

Human Resources 2014-15

Institution: University of Missouri-System Office (178439)

User ID: 29C0011

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](#)
- To access your prior year data submission for this component: [Reported Data](#)
- 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 <u>part-time</u> staff?				
If you answer Yes to this question, you will be provided the screens to report part-time staff.				
			Yes	No
Does your institution have 15 or more <u>full-time</u> staff?				
			Yes	No
Do ALL of the <u>instructional staff</u> 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 service1 314.2.002 T678 0 TDctional staff elow, y T67nSTw [(butw [(st2ting)7.4(da	

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Human Resources Screening Questions

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.

		Yes		No
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Does your institution have graduate assistants?

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

		Yes		No
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Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2014 either for the first time (new to the institution) or after a break in service AND who were still on the payroll of the institution as of November 1, 2014 ? (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.

		Yes		No
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As of November 1, 2014

- 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

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
<u>Nonresident alien</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0					

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Part A1 - Full-time Instructional Staff by
Year Contract

Academic Rank and Tenure Status - Multi-

Number of Full-time Instructional StaffWith Faculty StatusNot on Tenure Track - Multi-Year or Continuing or At-will Contract

As of November 1, 2014

- 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		
<u>Nonresident alien</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	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	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	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							

Total from prior year		
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Part A1 - Full-time Instructional Staff by
Than-Annual Contract

Academic Rank and Tenure Status - Less-

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Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2014

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	0	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total	0	0	0
Total from prior year			0

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

Number of Full-time Non-instructional Staff
by Occupational Category

As of November 1, 2014

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

Men

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services</u> <u>Occupations</u> 25-2000 + 25-3000 + 25-9000
<u>Nonresident alien</u>	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0
<u>Asian</u>	0	0	0	0
<u>Black or African American</u>	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0
<u>White</u>	4	0	0	4
Two or more races	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0
Total men	4	0	0	4

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services</u> <u>Occupations</u> 25-2000 + 25-3000 + 25-9000
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	10	0	0	1
Two or more races	0	0	0	0
Race and ethnicity unknown	1	0	0	0
Total women	11	0	0	1
Total (men+women)	15	0	0	5

Total from prior year	11	7	6	2
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Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff
by Occupational Category

As of November 1, 2014

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

Men

Race/ethnicity	<u>Management Occupations</u> 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>	0	0	2	0	0
<u>Hispanic/Latino</u>	0	0	1	0	0
<u>American Indian or Alaska Native</u>	0	0	1	0	0
<u>Asian</u>	2	1	2	0	0
<u>Black or African American</u>	2	1	2	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0
<u>White</u>	43	15	90	9	0
Two or more races	2	0	2	0	0
<u>Race and ethnicity unknown</u>	1	0	2	1	0
Total men	50	17	102	10	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>	0	1	0	0	0
<u>Hispanic/Latino</u>	0	1	1	0	0
<u>American Indian or Alaska Native</u>	1	0	0	0	0
<u>Asian</u>	1	1	9	0	0
<u>Black or African American</u>	2	1	1	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0
<u>White</u>	40	59	53	14	0

Two or more races	1	0	0	0	0
Race and ethnicity unknown	0	0	2	0	0
Total women	45	63	66	14	0
Total (men+women)	95	80	168	24	0
Total from prior year	99	93	152	22	

Total		452
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Salary Outlays
for Full-time Non-instructional Stafffor Full-time Non-instructional Staff

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Race and ethnicity unknown	0	0	0	0	0
Total women	0	2	2	0	0
Total (men+women)	3	2	3	0	0
Total from prior year	2	4	6	1	

Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	0	0	4	0	0	10
Total (men+women)	0	0	7	1	0	19
Total from prior year	0		9			27

[illegible]

As of November 1, 2014

(Hired full-time between July 1 and October 31, 2014 and still on the payroll of the institution as of November 1, 2014)

- 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

With Faculty status

[illegible]

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Faculty Total
status

Print Forms (data)

Race and ethnicity unknown	0	0	0	0	0	0	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0

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

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Number of Newly Hired Full-time Staff

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

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Native Hawaiian or Other Pacific Islander	0	0	0	0	0	
White	0	0	0	0	0	10
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	0	0	0	0	0	10
Total (men+women)	0	0	0	0	0	18

This survey component was prepared by:

		Keyholder		SFA Contact		HR Contact	
		Finance Contact		Academic Library Contact		Other	
	Name:						
	Email:						

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

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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

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[Edit Report](#)[Human Resources](#)

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Source	Description	Severity	Resolved	Options
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Screen: B1 - FT Non-instructional, Occupation- 2

Upload File	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:	4 moved to Archivist occupations due to a University-wide initiative that reevaluated, reclassified, and consolidated certain non-academic job positions; 3 other terminate.			
Upload File	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:	There are no full-time Library Techs. to report this year, prior 6 terminated.			

Screen: G - Salary Outlays, Non-instructional Staff

Perform Edits	The amount entered in Part G for Total annual salary outlays for Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations (\$2,495,277) is outside the expected range of between \$696,000 and \$2,424,000 based on an estimated average salary of between \$29,000 and \$101,000 per individual for this category. Please correct your data or explain. (Error #1374)	Explanation	Yes	
Reason:	The larger than expected increase is due to a net gain of 2 Lawyers and a net salary gain of \$347,213 from the prior year.			
Related Screens:	G - Salary Outlays, Non-instructional Staff			

Screen: D - PT Staff, Occupation - 3

Upload File	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:	There are no part-time non-instructional staff in this category to report this year.			