

Institution: West Virginia University (238032)
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)?

No

Yes

Do ALL of the instructional staff teach pre-clinical or clinical medicine?

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 - 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
- Include both medical school and non-medical school staff

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
Total men	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
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

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
- Include both medical school and non-medical school staff

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
Total men	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
Total women	0	0	0	0	0	0	0
Total (men+women)	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
- Include both medical school and non-medical school staff

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
Total men	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
Total women	0	0	0	0	0	0	0

Total (men+women)	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
- Include both medical school and non-medical school staff

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	
Total men	0

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	
Total women	0

Total (men+women)

Total (men+women)	0
Total from prior year	

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2018

•Report Primarily Instruction and Instruction combined with Research and/or Public Service separately, as indicated below

•Report Non-medical school and Medical school staff separately, as indicated below

	With <u>Faculty Status</u>						Without Faculty Status	Total
	Tenured	On Tenure Track	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Non-medical school staff	597	222	0	328	0	0	0	1,147
Non-medical school staff from prior year	586	261		302				1,149
Primarily Instruction	0	0	0	328	0	0	0	328
Exclusively credit								0
Exclusively not-for-credit								0
Combined credit/not-for-credit				328				328
<u>Instruction/research/public service staff</u>	597	222						819
Medical school staff	87	55	0	82	0	0	0	224
Medical school staff from prior year	98	52		83				233
Primarily Instruction	0	0	0	43	0	0	0	43
Exclusively credit								0
Exclusively not-for-credit								0
Combined credit/not-for-credit				43				43
<u>Instruction/research/public service staff</u>	87	55		39				181
Total carried forward from previous screens	684	277	0	410	0	0	0	1,371

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	24	21	45
Hispanic/Latino	17	9	26
American Indian or Alaska Native	2	0	2
Asian	97	35	132
Black or African American	17	12	29
Native Hawaiian or Other Pacific Islander	0	0	0
White	573	482	1,055
Two or more races	7	1	8
Race and ethnicity unknown	44	30	74
Total	781	590	1,371
Total from prior year			1,382

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	24	15	39
Hispanic/Latino	17	2	6
American Indian or Alaska Native	2		1
Asian	97	7	45
Black or African American	17		8
Native Hawaiian or Other Pacific Islander	0		2
White	573	17	384
Two or more races	7		3
Race and ethnicity unknown	44	2	42
Total men	781	43	530

Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	21	4	14
Hispanic/Latino	9	1	4
American Indian or Alaska Native	0		
Asian	35	6	20
Black or African American	12		10
Native Hawaiian or Other Pacific Islander	0		1
White	482	16	229
Two or more races	1		2
Race and ethnicity unknown	30	1	23
Total women	590	28	303

Total (men+women)	1,371	71	833
Total from prior year	1,382	74	789

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				1
Black or African American				1
Native Hawaiian or Other Pacific Islander				
White	2	6	5	13
Two or more races				
Race and ethnicity unknown		2		1
Total men	2	8	5	16

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
Nonresident alien				1
Hispanic/Latino				1
American Indian or Alaska Native			1	
Asian		2		
Black or African American		1	2	
Native Hawaiian or Other Pacific Islander				
White	3	21	7	23
Two or more races				
Race and ethnicity unknown		1	1	
Total women	3	25	11	25
Total (men+women)	5	33	16	41
Total from prior year	4	30	18	35

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien			14	2	2
Hispanic/Latino	2		6	2	
American Indian or Alaska Native					
Asian	5		8	1	
Black or African American	7	3	7	10	
Native Hawaiian or Other Pacific Islander				1	
White	261	56	232	112	25
Two or more races	3	1	1	1	1
Race and ethnicity unknown	18	4	18	14	2
Total men	296	64	286	143	30

Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	1		3	2	
Hispanic/Latino	3		2	3	1
American Indian or Alaska Native					1
Asian	8	5	8	5	
Black or African American	12	2	2	17	2
Native Hawaiian or Other Pacific Islander					
White	338	148	102	202	52
Two or more races	4	1	3	2	
Race and ethnicity unknown	15	7	6	15	3
Total women	381	163	126	246	59
Total (men+women)	677	227	412	389	89
Total from prior year	601	218	439	406	75

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien				1		97
Hispanic/Latino				2		37
American Indian or Alaska Native	2				3	8
Asian	3			1		168
Black or African American	29			6	1	89
Native Hawaiian or Other Pacific Islander						3
White	254	2	69	245	16	2,272
Two or more races	2		2	2	1	24
Race and ethnicity unknown	35		8	13	1	204
Total men	325	2	89	264	18	2,902

Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien						46
Hispanic/Latino	2			1		27
American Indian or Alaska Native	1			1		4
Asian				5		94
Black or African American	5			19		84
Native Hawaiian or Other Pacific Islander						1
White	142		426	14	6	2,211
Two or more races	1					14
	13		22	1	1	139

Race and ethnicity unknown							
Total women	164	0	474	15	7	2,620	
Total (men+women)	489	2	563	279	25	5,522	
Total from prior year	619	1	631	278	40	5,640	

25-2000 + 25-3000 + 25-9000									
Management Occupations 11-0000								87	87
Business and Financial Operations Occupations 13-0000								17	17
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000								81	81
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000								44	44
Healthcare Practitioners and Technical Occupations 29-0000								32	32
Total	0	0	0	716	0	0	0	276	992
Total from prior year	0	0		664				289	953

Part B2 - Full-time Non-instructional Staff by Medical School Status

Number of Full-time Non-instructional Staff

As of November 1, 2018

Occupational category	Total (carried forward from Part B1)	Non-medical school staff	Medical school staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	489	427	62
<u>Sales and Related Occupations</u> 41-0000	2	2	
<u>Office and Administrative Support Occupations</u> 43-0000	563	502	61
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	279	226	53
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	25	20	5
Total		1,177	181
Total from prior year		1,354	215

Part G1 - Salaries Worksheet

Number of Full-time Non-medical School 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, non-medical school 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		
Men							
Professors	73	2		170		245	245
Associate professors	23			1	160	184	184
Assistant professors	15			4	142	161	161
Instructors	5				22	27	27
Lecturers					2	2	2
No academic rank	13				8	21	21
Total men	129	2	5	504	0	640	640
Women							
Professors	32				64	96	96
Associate professors	33				131	164	164
Assistant professors	31				155	186	186
Instructors	10				27	37	37
Lecturers						0	0
No academic rank	5			3	16	24	24
Total women	111	0	3	393	0	507	507
Total (men+women)	240	2	8	897	0	1,147	1,147
Total (men+women) full-time non-medical school instructional staff from Part A						1,147	

Part G2 - Salary Outlays for Instructional Staff

Salary Outlays

for Full-time Non-medical School Instructional Staff

Annual Salary Outlays, 2018-19

- Report the **TOTAL ANNUAL** salary outlays for the full-time Non-medical School 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		
Men							
Professors	245	13,882,636	266,061		20,256,796	30,886,411	
Associate professors	184	3,157,752		90,832	13,970,752	16,420,815	
Assistant professors	161	1,658,960		355,200	10,896,992	12,460,892	
Instructors	27	225,000			1,081,980	1,250,730	
Lecturers	2				85,937	85,937	
No academic rank	21	1,836,248			483,824	1,861,010	
Total men	640	20,760,596	266,061	446,032	46,776,281	62,965,795	
Women							
Professors	96	5,297,030			7,118,513	11,091,286	
Associate professors	164	3,691,710			10,509,437	13,278,220	
Assistant professors	186	2,954,243			10,730,977	12,946,659	
Instructors	37	482,641			1,292,474	1,654,455	
Lecturers	0					0	
No academic rank	24	445,302		175,149	958,767	1,450,378	
Total women	507	12,870,926	0	175,149	30,610,168	40,420,997	
Total (men + women)	1,147	33,631,522	266,061	621,181	77,386,449	103,386,791	

Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank

for Full-time Non-medical School Instructional Staff

Annual Average Salaries, 2018-19

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Men						
Professors	245	190,173	133,031		119,158	126,067
Associate professors	184	137,294			90,832	87,317
Assistant professors	161	110,597			88,800	76,739
Instructors	27	45,000				49,181
Lecturers	2					42,969
No academic rank	21	141,250				60,478
Total men	640	160,935	133,031	89,206	92,810	98,384
Women						
Professors	96	165,532			111,227	115,534
Associate professors	164	111,870			80,225	80,965
Assistant professors	186	95,298			69,232	69,606
Instructors	37	48,264				47,869
Lecturers	0					
No academic rank	24	89,060			58,383	59,923
Total women	507	115,954			58,383	77,888
Total (men+women)	1,147	140,131	133,031	77,648	86,273	90,137

Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays

for Full-time Non-medical School Non-instructional Staff

Annual Salary Outlays, 2018-19

Occupational category	Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
Research staff	49	2,947,418
Public Service staff	135	9,035,676
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	84	4,887,105
Management Occupations 11-0000	590	50,026,990
Business and Financial Operations Occupations 13-0000	210	12,240,076
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	331	20,739,421
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	345	23,668,685
Healthcare Practitioners and Technical Occupations 29-0000	57	3,395,806
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	427	12,143,093
Sales and Related Occupations 41-0000	2	75,419
Office and Administrative Support Occupations 43-0000	502	19,131,345
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	226	8,135,178
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	20	769,266

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
- Include both medical school and non-medical school staff

Men

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	1	6	1
Hispanic/Latino	4	1	3
American Indian or Alaska Native	2		
Asian	10	3	9
Black or African American	4		3
Native Hawaiian or Other Pacific Islander	1		
White	193	7	79
Two or more races	2	1	1
Race and ethnicity unknown	21		5
Total men	238	18	101

Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	5	1	1
Hispanic/Latino	2		
American Indian or Alaska Native			
Asian	6	2	14
Black or African American	11		2
Native Hawaiian or Other Pacific Islander			
White	224	2	66
Two or more races	2		2
Race and ethnicity unknown	14	2	7
Total women	264	7	92

Total (men+women)	502	25	193
Total from prior year	498	22	174

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 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
Total men	0	0	0	0	0

Women

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 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	1	3	1	2	7
Two or more races					0
Race and ethnicity unknown					0
Total women	1	3	1	2	7
Total (men+women)	1	3	1	2	7
Total from prior year	1	1	1		3

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>Nonresident alien</u>					
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>	1				
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	7		7	3	
<u>Two or more races</u>					
<u>Race and ethnicity unknown</u>	1				
Total men	9	0	7	3	0

Women

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>Nonresident alien</u>					
<u>Hispanic/Latino</u>	1				
<u>American Indian or Alaska Native</u>					
<u>Asian</u>			2		
<u>Black or African American</u>	2			2	
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	5	6	8	16	15
<u>Two or more races</u>					
<u>Race and ethnicity unknown</u>				2	
Total women	8	6	10	20	15
Total (men+women)	17	6	17	23	15
Total from prior year	15	8	22	31	24

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

•Include both medical school and non-medical school staff

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien						8
Hispanic/Latino						8
American Indian or Alaska Native						2
Asian						22
Black or African American				2		10
Native Hawaiian or Other Pacific Islander						1
White	1				2	3
Two or more races						4
Race and ethnicity unknown				1		28
Total men	1	0	3	2	3	385

Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien						7
Hispanic/Latino						3
American Indian or Alaska Native				1		1
Asian				1		25
Black or African American				1		18
Native Hawaiian or Other Pacific Islander						0
White	4			35	1	389
Two or more races				2		6
Race and ethnicity unknown				3		28

Total women	4	0	43	0	1	477
Total (men+women)	5	0	46	2	4	862
Total from prior year	6		51	4	2	860

Part D - Graduate assistants**Number of Graduate Assistants****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>Teaching</u> 25-9044	<u>Research</u>	<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
<u>Nonresident alien</u>	111	176	21	308
<u>Hispanic/Latino</u>	4	4	3	11
<u>American Indian or Alaska Native</u>		1		1
<u>Asian</u>	8	7		15
<u>Black or African American</u>	6	1	4	11
<u>Native Hawaiian or Other Pacific Islander</u>				0
<u>White</u>	194	158	36	388
<u>Two or more races</u>	4	4	2	10
<u>Race and ethnicity unknown</u>	32	40	14	86
Total men	359	391	80	830

Women

Race/ethnicity	<u>Teaching</u> 25-9044	<u>Research</u>	<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
<u>Nonresident alien</u>	104	96	7	207
<u>Hispanic/Latino</u>	5	4		9
<u>American Indian or Alaska Native</u>		3		3
<u>Asian</u>	2	5		7
<u>Black or African American</u>	4	5	4	13
<u>Native Hawaiian or Other Pacific Islander</u>				0
<u>White</u>	156	167	63	386
<u>Two or more races</u>	5	6	2	13
<u>Race and ethnicity unknown</u>	51	29	6	86
Total women	327	315	82	724
Total (men+women)	686	706	162	1,554
Total from prior year	725	720	128	1,573

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

Number of Part-time Staff

As of November 1, 2018

Non-medical school staff

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	384	0	0	0	384
? Exclusively credit								0
? Exclusively not-for-credit								0
Combined credit/not-for-credit				384				384
Instruction/research/public service staff	12	1						13
Research staff				16			4	20
Public Service staff				2				2
Archivists, Curators, and Museum Technicians							1	1
25-4010 Librarians and Media Collections Specialists				3				3
25-4020 Library Technicians							1	1
25-4030 ? Student and Academic Affairs and Other Education Services Occupations							2	2
25-2000 + 25-3000 + 25-9000 Management Occupations							11	11
11-0000 Business and Financial Operations Occupations							3	3
13-0000 Computer, Engineering, and Science Occupations							8	8
15-0000 + 17-0000 + 19-0000 Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations							16	16
21-0000 + 23-0000 + 27-0000 Healthcare Practitioners and Technical Occupations							12	12
29-0000 Total	12	1	0	405	0	0	58	476
Total from prior year	1	0		407			73	481

Medical school staff

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	97	0	0	0	97
Exclusively credit								0
Exclusively not-for-credit								0
Combined credit/not-for-credit				97				97
Instruction/research/public service staff	7	1						8

Research staff				5				5
Public Service staff				191				191
Archivists, Curators, and Museum Technicians 25-4010								0
Librarians and Media Collections Specialists 25-4020								0
Library Technicians 25-4030								0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000								0
Management Occupations 11-0000							6	6
Business and Financial Operations Occupations 13-0000							3	3
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							9	9
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000							7	7
Healthcare Practitioners and Technical Occupations 29-0000							3	3
Total	7	1	0	293	0	0	28	329
Total from prior year	0	0		281			35	316

Part E - Part-time Staff by Medical School Status**Number of Part-time Staff****As of November 1, 2018**

Occupational category	Total (carried forward from Part D)	Non-medical school staff	Medical school staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	5	2	3
<u>Sales and Related Occupations</u> 41-0000	0		
<u>Office and Administrative Support Occupations</u> 43-0000	46	39	7
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	2	1	1
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	4	4	
Total		46	11
PY Total		50	13
Graduate Assistants			
<u>Teaching</u> 25-9044	686	667	19
<u>Research</u>	706	557	149
<u>Other</u> 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	162	160	2
Total	1,554	1,384	170
PY Graduate Assistants		1,424	149

17-0000, 19-0000, 21-0000,
23-0000, 27-0000, 25-4000,
25-4010, 25-4020, 25-4030,
25-2000, 25-3000, 25-9000,
29-0000

Total

1,906

25-2000, 25-3000, 25-9000, 29-0000		
Total		510

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
- Include both medical school and non-medical school staff

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			3		2			5
Hispanic/Latino								0
American Indian or Alaska Native								0
Asian			1		1			2
Black or African American								0
Native Hawaiian or Other Pacific Islander								0
White	2		7		14			23
Two or more races								0
Race and ethnicity unknown			4		6			10
Total men	2	15	0	23	0	0	0	40

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		3			4
Hispanic/Latino					2			2
American Indian or Alaska Native								0
Asian								0
Black or African American			1					1
Native Hawaiian or Other Pacific Islander								0
White	2		3		19			24
Two or more races								0
Race and ethnicity unknown	1				3			4
Total women	3	5	0	27	0	0	0	35
Total (men+women)	5	20	0	50	0	0	0	75

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
- Include both medical school and non-medical school staff

Men

Race/ethnicity	<u>Instructional Staff</u> (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> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	5	5	11	
Hispanic/Latino	0	1	1	
American Indian or Alaska Native	0			
Asian	2	2	5	
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	23	2	51	3
Two or more races	0			
Race and ethnicity unknown	10	2	12	1
Total men	40	12	80	4

Women

Race/ethnicity	<u>Instructional Staff</u> (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> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	4		5	1
Hispanic/Latino	2		2	
American Indian or Alaska Native	0			
Asian	0	3	5	1
Black or African American	1		1	
Native Hawaiian or Other Pacific Islander	0			
White	24	3	31	5
Two or more races	0		1	
Race and ethnicity unknown	4		5	
Total women	35	6	50	7
Total (men+women)	75	18	130	11

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	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien			3	1	
Hispanic/Latino				1	
American Indian or Alaska Native					
Asian	1		1	1	
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
White	16	5	14	16	4
Two or more races					
Race and ethnicity unknown	2	2	5	3	
Total men	19	7	23	23	4

Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	1		1	1	
Hispanic/Latino				1	1
American Indian or Alaska Native					1
Asian			1		
Black or African American	1		1	1	1
Native Hawaiian or Other Pacific Islander					
White	24	16	8	19	8
Two or more races	1				
Race and ethnicity unknown	3		3	5	1
Total women	30	16	14	27	12

Total (men+women)	49	23	37	50	16
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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
- Include both medical school and non-medical school staff

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien				1		26
Hispanic/Latino						3
American Indian or Alaska Native	1					1
Asian	1					13
Black or African American	5		2			8
Native Hawaiian or Other Pacific Islander						0
White	41		16		22	1
Two or more races	1		1			2
Race and ethnicity unknown	16		4		4	61
Total men	65	0	24	26	1	328

Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien						13
Hispanic/Latino						6
American Indian or Alaska Native						1
Asian						10
Black or African American	1		2			9
Native Hawaiian or Other Pacific Islander						0
White	17		37			1
Two or more races						2
	8		8			1
Total women	26	0	47	26	1	38

Race and ethnicity unknown						
Total women	26	0	47	0	2	272
Total (men+women)	91	0	71	26	3	600

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	4.00 hours	2.00 hours	4.00 hours	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.

**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	
Total number of staff	5,522	862	5,809
Instructional Staff	1,371	502	1,538
Primary Instruction	371	481	531
Exclusively credit	0	0	0
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	371	481	531
Instruction/research/public service	1,000	21	1,007
Research Staff	71	25	79
Public Service Staff	833	193	897
Library and Student and Academic Affairs and Other Education Services Occupations SOC	95	7	97
Librarians, Curators, and Archivists SOC 25-4000	54	5	56
Archivists, Curators, and Museum Technicians SOC 25-4010	5	1	5
Librarians SOC 25-4020	33	3	34
Library Technicians SOC 25-4030	16	1	16
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	41	2	42
Management Occupations SOC 11-0000	677	17	683
Business and Financial Operations Occupations SOC 13-0000	227	6	229
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	412	17	418
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	389	23	397
Healthcare Practitioners and Technical Occupations SOC 29-0000	89	15	94
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	489	5	491
Sales and Related Occupations SOC 41-0000	2		2
Office and Administrative Support Occupations SOC 43-0000	563	46	578
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	279	2	280

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

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	25	4	26
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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				
All Ranks	240	2	8	897	1,147	11,055	\$111,905,213	\$10,123
Professor	105	2		234	341	3,388	\$46,821,036	\$13,820
Associate professor	56		1	291	348	3,301	\$31,420,483	\$9,518
Assistant professor	46		4	297	347	3,265	\$26,596,372	\$8,146
Instructor	15			49	64	621	\$3,082,095	\$4,963
Lecturer				2	2	18	\$85,937	\$4,774
No academic rank	18		3	24	45	462	\$3,899,290	\$8,440

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

West Virginia University (238032)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The Equated 9 months Annual Average salaries of Lecturers (Women) reported in Part G3 - Average Salaries for Instructional Staff by Academic Rank has changed significantly since last year. Please review your data and make any necessary corrections, or explain the discrepancy. (Error #1954)	Explanation	Yes	
Reason:	Typically lecturers are part-time with a small number that are full-time. This year, there were no full-time female lecturers, so the salary is zero.			
Related Screens:	G3 - Average Salaries for Instructional Staff by Academic Rank			
Screen: B1 - FT Non-instructional, Occupation - 4				
Screen Entry	This number is outside the expected range of between 26 and 54 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Some departments have been outsourced to a contractor leading to a loss of jobs within those departments and leading to a lower number of people employed in those fields.			