and race/ethnicity                 | Academic Rank |                      |                      |             |           | No academic rank | Total |
|---|---------------|----------------------|----------------------|-------------|-----------|------------------|-------|
|   | Professors    | Associate professors | Assistant professors | Instructors | Lecturers |                  |       |
| Nonresident alien                         |               |                      |                      |             |           |                  | 0     |
| Hispanic/Latino                           |               |                      |                      |             |           |                  | 0     |
| American Indian or Alaska Native          |               |                      |                      |             |           |                  | 0     |
| Asian                                     |               |                      |                      |             |           |                  | 0     |
| Black or African American                 |               |                      |                      |             |           |                  | 0     |
| Native Hawaiian or Other Pacific Islander |               |                      |                      |             |           |                  | 0     |
| White                                     |               |                      |                      |             |           |                  | 0     |
| Two or more races                         |               |                      |                      |             |           |                  | 0     |
| Race and ethnicity unknown                |               |                      |                      |             |           |                  | 0     |
| <b>Total women</b>                        | 0             | 0                    | 0                    | 0           | 0         | 0                | 0     |

|                          |   |   |   |   |   |   |   |
|--------------------------|---|---|---|---|---|---|---|
| <b>Total (men+women)</b> | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total from prior year    |   |   |   |   |   |   |   |

**Part A1 - Full-time Instructional Staff - Without Faculty Status**

**Number of Full-time Instructional Staff**

**Without Faculty Status**

**As of November 1, 2018**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

| Race/ethnicity                            | Without Faculty Status |
|---|------------------------|
| Nonresident alien                         | 0                      |
| Hispanic/Latino                           |                        |
| American Indian or Alaska Native          |                        |
| Asian                                     |                        |
| Black or African American                 |                        |
| Native Hawaiian or Other Pacific Islander |                        |
| White                                     |                        |
| Two or more races                         |                        |
| Race and ethnicity unknown                |                        |
| <b>Total men</b>                          | <b>0</b>               |

**Women**

| Race/ethnicity                            | Without Faculty Status |
|---|------------------------|
| Nonresident alien                         |                        |
| Hispanic/Latino                           |                        |
| American Indian or Alaska Native          |                        |
| Asian                                     |                        |
| Black or African American                 |                        |
| Native Hawaiian or Other Pacific Islander |                        |
| White                                     |                        |
| Two or more races                         |                        |
| Race and ethnicity unknown                |                        |
| <b>Total women</b>                        | <b>0</b>               |

**Total (men+women)**

|                          |          |
|--------------------------|----------|
| <b>Total (men+women)</b> | <b>0</b> |
| Total from prior year    |          |



**Part A3 - Full-time Instructional Staff - Totals**

**Total number of Full-time Instructional Staff**

**As of November 1, 2018**

| Race/ethnicity                            | Total men | Total women | Total (men+women) |
|---|-----------|-------------|-------------------|
| Nonresident alien                         | 1         | 1           | 2                 |
| Hispanic/Latino                           | 0         | 0           | 0                 |
| American Indian or Alaska Native          | 0         | 0           | 0                 |
| Asian                                     | 1         | 0           | 1                 |
| Black or African American                 | 1         | 0           | 1                 |
| Native Hawaiian or Other Pacific Islander | 0         | 0           | 0                 |
| White                                     | 20        | 22          | 42                |
| Two or more races                         | 0         | 0           | 0                 |
| Race and ethnicity unknown                | 0         | 3           | 3                 |
| <b>Total</b>                              | 23        | 26          | 49                |
| Total from prior year                     |           |             | <b>48</b>         |

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of **Full-time Non-instructional Staff**

by Occupational Category

As of November 1, 2018

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | <u>Instructional Staff</u><br>(carried forward<br>from Part A) | <u>Research staff</u> | <u>Public Service staff</u> |
|---|--|-----------------------|-----------------------------|
| Nonresident alien                         | 1  | 0                     |                             |
| Hispanic/Latino                           | 0  |                       |                             |
| American Indian or Alaska Native          | 0  |                       |                             |
| Asian                                     | 1  |                       |                             |
| Black or African American                 | 1  |                       |                             |
| Native Hawaiian or Other Pacific Islander | 0  |                       |                             |
| White                                     | 20   |                       |                             |
| Two or more races                         | 0  |                       |                             |
| Race and ethnicity unknown                | 0  |                       |                             |
| <b>Total men</b>                          | <b>23</b>  | <b>0</b>              | <b>0</b>                    |

**Women**

| Race/ethnicity                            | <u>Instructional Staff</u><br>(carried forward<br>from Part A) | <u>Research staff</u> | <u>Public Service staff</u> |
|---|--|-----------------------|-----------------------------|
| Nonresident alien                         | 1  |                       |                             |
| Hispanic/Latino                           | 0  |                       |                             |
| American Indian or Alaska Native          | 0  |                       |                             |
| Asian                                     | 0  |                       |                             |
| Black or African American                 | 0  |                       |                             |
| Native Hawaiian or Other Pacific Islander | 0  |                       |                             |
| White                                     | 22   |                       |                             |
| Two or more races                         | 0  |                       |                             |
| Race and ethnicity unknown                | 3  |                       |                             |
| <b>Total women</b>                        | <b>26</b>  | <b>0</b>              | <b>0</b>                    |

**Total (men+women)** 49 0 0

Total from prior year 48

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | <u>Archivists, Curators, and Museum Technicians</u><br>25-4010 | <u>Librarians and Media Collections Specialists</u><br>25-4020 | <u>Library Technicians</u><br>25-4030 | <u>Student and Academic Affairs and Other Education Services Occupations</u><br>25-2000 + 25-3000 + 25-9000 |
|---|--|--|---------------------------------------|---|
| Nonresident alien                         |  |  |                                       |   |
| Hispanic/Latino                           |  |  |                                       |   |
| American Indian or Alaska Native          |  |  |                                       |   |
| Asian                                     |  |  |                                       |   |
| Black or African American                 |  |  |                                       |   |
| Native Hawaiian or Other Pacific Islander |  |  |                                       |   |
| White                                     |  |  |                                       | 2   |
| Two or more races                         |  |  |                                       |   |
| Race and ethnicity unknown                |  |  |                                       | 2   |
| <b>Total men</b>                          | 0  | 0  | 0                                     | 2   |

**Women**

| Race/ethnicity                            | <u>Archivists, Curators, and Museum Technicians</u><br>25-4010 | <u>Librarians and Media Collections Specialists</u><br>25-4020 | <u>Library Technicians</u><br>25-4030 | <u>Student and Academic Affairs and Other Education Services Occupations</u><br>25-2000 + 25-3000 + 25-9000 |
|---|--|--|---------------------------------------|---|
| Nonresident alien                         |  |  |                                       |   |
| Hispanic/Latino                           |  |  |                                       |   |
| American Indian or Alaska Native          |  |  |                                       |   |
| Asian                                     |  |  |                                       |   |
| Black or African American                 |  |  |                                       |   |
| Native Hawaiian or Other Pacific Islander |  |  |                                       |   |
| White                                     |  | 2  |                                       | 1   |
| Two or more races                         |  |  |                                       |   |
| Race and ethnicity unknown                |  |  |                                       | 1   |
| <b>Total women</b>                        | 0  | 2  | 0                                     | 2   |
| <b>Total (men+women)</b>                  | 0  | 2  | 0                                     | 4   |
| Total from prior year                     |  | 2  |                                       | 3   |

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | Management Occupations<br>11-0000 | Business and Financial Operations Occupations<br>13-0000 | Computer, Engineering, and Science Occupations<br>15-0000 + 17-0000 + 19-0000 | Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations<br>21-0000 + 23-0000 + 27-0000 | Healthcare Practitioners and Technical Occupations<br>29-0000 |
|---|-----------------------------------|--|---|---|---|
| Nonresident alien                         |                                   |  |   |   |   |
| Hispanic/Latino                           |                                   |  |   |   |   |
| American Indian or Alaska Native          |                                   |  |   |   |   |
| Asian                                     |                                   |  |   |   |   |
| Black or African American                 | 1                                 |  |   |   |   |
| Native Hawaiian or Other Pacific Islander |                                   |  |   |   |   |
| White                                     | 9                                 | 1  | 2   | 5   | 1   |
| Two or more races                         |                                   |  |   |   |   |
| Race and ethnicity unknown                |                                   |  |   | 1   |   |
| <b>Total men</b>                          | <b>10</b>                         | <b>1</b>   | <b>2</b>  | <b>6</b>  | <b>1</b>  |

**Women**

| Race/ethnicity                            | Management Occupations<br>11-0000 | Business and Financial Operations Occupations<br>13-0000 | Computer, Engineering, and Science Occupations<br>15-0000 + 17-0000 + 19-0000 | Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations<br>21-0000 + 23-0000 + 27-0000 | Healthcare Practitioners and Technical Occupations<br>29-0000 |
|---|-----------------------------------|--|---|---|---|
| Nonresident alien                         |                                   |  |   |   |   |
| Hispanic/Latino                           |                                   |  |   |   |   |
| American Indian or Alaska Native          |                                   |  |   |   |   |
| Asian                                     |                                   |  |   |   |   |
| Black or African American                 |                                   |  |   |   |   |
| Native Hawaiian or Other Pacific Islander |                                   |  |   |   |   |
| White                                     | 7                                 | 2  | 2   | 7   | 2   |
| Two or more races                         |                                   |  |   |   |   |
| Race and ethnicity unknown                |                                   |  |   |   |   |
| <b>Total women</b>                        | <b>7</b>                          | <b>2</b>   | <b>2</b>  | <b>7</b>  | <b>2</b>  |

|                          |           |          |          |           |          |
|--------------------------|-----------|----------|----------|-----------|----------|
| <b>Total (men+women)</b> | <b>17</b> | <b>3</b> | <b>4</b> | <b>13</b> | <b>3</b> |
| Total from prior year    | 19        | 1        | 4        | 13        | 3        |

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000<br>+ 39-0000 | Sales and<br>Related<br>Occupations<br>41-0000 | Office and<br>Administrative<br>Support<br>Occupations<br>43-0000 | Natural Resources,<br>Construction, and<br>Maintenance<br>Occupations<br>45-0000 + 47-0000 + 49-<br>0000 | Production,<br>Transportation,<br>and Material<br>Moving<br>Occupations<br>51-0000 + 53-<br>0000 | Grand<br>Total<br>(All full-<br>time<br>staff) |
|---|---|--|---|--|--|--|
| Nonresident alien                         |   |  |   |  |  | 1  |
| Hispanic/Latino                           |   |  |   |  |  | 0  |
| American Indian or Alaska Native          |   |  |   |  |  | 0  |
| Asian                                     |   |  |   |  |  | 1  |
| Black or African American                 | 2   |  |   |  |  | 4  |
| Native Hawaiian or Other Pacific Islander |   |  |   |  |  | 0  |
| White                                     | 14  |  |   | 2  | 11   | 67   |
| Two or more races                         |   |  |   |  |  | 0  |
| Race and ethnicity unknown                |   |  |   |  | 1  | 1  |
| <b>Total men</b>                          | <b>16</b>   | <b>0</b>                                       | <b>2</b>  | <b>12</b>  | <b>1</b>   | <b>76</b>                                      |

**Women**

| Race/ethnicity                            | Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000<br>+ 39-0000 | Sales and<br>Related<br>Occupations<br>41-0000 | Office and<br>Administrative<br>Support<br>Occupations<br>43-0000 | Natural Resources,<br>Construction, and<br>Maintenance<br>Occupations<br>45-0000 + 47-0000 + 49-<br>0000 | Production,<br>Transportation,<br>and Material<br>Moving<br>Occupations<br>51-0000 + 53-<br>0000 | Grand<br>Total<br>(All full-<br>time<br>staff) |
|---|---|--|---|--|--|--|
| Nonresident alien                         |   |  |   |  |  | 1  |
| Hispanic/Latino                           |   |  |   | 1  |  | 1  |
| American Indian or Alaska Native          |   |  |   |  |  | 0  |
| Asian                                     |   |  |   |  |  | 0  |
| Black or African American                 |   |  |   | 1  |  | 1  |
| Native Hawaiian or Other Pacific Islander |   |  |   |  |  | 0  |
| White                                     | 16  |  |   | 16   |  | 77   |
| Two or more races                         |   |  |   |  |  | 0  |
|   |   |  |   | 1  |  | 5  |

|                            |    |   |    |    |   |     |
|----------------------------|----|---|----|----|---|-----|
| Race and ethnicity unknown |    |   |    |    |   |     |
| <b>Total women</b>         | 16 | 0 | 19 | 0  | 0 | 85  |
| <b>Total (men+women)</b>   | 32 | 0 | 21 | 12 | 1 | 161 |
| Total from prior year      | 44 |   | 22 | 11 | 2 | 172 |

**Part B2 - Full-time Non-instructional Staff by Occupational Category and Tenure Status**

Number of Full-time Non-instructional Staff

As of November 1, 2018

| Occupational category   | With Faculty Status |                 |                     |                 |                           |   | Without Faculty Status | Total |
|---|---------------------|-----------------|---------------------|-----------------|---------------------------|---|------------------------|-------|
|   | Tenured             | On Tenure Track | Not on Tenure Track |                 |                           | Indefinite duration (continuing or at-will) |                        |       |
|   |                     |                 | Multi-year          | Annual contract | Less-than-annual contract |   |                        |       |
| Research staff  |                     |                 |                     |                 |                           |   | 0                      |       |
| Public Service staff  |                     |                 |                     |                 |                           |   | 0                      |       |
| Archivists, Curators, and Museum Technicians<br>25-4010   |                     |                 |                     |                 |                           |   | 0                      |       |
| Librarians and Media Collections Specialists<br>25-4020   |                     |                 |                     | 2               |                           |   | 2                      |       |
| Library Technicians<br>25-4030  |                     |                 |                     |                 |                           |   | 0                      |       |
| Student and Academic Affairs and Other Education Services Occupations<br>25-2000 + 25-3000 + 25-9000                        |                     |                 |                     | 1               |                           |   | 3                      |       |
| Management Occupations<br>11-0000   |                     |                 |                     |                 |                           |   | 17                     |       |
| Business and Financial Operations Occupations<br>13-0000  |                     |                 |                     |                 |                           |   | 3                      |       |
| Computer, Engineering, and Science Occupations<br>15-0000 + 17-0000 + 19-0000   |                     |                 |                     |                 |                           |   | 4                      |       |
| Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations<br>21-0000 + 23-0000 + 27-0000 |                     |                 |                     |                 |                           |   | 13                     |       |
| Healthcare Practitioners and Technical Occupations<br>29-0000   |                     |                 |                     |                 |                           |   | 3                      |       |
| <b>Total</b>  | 0                   | 0               | 0                   | 3               | 0                         | 0   | 43                     |       |
| Total from prior year   |                     |                 |                     | 3               |                           |   | 42                     |       |

46  
45



## Part G1 - Salaries Worksheet

### Number of Full-time Instructional Staff For Calculation of Total Number of Months

#### Annual Salary, 2018-19

- Report the number of instructional staff based on the number of months to be worked
- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include ONLY full-time instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status

| Gender and academic rank                                    | Months worked |           |           |          |            | Total Staff | Total staff for salary reporting |
|---|---------------|-----------|-----------|----------|------------|-------------|----------------------------------|
|   | 12 months     | 11 months | 10 months | 9 months | < 9 months |             |                                  |
| <b>Men</b>  |               |           |           |          |            |             |                                  |
| Professors  |               |           |           | 4        |            | 4           | 4                                |
| Associate professors  | 1             |           |           | 6        |            | 7           | 7                                |
| Assistant professors  |               |           |           | 5        |            | 5           | 5                                |
| Instructors   |               |           |           | 6        |            | 6           | 6                                |
| Lecturers   |               |           |           |          |            | 0           | 0                                |
| No academic rank  | 1             |           |           |          |            | 1           | 1                                |
| <b>Total men</b>  | 2             | 0         | 0         | 21       | 0          | 23          | 23                               |
| Total men full-time instructional staff from Part A         |               |           |           |          |            | 23          |                                  |
| <b>Women</b>  |               |           |           |          |            |             |                                  |
| Professors  |               |           |           | 2        |            | 2           | 2                                |
| Associate professors  |               |           |           | 7        |            | 7           | 7                                |
| Assistant professors  | 1             |           |           | 3        |            | 4           | 4                                |
| Instructors   |               |           |           | 13       |            | 13          | 13                               |
| Lecturers   |               |           |           |          |            | 0           | 0                                |
| No academic rank  |               |           |           |          |            | 0           | 0                                |
| <b>Total women</b>  | 1             | 0         | 0         | 25       | 0          | 26          | 26                               |
| Total women full-time instructional staff from Part A       |               |           |           |          |            | 26          |                                  |
| <b>Total (men+women)</b>                                    | 3             | 0         | 0         | 46       | 0          | 49          | 49                               |
| Total (men+women) full-time instructional staff from Part A |               |           |           |          |            | 49          |                                  |

## Part G2 - Salary Outlays for Instructional Staff

### Salary Outlays

#### for Full-time Instructional Staff

#### Annual Salary Outlays, 2018-19

- Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen, Part G1 – Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and gender.

| Gender and academic rank   | Total staff for salary reporting (from Part G, screen 1) | Salary Outlays |           |           |                  |                  | Equated 9 months |
|----------------------------|--|----------------|-----------|-----------|------------------|------------------|------------------|
|                            |  | 12 months      | 11 months | 10 months | 9 months         |                  |                  |
| <b>Men</b>                 |  |                |           |           |                  |                  |                  |
| Professors                 | 4  |                |           |           | 315,437          | 315,437          |                  |
| Associate professors       | 7  | 119,672        |           |           | 364,631          | 454,385          |                  |
| Assistant professors       | 5  |                |           |           | 237,500          | 237,500          |                  |
| Instructors                | 6  |                |           |           | 273,742          | 273,742          |                  |
| Lecturers                  | 0  |                |           |           |                  | 0                |                  |
| No academic rank           | 1  | 100,509        |           |           |                  | 75,382           |                  |
| <b>Total men</b>           | <b>23</b>  | <b>220,181</b> | <b>0</b>  | <b>0</b>  | <b>1,191,310</b> | <b>1,356,446</b> |                  |
| <b>Women</b>               |  |                |           |           |                  |                  |                  |
| Professors                 | 2  |                |           |           | 124,668          | 124,668          |                  |
| Associate professors       | 7  |                |           |           | 417,565          | 417,565          |                  |
| Assistant professors       | 4  | 90,274         |           |           | 164,645          | 232,351          |                  |
| Instructors                | 13   |                |           |           | 583,707          | 583,707          |                  |
| Lecturers                  | 0  |                |           |           |                  | 0                |                  |
| No academic rank           | 0  |                |           |           |                  | 0                |                  |
| <b>Total women</b>         | <b>26</b>  | <b>90,274</b>  | <b>0</b>  | <b>0</b>  | <b>1,290,585</b> | <b>1,358,291</b> |                  |
| <b>Total (men + women)</b> | <b>49</b>  | <b>310,455</b> | <b>0</b>  | <b>0</b>  | <b>2,481,895</b> | <b>2,714,736</b> |                  |

### Part G3 - Average Salaries for Instructional Staff by Academic Rank

#### Average Salary by academic rank for Full-time Instructional Staff

#### Annual Average Salaries, 2018-19

| Gender and academic rank | Total staff for salary reporting (from Part G, screen 1) | Annual Average Salaries |           |           |               | Equated 9 months |
|--------------------------|--|-------------------------|-----------|-----------|---------------|------------------|
|                          |  | 12 months               | 11 months | 10 months | 9 months      |                  |
| <b>Men</b>               |  |                         |           |           |               |                  |
| Professors               | 4  |                         |           |           | 78,859        | 78,859           |
| Associate professors     | 7  | 119,672                 |           |           | 60,772        | 64,912           |
| Assistant professors     | 5  |                         |           |           | 47,500        | 47,500           |
| Instructors              | 6  |                         |           |           | 45,624        | 45,624           |
| Lecturers                | 0  |                         |           |           |               |                  |
| No academic rank         | 1  | 100,509                 |           |           |               | 75,382           |
| <b>Total men</b>         | <b>23</b>  | <b>110,091</b>          |           |           | <b>56,729</b> | <b>58,976</b>    |
| <b>Women</b>             |  |                         |           |           |               |                  |
| Professors               | 2  |                         |           |           | 62,334        | 62,334           |
| Associate professors     | 7  |                         |           |           | 59,652        | 59,652           |
| Assistant professors     | 4  | 90,274                  |           |           | 54,882        | 58,088           |
| Instructors              | 13   |                         |           |           | 44,901        | 44,901           |
| Lecturers                | 0  |                         |           |           |               |                  |
| No academic rank         | 0  |                         |           |           |               |                  |
| <b>Total women</b>       | <b>26</b>  | <b>90,274</b>           |           |           | <b>51,623</b> | <b>52,242</b>    |
| <b>Total (men+women)</b> | <b>49</b>  | <b>103,485</b>          |           |           | <b>53,954</b> | <b>55,403</b>    |

**Part G4 - Salary Outlays for Non-instructional Staff**

**Salary Outlays**

**for Full-time Non-instructional Staff**

**Annual Salary Outlays, 2018-19**

| Occupational category   | Number of full-time staff<br>(carried forward from the Part B - FT, non-instructional staff screens) | Total annual salary outlays |
|---|--|-----------------------------|
| Research staff  | 0  |                             |
| Public Service staff  | 0  |                             |
| Library and Student and Academic Affairs and Other Education Services Occupations<br>25-4000 + 25-2000 + 25-3000 + 25-9000  | 6  | 255,900                     |
| Management Occupations<br>11-0000   | 17   | 1,212,331                   |
| Business and Financial Operations Occupations<br>13-0000  | 3  | 182,147                     |
| Computer, Engineering, and Science Occupations<br>15-0000 + 17-0000 + 19-0000   | 4  | 202,798                     |
| Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations<br>21-0000 + 23-0000 + 27-0000 | 13   | 528,926                     |
| Healthcare Practitioners and Technical Occupations<br>29-0000   | 3  | 122,520                     |
| Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000  | 32   | 934,328                     |
| Sales and Related Occupations<br>41-0000  | 0  |                             |
| Office and Administrative Support Occupations<br>43-0000  | 21   | 726,059                     |
| Natural Resources, Construction, and Maintenance Occupations<br>45-0000 + 47-0000 + 49-0000                                 | 12   | 390,221                     |
| Production, Transportation, and Material Moving Occupations<br>51-0000 + 53-0000  | 1  | 30,615                      |

**Part D - Part-time Staff by Occupational Category**

Number of Part-time Staff by Occupational Category

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | Instructional staff | Research staff | Public Service staff |
|---|---------------------|----------------|----------------------|
| Nonresident alien                         |                     |                |                      |
| Hispanic/Latino                           |                     |                |                      |
| American Indian or Alaska Native          |                     |                |                      |
| Asian                                     |                     |                |                      |
| Black or African American                 |                     |                |                      |
| Native Hawaiian or Other Pacific Islander |                     |                |                      |
| White                                     | 13                  |                |                      |
| Two or more races                         |                     |                |                      |
| Race and ethnicity unknown                |                     |                |                      |
| <b>Total men</b>                          | 13                  | 0              | 0                    |

**Women**

| Race/ethnicity                            | Instructional staff | Research staff | Public Service staff |
|---|---------------------|----------------|----------------------|
| Nonresident alien                         |                     |                |                      |
| Hispanic/Latino                           | 1                   |                |                      |
| American Indian or Alaska Native          |                     |                |                      |
| Asian                                     |                     |                |                      |
| Black or African American                 |                     |                |                      |
| Native Hawaiian or Other Pacific Islander |                     |                |                      |
| White                                     | 16                  |                |                      |
| Two or more races                         |                     |                |                      |
| Race and ethnicity unknown                | 1                   |                |                      |
| <b>Total women</b>                        | 18                  | 0              | 0                    |

|                          |    |   |   |
|--------------------------|----|---|---|
| <b>Total (men+women)</b> | 31 | 0 | 0 |
| Total from prior year    | 35 |   |   |

**Part D - Part-time Staff by Occupational Category**

**Number of Part-time Staff by Occupational Category**

**As of November 1, 2018**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | Archivists, Curators, and Museum Technicians<br>25-4010 | Librarians and Media Collections Specialists<br>25-4020 | Library Technicians<br>25-4030 | Student and Academic Affairs and Other Education Services Occupations<br>25-2000 + 25-3000 + 25-9000 | Library and Student and Academic Affairs and Other Education Services Occupations |
|---|---|---|--------------------------------|--|---|
| Nonresident alien                         | 0   |   |                                |  | 0   |
| Hispanic/Latino                           |   |   |                                |  | 0   |
| American Indian or Alaska Native          |   |   |                                |  | 0   |
| Asian                                     |   |   |                                |  | 0   |
| Black or African American                 |   |   |                                |  | 0   |
| Native Hawaiian or Other Pacific Islander |   |   |                                |  | 0   |
| White                                     |   |   |                                |  | 0   |
| Two or more races                         |   |   |                                |  | 0   |
| Race and ethnicity unknown                |   |   |                                |  | 0   |
| <b>Total men</b>                          | 0   | 0   | 0                              | 0  | 0   |

**Women**

| Race/ethnicity                            | Archivists, Curators, and Museum Technicians<br>25-4010 | Librarians and Media Collections Specialists<br>25-4020 | Library Technicians<br>25-4030 | Student and Academic Affairs and Other Education Services Occupations<br>25-2000 + 25-3000 + 25-9000 | Library and Student and Academic Affairs and Other Education Services Occupations |
|---|---|---|--------------------------------|--|---|
| Nonresident alien                         |   |   |                                |  | 0   |
| Hispanic/Latino                           |   |   |                                |  | 0   |
| American Indian or Alaska Native          |   |   |                                |  | 0   |
| Asian                                     |   |   |                                |  | 0   |
| Black or African American                 |   |   |                                |  | 0   |
| Native Hawaiian or Other Pacific Islander |   |   |                                |  | 0   |
| White                                     |   |   |                                |  | 0   |
| Two or more races                         |   |   |                                |  | 0   |
| Race and ethnicity unknown                |   |   |                                |  | 0   |
| <b>Total women</b>                        | 0   | 0   | 0                              | 0  | 0   |

|                          |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| <b>Total (men+women)</b> | 0 | 0 | 0 | 0 | 0 |
| Total from prior year    |   |   |   |   |   |

**Part D - Part-time Staff by Occupational Category**

Number of Part-time Staff

As of November 1, 2018

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | Management Occupations<br>11-0000 | Business and Financial Operations Occupations<br>13-0000 | Computer, Engineering, and Science Occupations<br>15-0000 + 17-0000 + 19-0000 | Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations<br>21-0000 + 23-0000 + 27-0000 | Healthcare Practitioners and Technical Occupations<br>29-0000 |
|---|-----------------------------------|--|---|---|---|
| Nonresident alien                         |                                   |  |   |   |   |
| Hispanic/Latino                           |                                   |  |   |   |   |
| American Indian or Alaska Native          |                                   |  |   |   |   |
| Asian                                     |                                   |  |   |   |   |
| Black or African American                 |                                   |  |   | 1   |   |
| Native Hawaiian or Other Pacific Islander |                                   |  |   |   |   |
| White                                     | 1                                 |  |   | 2   |   |
| Two or more races                         |                                   |  |   |   |   |
| Race and ethnicity unknown                |                                   |  |   |   |   |
| <b>Total men</b>                          | 1                                 | 0  | 0   | 3   | 0   |

**Women**

| Race/ethnicity                            | Management Occupations<br>11-0000 | Business and Financial Operations Occupations<br>13-0000 | Computer, Engineering, and Science Occupations<br>15-0000 + 17-0000 + 19-0000 | Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations<br>21-0000 + 23-0000 + 27-0000 | Healthcare Practitioners and Technical Occupations<br>29-0000 |
|---|-----------------------------------|--|---|---|---|
| Nonresident alien                         |                                   |  |   |   |   |
| Hispanic/Latino                           |                                   |  |   |   |   |
| American Indian or Alaska Native          |                                   |  |   |   |   |
| Asian                                     |                                   |  |   |   |   |
| Black or African American                 |                                   |  |   |   |   |
| Native Hawaiian or Other Pacific Islander |                                   |  |   |   |   |
| White                                     | 1                                 |  |   | 1   |   |
| Two or more races                         |                                   |  |   |   |   |
| Race and ethnicity unknown                |                                   |  |   |   |   |
| <b>Total women</b>                        | 1                                 | 0  | 0   | 1   | 0   |

|                          |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| <b>Total (men+women)</b> | 2 | 0 | 0 | 4 | 0 |
| Total from prior year    | 2 |   |   | 8 |   |

**Part D - Part-time Staff by Occupational Category**

**Number of Part-time Staff**

**As of November 1, 2018**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                                     | Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000<br>+ 39-0000 | Sales and<br>Related<br>Occupations<br>41-0000 | Office and<br>Administrative<br>Support<br>Occupations<br>43-0000 | Natural Resources,<br>Construction, and<br>Maintenance<br>Occupations<br>45-0000 + 47-0000 + 49-<br>0000 | Production,<br>Transportation,<br>and Material<br>Moving<br>Occupations<br>51-0000 + 53-<br>0000 | Grand<br>Total<br>(All part-<br>time<br>staff) |
|--|---|--|---|--|--|--|
| Nonresident<br>alien                               |   |  |   |  |  | 0  |
| Hispanic/Latino                                    |   |  |   |  |  | 0  |
| American<br>Indian or<br>Alaska Native             |   |  |   |  |  | 0  |
| Asian  |   |  |   |  |  | 0  |
| Black or<br>African<br>American                    |   |  |   |  |  | 1  |
| Native<br>Hawaiian or<br>Other Pacific<br>Islander |   |  |   |  |  | 0  |
| White  |   |  |   |  |  | 16   |
| Two or more<br>races                               |   |  |   |  |  | 0  |
| Race and<br>ethnicity<br>unknown                   |   |  |   |  |  | 0  |
| <b>Total men</b>                                   | 0   | 0  | 0   | 0  | 0  | 17   |

**Women**

| Race/ethnicity                                     | Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000<br>+ 39-0000 | Sales and<br>Related<br>Occupations<br>41-0000 | Office and<br>Administrative<br>Support<br>Occupations<br>43-0000 | Natural Resources,<br>Construction, and<br>Maintenance<br>Occupations<br>45-0000 + 47-0000 + 49-<br>0000 | Production,<br>Transportation,<br>and Material<br>Moving<br>Occupations<br>51-0000 + 53-<br>0000 | Grand<br>Total<br>(All part-<br>time<br>staff) |
|--|---|--|---|--|--|--|
| Nonresident<br>alien                               |   |  |   |  |  | 0  |
| Hispanic/Latino                                    |   |  |   |  |  | 1  |
| American<br>Indian or<br>Alaska Native             |   |  |   |  |  | 0  |
| Asian  |   |  |   |  |  | 0  |
| Black or<br>African<br>American                    |   |  |   |  |  | 0  |
| Native<br>Hawaiian or<br>Other Pacific<br>Islander |   |  |   |  |  | 0  |
| White  |   |  |   | 4  |  | 22   |
| Two or more<br>races                               |   |  |   |  |  | 0  |
| Race and<br>ethnicity<br>unknown                   |   |  |   |  |  | 1  |

|                          |   |   |   |   |   |    |
|--------------------------|---|---|---|---|---|----|
| <b>Total women</b>       | 0 | 0 | 4 | 0 | 0 | 24 |
| <b>Total (men+women)</b> | 0 | 0 | 4 | 0 | 0 | 41 |
| Total from prior year    | 3 |   | 4 |   |   | 52 |

**Part E - Part-time Staff by Occupational Category and Tenure Status**

Number of Part-time Staff

As of November 1, 2018

| Occupational category  | With Faculty Status |                 |                     |                 |                           |   | Without Faculty Status | Total |
|--|---------------------|-----------------|---------------------|-----------------|---------------------------|---|------------------------|-------|
|  | Tenured             | On Tenure Track | Not on Tenure Track |                 |                           | Indefinite duration (continuing or at-will) |                        |       |
|  |                     |                 | Multi-year contract | Annual contract | Less-than-annual contract |   |                        |       |
| Primarily Instruction  | 0                   | 0               | 0                   | 31              | 0                         | 0   | 31                     |       |
| ? Exclusively credit   |                     |                 |                     |                 |                           |   | 0                      |       |
| ? Exclusively not-for-credit   |                     |                 |                     |                 |                           |   | 0                      |       |
| Combined credit/not-for-credit   |                     |                 |                     | 31              |                           |   | 31                     |       |
| Instruction/research/public service staff  |                     |                 |                     |                 |                           |   | 0                      |       |
| Research staff   |                     |                 |                     |                 |                           |   | 0                      |       |
| Public Service staff   |                     |                 |                     |                 |                           |   | 0                      |       |
| Archivists, Curators, and Museum Technicians   |                     |                 |                     |                 |                           |   | 0                      |       |
| 25-4010 Librarians and Media Collections Specialists   |                     |                 |                     |                 |                           |   | 0                      |       |
| 25-4020 Library Technicians  |                     |                 |                     |                 |                           |   | 0                      |       |
| 25-4030  |                     |                 |                     |                 |                           |   | 0                      |       |
| ? Student and Academic Affairs and Other Education Services Occupations                      |                     |                 |                     |                 |                           |   | 0                      |       |
| 25-2000 + 25-3000 + 25-9000  |                     |                 |                     |                 |                           |   | 0                      |       |
| Management Occupations   |                     |                 |                     |                 |                           | 2   | 2                      |       |
| 11-0000 Business and Financial Operations Occupations  |                     |                 |                     |                 |                           |   | 0                      |       |
| 13-0000 Computer, Engineering, and Science Occupations                                       |                     |                 |                     |                 |                           |   | 0                      |       |
| 15-0000 + 17-0000 + 19-0000  |                     |                 |                     |                 |                           |   | 0                      |       |
| Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations |                     |                 |                     |                 |                           | 4   | 4                      |       |
| 21-0000 + 23-0000 + 27-0000  |                     |                 |                     |                 |                           |   | 0                      |       |
| Healthcare Practitioners and Technical Occupations   |                     |                 |                     |                 |                           |   | 0                      |       |
| 29-0000  |                     |                 |                     |                 |                           |   | 0                      |       |
| Total  | 0                   | 0               | 0                   | 31              | 0                         | 0   | 6                      | 37    |
| Total from prior year  | 0                   | 0               |                     | 35              |                           |   | 10                     | 45    |



**Part H - New Hires, Full-time Instructional Staff by Tenure Status**  
**Number of Newly Hired Full-time Permanent Instructional Staff**

(Hired full-time between November 1, 2017 - October 31, 2018)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include Primarily Instruction and Instruction Combined with Research and Public Service

**Men**

| Race/ethnicity                            | With Faculty Status |                 |            |                 |                           |   | Without Faculty Status | Total |
|---|---------------------|-----------------|------------|-----------------|---------------------------|---|------------------------|-------|
|   | Tenured             | On Tenure Track | Multi-year | Annual contract | Less-than-annual contract | Indefinite duration (continuing or at-will) |                        |       |
| Nonresident alien                         |                     |                 |            |                 |                           |   |                        | 0     |
| Hispanic/Latino                           |                     |                 |            |                 |                           |   |                        | 0     |
| American Indian or Alaska Native          |                     |                 |            |                 |                           |   |                        | 0     |
| Asian                                     |                     |                 |            |                 |                           |   |                        | 0     |
| Black or African American                 |                     |                 | 1          |                 |                           |   |                        | 1     |
| Native Hawaiian or Other Pacific Islander |                     |                 |            |                 |                           |   |                        | 0     |
| White                                     |                     |                 | 5          |                 |                           |   |                        | 5     |
| Two or more races                         |                     |                 |            |                 |                           |   |                        | 0     |
| Race and ethnicity unknown                |                     |                 |            |                 |                           |   |                        | 0     |
| <b>Total men</b>                          | 0                   | 6               | 0          | 0               | 0                         | 0   | 0                      | 6     |

**Women**

| Race/ethnicity                            | With Faculty Status |                 |            |                 |                           |   | Without Faculty Status | Total |
|---|---------------------|-----------------|------------|-----------------|---------------------------|---|------------------------|-------|
|   | Tenured             | On Tenure Track | Multi-year | Annual contract | Less-than-annual contract | Indefinite duration (continuing or at-will) |                        |       |
| Nonresident alien                         |                     |                 | 1          |                 |                           |   |                        | 1     |
| Hispanic/Latino                           |                     |                 |            |                 |                           |   |                        | 0     |
| American Indian or Alaska Native          |                     |                 |            |                 |                           |   |                        | 0     |
| Asian                                     |                     |                 |            |                 |                           |   |                        | 0     |
| Black or African American                 |                     |                 |            |                 |                           |   |                        | 0     |
| Native Hawaiian or Other Pacific Islander |                     |                 |            |                 |                           |   |                        | 0     |
| White                                     |                     |                 |            |                 |                           |   |                        | 0     |
| Two or more races                         |                     |                 |            |                 |                           |   |                        | 0     |
| Race and ethnicity unknown                |                     |                 | 1          |                 | 1                         |   |                        | 2     |
| <b>Total women</b>                        | 0                   | 2               | 0          | 1               | 0                         | 0   | 0                      | 3     |

**Total (men+women)** 0 8 0 1 0 0 0 0 9

**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between November 1, 2017 - October 31, 2018)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | <u>Instructional Staff</u><br>(from Part H, screen 1) | <u>Research staff</u> | <u>Public Service staff</u> | <u>Library and Student and Academic Affairs and Other Education Services Occupations</u><br>25-4000 + 25-2000 + 25-3000 + 25-9000 |
|---|---|-----------------------|-----------------------------|---|
| Nonresident alien                         | 0   |                       |                             |   |
| Hispanic/Latino                           | 0   |                       |                             |   |
| American Indian or Alaska Native          | 0   |                       |                             |   |
| Asian                                     | 0   |                       |                             |   |
| Black or African American                 | 1   |                       |                             |   |
| Native Hawaiian or Other Pacific Islander | 0   |                       |                             |   |
| White                                     | 5   |                       |                             |   |
| Two or more races                         | 0   |                       |                             |   |
| Race and ethnicity unknown                | 0   |                       |                             |   |
| <b>Total men</b>                          | <b>6</b>  | <b>0</b>              | <b>0</b>                    | <b>0</b>  |

**Women**

| Race/ethnicity                            | <u>Instructional Staff</u><br>(from Part H, screen 1) | <u>Research staff</u> | <u>Public Service staff</u> | <u>Library and Student and Academic Affairs and Other Education Services Occupations</u><br>25-4000 + 25-2000 + 25-3000 + 25-9000 |
|---|---|-----------------------|-----------------------------|---|
| Nonresident alien                         | 1   |                       |                             |   |
| Hispanic/Latino                           | 0   |                       |                             |   |
| American Indian or Alaska Native          | 0   |                       |                             |   |
| Asian                                     | 0   |                       |                             |   |
| Black or African American                 | 0   |                       |                             |   |
| Native Hawaiian or Other Pacific Islander | 0   |                       |                             |   |
| White                                     | 0   |                       |                             |   |
| Two or more races                         | 0   |                       |                             |   |
| Race and ethnicity unknown                | 2   |                       |                             | 1   |
| <b>Total women</b>                        | <b>3</b>  | <b>0</b>              | <b>0</b>                    | <b>1</b>  |
| <b>Total (men+women)</b>                  | <b>9</b>  | <b>0</b>              | <b>0</b>                    | <b>1</b>  |

**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between November 1, 2017 - October 31, 2018)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | <u>Management Occupations</u><br>11-0000 | <u>Business and Financial Operations Occupations</u><br>13-0000 | <u>Computer, Engineering, and Science Occupations</u><br>15-0000 + 17-0000 + 19-0000 | <u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u><br>21-0000 + 23-0000 + 27-0000 | <u>Healthcare Practitioners and Technical Occupations</u><br>29-0000 |
|---|--|---|--|--|--|
| Nonresident alien                         |  |   |  |  |  |
| Hispanic/Latino                           |  |   |  |  |  |
| American Indian or Alaska Native          |  |   |  |  |  |
| Asian                                     |  |   |  |  |  |
| Black or African American                 |  |   |  |  |  |
| Native Hawaiian or Other Pacific Islander |  |   |  |  |  |
| White                                     |  |   |  | 1  |  |
| Two or more races                         |  |   |  |  |  |
| Race and ethnicity unknown                |  |   |  |  |  |
| <b>Total men</b>                          | 0  | 0   | 0  | 1  | 0  |

**Women**

| Race/ethnicity                            | <u>Management Occupations</u><br>11-0000 | <u>Business and Financial Operations Occupations</u><br>13-0000 | <u>Computer, Engineering, and Science Occupations</u><br>15-0000 + 17-0000 + 19-0000 | <u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u><br>21-0000 + 23-0000 + 27-0000 | <u>Healthcare Practitioners and Technical Occupations</u><br>29-0000 |
|---|--|---|--|--|--|
| Nonresident alien                         |  |   |  |  |  |
| Hispanic/Latino                           |  |   |  |  |  |
| American Indian or Alaska Native          |  |   |  |  |  |
| Asian                                     |  |   |  |  |  |
| Black or African American                 |  |   |  |  |  |
| Native Hawaiian or Other Pacific Islander |  |   |  |  |  |
| White                                     |  | 1   |  | 1  | 1  |
| Two or more races                         |  |   |  |  |  |
| Race and ethnicity unknown                |  |   |  |  |  |
| <b>Total women</b>                        | 0  | 1   | 0  | 1  | 1  |

|                          |   |   |   |   |   |
|--------------------------|---|---|---|---|---|
| <b>Total (men+women)</b> | 0 | 1 | 0 | 2 | 1 |
|--------------------------|---|---|---|---|---|

**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between November 1, 2017 - October 31, 2018)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

| Race/ethnicity                            | Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000<br>+ 39-0000 | Sales and<br>Related<br>Occupations<br>41-0000 | Office and<br>Administrative<br>Support<br>Occupations<br>43-0000 | Natural Resources,<br>Construction, and<br>Maintenance<br>Occupations<br>45-0000 + 47-0000 + 49-<br>0000 | Production,<br>Transportation,<br>and Material<br>Moving<br>Occupations<br>51-0000 + 53-<br>0000 | Grand<br>Total<br>(All full-<br>time<br>new<br>hires) |
|---|---|--|---|--|--|---|
| Nonresident alien                         |   |  |   |  |  | 0   |
| Hispanic/Latino                           |   |  |   |  |  | 0   |
| American Indian or Alaska Native          |   |  |   |  |  | 0   |
| Asian                                     |   |  |   |  |  | 0   |
| Black or African American                 |   |  |   |  |  | 1   |
| Native Hawaiian or Other Pacific Islander |   |  |   |  |  | 0   |
| White                                     | 3   |  |   |  |  | 9   |
| Two or more races                         |   |  |   |  |  | 0   |
| Race and ethnicity unknown                |   |  |   |  | 1  | 1   |
| <b>Total men</b>                          | <b>3</b>  | <b>0</b>                                       | <b>0</b>  | <b>0</b>   | <b>1</b>   | <b>11</b>   |

**Women**

| Race/ethnicity                            | Service Occupations<br>31-0000 + 33-0000 + 35-0000 + 37-0000<br>+ 39-0000 | Sales and<br>Related<br>Occupations<br>41-0000 | Office and<br>Administrative<br>Support<br>Occupations<br>43-0000 | Natural Resources,<br>Construction, and<br>Maintenance<br>Occupations<br>45-0000 + 47-0000 + 49-<br>0000 | Production,<br>Transportation,<br>and Material<br>Moving<br>Occupations<br>51-0000 + 53-<br>0000 | Grand<br>Total<br>(All full-<br>time<br>new<br>hires) |
|---|---|--|---|--|--|---|
| Nonresident alien                         |   |  |   |  |  | 1   |
| Hispanic/Latino                           |   |  |   |  |  | 0   |
| American Indian or Alaska Native          |   |  |   |  |  | 0   |
| Asian                                     |   |  |   |  |  | 0   |
| Black or African American                 |   |  |   |  |  | 0   |
| Native Hawaiian or Other Pacific Islander |   |  |   |  |  | 0   |
| White                                     | 1   |  |   | 4  |  | 8   |
| Two or more races                         |   |  |   |  |  | 0   |
|   |   |  |   |  |  | 3   |

|                            |   |   |   |   |   |    |  |
|----------------------------|---|---|---|---|---|----|--|
| Race and ethnicity unknown |   |   |   |   |   |    |  |
| <b>Total women</b>         | 1 | 0 | 4 | 0 | 0 | 12 |  |
| <b>Total (men+women)</b>   | 4 | 0 | 4 | 0 | 1 | 23 |  |

**Human Resources Survey Evaluation**

Were any staff members difficult to categorize? If so, please explain in the box below.

|  |
|--|
|  |
|  |

**Prepared by**

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

**This survey component was prepared by:**

- |                                       |  |  |
|---------------------------------------|--|--|
| <input type="radio"/> Keyholder       | <input type="radio"/> SFA Contact              | <input type="radio"/> HR Contact       |
| <input type="radio"/> Finance Contact | <input type="radio"/> Academic Library Contact | <input checked="" type="radio"/> Other |

Name: Lawrence DeLeurere

Email: lawrence.deleurere@mail.wvu.edu

**How many staff from your institution only were involved in the data collection and reporting process of this survey component?**

1.00 Number of Staff (including yourself)

**How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?**

*Exclude the hours spent collecting data for state and other reporting purposes.*

| Staff member  | Collecting Data Needed | Revising Data to Match IPEDS Requirements | Entering Data | Revising and Locking Data |
|---------------|------------------------|---|---------------|---------------------------|
| Your office   | 2.00 hours             | hours                                     | 2.00 hours    | 0.50 hours                |
| Other offices | hours                  | hours                                     | hours         | hours                     |

**Summary****Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2018.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

**Number of staff by employment status and occupational category:  
Fall 2018**

| Occupational category   | Reported values           |                           | FTE staff |
|---|---------------------------|---------------------------|-----------|
|   | Number of full-time staff | Number of part-time staff |           |
| <b>Total number of staff</b>  | 161                       | 41                        | 175       |
| Instructional Staff   | 49                        | 31                        | 59        |
| Primary Instruction   | 49                        | 31                        | 59        |
| Exclusively credit  | 0                         | 0                         | 0         |
| Exclusively not-for-credit  | 0                         | 0                         | 0         |
| Combined credit/not-for-credit  | 49                        | 31                        | 59        |
| Instruction/research/public service   | 0                         | 0                         | 0         |
| Research Staff  | 0                         | 0                         | 0         |
| Public Service Staff  | 0                         | 0                         | 0         |
| Library and Student and Academic Affairs and Other Education Services Occupations SOC                                       | 6                         | 0                         | 6         |
| Librarians, Curators, and Archivists SOC 25-4000  | 2                         | 0                         | 2         |
| Archivists, Curators, and Museum Technicians SOC 25-4010  | 0                         | 0                         | 0         |
| Librarians SOC 25-4020  | 2                         | 0                         | 2         |
| Library Technicians SOC 25-4030   | 0                         | 0                         | 0         |
| Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000                       | 4                         | 0                         | 4         |
| Management Occupations SOC 11-0000  | 17                        | 2                         | 18        |
| Business and Financial Operations Occupations SOC 13-0000   | 3                         | 0                         | 3         |
| Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000  | 4                         | 0                         | 4         |
| Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000 | 13                        | 4                         | 14        |
| Healthcare Practitioners and Technical Occupations SOC 29-0000  | 3                         | 0                         | 3         |
| Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000   | 32                        | 0                         | 32        |
| Sales and Related Occupations SOC 41-0000   | 0                         | 0                         | 0         |
| Office and Administrative Support Occupations SOC 43-0000   | 21                        | 4                         | 22        |
| Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000                                | 12                        | 0                         | 12        |

**Number of staff by employment status and occupational category:  
Fall 2018**

|  |   |   |   |
|--|---|---|---|
| Production, Transportation, and Material Moving Occupations<br>SOC 51-0000 + 53-0000 | 1 | 0 | 1 |
|--|---|---|---|

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and adding one-third of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

**Salaries of full-time instructional staff by contract length and academic rank:  
Academic year 2018-19**

| Academic rank       | Months Covered by Annual Salary |           |           |          | Total Staff for Salary reporting | Total Number of Months | Salary Outlays | Weighted Average Monthly Salaries |
|---------------------|---------------------------------|-----------|-----------|----------|----------------------------------|------------------------|----------------|-----------------------------------|
|                     | 12 months                       | 11 months | 10 months | 9 months |                                  |                        |                |                                   |
| <b>All Ranks</b>    | 3                               |           |           | 46       | 49                               | 450                    | \$2,792,350    | \$6,205                           |
| Professor           |                                 |           |           | 6        | 6                                | 54                     | \$440,105      | \$8,150                           |
| Associate professor | 1                               |           |           | 13       | 14                               | 129                    | \$901,868      | \$6,991                           |
| Assistant professor | 1                               |           |           | 8        | 9                                | 84                     | \$492,419      | \$5,862                           |
| Instructor          |                                 |           |           | 19       | 19                               | 171                    | \$857,449      | \$5,014                           |
| Lecturer            |                                 |           |           |          |                                  |                        |                |                                   |
| No academic rank    | 1                               |           |           |          | 1                                | 12                     | \$100,509      | \$8,376                           |

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

## Human Resources

## Potomac State College of West Virginia University (237701)

| Source  | Description   | Severity    | Resolved | Options |
|---|---|-------------|----------|---------|
| <b>Screen: A1 - FT Instructional, Rank and Tenure - Annual Contract</b> |   |             |          |         |
| Screen Entry  | The percent of these staff (men + women) whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1302) | Explanation | Yes      |         |
| Reason:   | It is a small 'n' issue. There are very few of these employees and it happened that 2 are of unknown race/ethnicity.                                  |             |          |         |
| <b>Screen: D - PT Staff, Occupation - 4</b>                             |   |             |          |         |
| Screen Entry  | This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)       | Explanation | Yes      |         |
| Reason:   | These part-time employees were employed in a department whose work has now been contracted to an external agency.                                     |             |          |         |
| <b>Screen: H - New Hires Instructional, Tenure</b>                      |   |             |          |         |
| Screen Entry  | The percent of these staff (men + women) whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1302) | Explanation | Yes      |         |
| Reason:   | It's a small n error. Two new employees were hired that declined to give their race.  |             |          |         |