

Institution: Potomac State College of West Virginia University (237701)
User ID: 88G4401

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 2010 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.

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, 2015 and October 31, 2016** either for the **first time** (new to the institution) or **after a break in service**? (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, 2016

- 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							0
Native Hawaiian or Other Pacific Islander							0
White					2		2
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	0	3	0	0	3

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				4	2		6
Two or more races							0
Race and ethnicity unknown					1		1
Total women	0	0	4	3	0	0	7
Total (men+women)	0	0	4	6	0	0	10
Total from prior year							4

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, 2016

- 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
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	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0

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, 2016

- 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	1	3			6
Two or more races							0
Race and ethnicity unknown							0
Total men	1	1	1	3	0	0	6

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					1		1
Native Hawaiian or Other Pacific Islander							0
White					4		4
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	0	5	0	0	5
Total (men+women)	1	1	1	8	0	0	11
Total from prior year							7

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, 2016

- 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							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	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, 2016

- 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
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	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0

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

Number of Full-time Instructional Staff

Without Faculty Status

As of November 1, 2016

- 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	
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)	0
Total from prior year	

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2016

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	1	0	1
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	1	0	1
Black or African American	0	1	1
Native Hawaiian or Other Pacific Islander	0	0	0
White	20	21	41
Two or more races	0	0	0
Race and ethnicity unknown	0	1	1
Total	22	23	45
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, 2016

•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> (carried forward 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	1		
Black or African American	0		
Native Hawaiian or Other Pacific Islander	0		
White	20		
Two or more races	0		
Race and ethnicity unknown	0		
Total men	22	0	0

Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	0		
Hispanic/Latino	0		
American Indian or Alaska Native	0		
Asian	0		
Black or African American	1	0	
Native Hawaiian or Other Pacific Islander	0		
White	21		
Two or more races	0		
Race and ethnicity unknown	1		
Total women	23	0	0

Total (men+women) 45 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, 2016

•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 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 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				
Total men	0	0	0	2

Women

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 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		3
Two or more races				
Race and ethnicity unknown				
Total women	0	2	0	3
Total (men+women)	0	2	0	5
Total from prior year				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, 2016

•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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American	1				
Native Hawaiian or Other Pacific Islander					
White	12		1	7	1
Two or more races					
Race and ethnicity unknown					
Total men	13	0	1	7	1

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					
Hispanic/Latino					1
American Indian or Alaska Native					
Asian					
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
White	6	1	3	5	1
Two or more races					
Race and ethnicity unknown					
Total women	6	1	3	6	2
Total (men+women)	19	1	4	13	3
Total from prior year	15	1	5	11	2

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2016

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

•Report race for non-Hispanic/Latino individuals only

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
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						1
Black or African American	1				1	3
Native Hawaiian or Other Pacific Islander						0
White	15			1	11	70
Two or more races						0
Race and ethnicity unknown	1			1		2
Total men	17	0	2	11	1	77

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						0
Hispanic/Latino						1
American Indian or Alaska Native						0
Asian						0
Black or African American				1		3
Native Hawaiian or Other Pacific Islander						0
White	22			16		80
Two or more races						0
	1					2

Race and ethnicity unknown						
Total women	23	0	17	0	0	86
Total (men+women)	40	0	19	11	1	163
Total from prior year	21		17	16	1	140

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

Number of Full-time Non-instructional Staff

As of November 1, 2016

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 25-4010							0	
Librarians 25-4020				2			2	
Library Technicians 25-4030							0	
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000				2			3	
Management Occupations 11-0000							19	
Business and Financial Operations Occupations 13-0000							1	
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							4	
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000							13	
Healthcare Practitioners and Technical Occupations 29-0000							3	
Total	0	0	0	4	0	0	43	
Total from prior year	1						27	

Part G - Salaries Worksheet

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

Annual Salary, 2016-17

- 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	Total number of months
	12 months	11 months	10 months	9 months	< 9 months			
Men								
Professors	1			6		7	7	66
Associate professors	1			6		7	7	66
Assistant professors				2		2	2	18
Instructors				6		6	6	54
Lecturers						0	0	0
No academic rank						0	0	0
Total men	2	0	0	20	0	22	22	204
Total men full-time instructional staff from Part A						22		
Women								
Professors				3		3	3	27
Associate professors				3		3	3	27
Assistant professors				9		9	9	81
Instructors				8		8	8	72
Lecturers						0	0	0
No academic rank						0	0	0
Total women	0	0	0	23	0	23	23	207
Total women full-time instructional staff from Part A						23		
Total (men + women)	2	0	0	43	0	45	45	411
Total (men +women) full-time instructional staff from Part A						45		

Part G - Salary Outlays for Instructional Staff

**Salary Outlays
 for Full-time Instructional Staff**

Annual Salary Outlays, 2016-17

•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

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Total number of months (from Part G, screen 1)	Salary Outlays				Weighted average monthly salaries
			12 months	11 months	10 months	9 months	
Men							
Professors	7	66	94,389			424,468	7,861
Associate professors	7	66	119,552			347,789	7,081
Assistant professors	2	18				93,127	5,174
Instructors	6	54				267,943	4,962
Lecturers	0	0					
No academic rank	0	0					
Total men	22	204	213,941	0	0	1,133,327	6,604
Women							
Professors	3	27				184,538	6,835
Associate professors	3	27				163,120	6,041
Assistant professors	9	81				444,352	5,486
Instructors	8	72				346,767	4,816
Lecturers	0	0					
No academic rank	0	0					
Total women	23	207	0	0	0	1,138,777	5,501
Total (men + women)	45	411	213,941	0	0	2,272,104	6,049

Part G - Average Salary by academic rank

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

Annual Average Salaries, 2016-17

Gender and academic rank	Average Salaries				Equated 9-month Average Salary
	12 months	11 months	10 months	9 months	
Men					
Professors	94,389			70,745	70,751
Associate professors	119,552			57,965	62,493
Assistant professors				46,564	46,564
Instructors				44,657	44,657
Lecturers					
No academic rank					
Total men	106,971			56,666	58,808
Women					
Professors				61,513	61,513
Associate professors				54,373	54,373
Assistant professors				49,372	49,372
Instructors				43,346	43,346
Lecturers					
No academic rank					
Total women				49,512	49,512
Total (men + women)	106,971			52,840	54,057

Part G - Salary Outlays for Non-instructional Staff

Salary Outlays for <u>Full-time Non-instructional Staff</u> Annual Salary Outlays, 2016-17		
Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff	0	
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	7	284,928
Management Occupations 11-0000	19	1,310,633
Business and Financial Operations Occupations 13-0000	1	62,185
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	4	199,092
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	13	490,952
Healthcare Practitioners and Technical Occupations 29-0000	3	115,354
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	40	995,544
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	19	718,858
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	11	384,758
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	1	29,874

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2016

- 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	14		
Two or more races			
Race and ethnicity unknown			
Total men	14	0	0

Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	24		
Two or more races	1		
Race and ethnicity unknown	1		
Total women	27	0	0

Total (men+women)	41	0	0
Total from prior year	37		

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2016

- 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 25-4010	Librarians 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		1
Two or more races					0
Race and ethnicity unknown					0
Total men	0	0	1	0	1

Women

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 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 women	0	0	0	0	0

Total (men+women)	0	0	1	0	1
Total from prior year				6	6

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2016

•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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
White	1			7	
Two or more races					
Race and ethnicity unknown					
Total men	1	0	0	8	0

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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1			2	
Two or more races					
Race and ethnicity unknown					
Total women	1	0	0	2	0

Total (men+women)	2	0	0	10	0
Total from prior year	3			13	1

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2016

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

•Report race for non-Hispanic/Latino individuals only

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						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	1					24
Two or more races						0
Race and ethnicity unknown						0
Total men	1	0	0	0	0	25

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						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		3			33
Two or more races						1
Race and ethnicity unknown						1

Total women	3	0	3	0	0	36
Total (men+women)	4	0	3	0	0	61
Total from prior year	20		3			83

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

Number of Part-time Staff

As of November 1, 2016

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	0	0	0	0	
? Exclusively credit							0	
? Exclusively not-for-credit							0	
Combined credit/not-for-credit							0	
Instruction/research/public service staff				41			41	
Research staff							0	
Public Service staff							0	
Archivists, Curators, and Museum Technicians							0	
25-4010 Librarians							0	
25-4020 Library Technicians							1	
25-4030							0	
? Student and Academic Affairs and Other Education Services Occupations							0	
25-2000 + 25-3000 + 25-9000							2	
Management Occupations							2	
11-0000							0	
Business and Financial Operations Occupations							0	
13-0000							0	
Computer, Engineering, and Science Occupations							0	
15-0000 + 17-0000 + 19-0000							10	
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations							10	
21-0000 + 23-0000 + 27-0000							0	
Healthcare Practitioners and Technical Occupations							0	
29-0000							0	
Total	0	0	0	41	0	0	13	54
Total from prior year	0	0		0			7	60

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, 2015 - October 31, 2016)

- 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		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				3
Two or more races								0
Race and ethnicity unknown								0
Total men	0	1	0	3	0	0	0	4

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								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								0
Two or more races								0
Race and ethnicity unknown								0
Total women	0	0	0	1	0	0	0	1

Total (men+women)	0	1	0	4	0	0	0	5
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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, 2015 - October 31, 2016)

- 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> (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	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			
Two or more races	0			
Race and ethnicity unknown	0			
Total men	4	0	0	0

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	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	0			
Two or more races	0			
Race and ethnicity unknown	0		0	
Total women	1	0	0	0
Total (men+women)	5	0	0	0

Part H - New Hires, Full-time Staff by Occupational Category
Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

- 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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American	1				
Native Hawaiian or Other Pacific Islander					
White	4			1	
Two or more races					
Race and ethnicity unknown					
Total men	5	0	0	1	0

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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
White	1				
Two or more races					
Race and ethnicity unknown					
Total women	1	0	0	1	0
Total (men+women)	6	0	0	2	0

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

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

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

•Report race for non-Hispanic/Latino individuals only

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
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					11
Two or more races						0
Race and ethnicity unknown	1					1
Total men	4	0	0	0	0	14

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						0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
Black or African American				1		3
Native Hawaiian or Other Pacific Islander						0
White	4					5
Two or more races						0
	1					1

Race and ethnicity unknown							
Total women	5	0	1	0	0	9	
Total (men+women)	9	0	1	0	0	23	

Human Resources Survey Evaluation

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

no

Prepared by

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: Megan Curran

Email: mrcurran@mail.wvu.edu

How long did it take to prepare this survey component?	hours	30 minutes
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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.

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 2016.

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 2016**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	163	61	183
Instructional Staff	45	41	59
Primary Instruction	45	0	45
Exclusively credit	45	0	45
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	41	14
Research Staff	0	0	0
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	7	1	7
Librarians, Curators, and Archivists SOC 25-4000	2	1	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	1	0
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	5	0	5
Management Occupations SOC 11-0000	19	2	20
Business and Financial Operations Occupations SOC 13-0000	1	0	1
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	10	16
Healthcare Practitioners and Technical Occupations SOC 29-0000	3	0	3
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	40	4	41
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	19	3	20
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	11	0	11

**Number of staff by employment status and occupational category:
Fall 2016**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	1	0	1
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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 2016-17**

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	2			43	45	411	\$2,486,045	\$6,049
Professor	1			9	10	93	\$703,395	\$7,563
Associate professor	1			9	10	93	\$630,461	\$6,779
Assistant professor				11	11	99	\$537,479	\$5,429
Instructor				14	14	126	\$614,710	\$4,879
Lecturer								
No academic rank								

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
Screen: A1 - FT Instructional, Rank and Tenure - Indefinite duration Contract				
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:	PSC does not offer Infinite Duration Contracts			
Screen: B1 - FT Non-instructional, Occupation - 4				
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:	More full time service occupation staff employed this year			
Screen: B2 - FT Non-instructional, Occupation and Tenure - 1				
Screen Entry	The total number of full-time non-medical school non-instructional staff with a multi-year or indefinite duration contract (0) is outside the expected range of between 1 and 30 based on the prior year multi-year, continuing, or at-will contract value. Please correct your data or explain. (Error #1629)	Explanation	Yes	
Reason:	PSC does not offer Indefinite duration contracts			
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:	Fewer tenured staff employed this year			
Screen Entry	This number is outside the expected range of between 18 and 36 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	More full time faculty employed with out faculty status were employed this year			
Screen: D - PT Staff, Occupation - 2				
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:	No Student and Academic Affairs and Other Education Services Occupations part time staff employed this year			
Screen: D - PT Staff, Occupation - 3				
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:	NO Healthcare Practitioners and Technical Occupations part time staff employed this year			
Screen: E - PT Staff, Occupation and Tenure - 1				
Screen Entry	The total number of part-time non-medical school staff with a multi-year or indefinite duration contract (0) is outside the expected range of between 35 and 71 based on the prior year multi-year, continuing, or at-will contract value. Please correct your data or explain. (Error #1631)	Explanation	Yes	
Reason:	PSC does not offer this type of contract			