

## GENERAL INSTRUCTIONS – Employees by Assigned Position, Fall 2002

This component of IPEDS is now mandatory for all Title IV institutions.

### SPECIAL NOTES

- All staff reported in the Employees by Assigned Position (EAP) component are to be included in the Fall Staff component in the same occupational activity categories.
- All staff reported in the EAP component, full-time, non-medical category, as either Primarily instruction **or** Instruction combined with research and/or public service are to be included in the Salaries component.
- Please refer to the detailed instructions for Fall Staff and Salaries in the Help Menu.
- Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.

### PERIOD OF REPORT

Report all persons on the payroll of the institution as of November 1, 2002. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

### GENERAL NOTES

**Report all employees classified as full time or part time by the institution in either the medical or non-medical section of the survey.**

**Individual employees are counted only once even if employed in multiple ways (e.g., a full-time employee who also teaches part time on a per course basis is counted only as full time).**

- **To determine employee status:** Report full-time employees only once as full time, even if the employee has an additional overload part-time appointment, contract or course payment. Otherwise, count as part time. The employee's term of contract is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.
- **To determine faculty status:** If, by institutional definition, an employee has faculty status, categorize the employee according to his/her tenure status. If the employee does not have faculty status, count as "without faculty status".

For this report, **faculty** are those persons identified by the institution as such and typically those whose initial assignments are made for the purpose of conducting instruction, research or public service as a principal activity (or activities). They may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent of any of those academic ranks. Faculty may also include the chancellor/president, provost, vice provosts, deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or the equivalent). **The designation as "faculty" is separate from the activities to which they may be currently assigned.** For example, a newly appointed president of an institution may also be appointed as a faculty member.

- **Graduate assistants (applicable to Part B only (part-time employees))**

Students employed on a **part-time** basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. Graduate students having titles such as graduate assistant, teaching assistant, teaching associate, teaching fellow, or research assistant typically hold these

positions. Exclude students in the College Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "other professionals."

- **To determine functional (occupational) category:** Employees are assigned to **ONE** category based on job title, work performed, skills, education, training and credentials. If the employee performs in more than one occupation, they should be classified in the occupation that requires the highest level of skill. If there is no measurable difference in skill, employees should be included in the functional category (occupation) in which they spend the most time (SOC, 1998<sup>1</sup>).
- **Supervisors of professional and technical workers** usually have a background similar to the workers they supervise, and are therefore classified with the workers they supervise. Likewise, team leaders, lead workers and supervisors of production, sales and service workers who spend at least 20 percent of their time performing work similar to the workers they supervise are classified with the workers they supervise (SOC, 1998).
- **First-line managers and supervisors of production, service and sales workers** who spend more than 80 percent of their time performing supervisory activities are classified separately in the appropriate supervisor category, since their work activities are distinct from those of the workers they supervise. First-line managers are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing and personnel work (SOC, 1998).
- **It is preferred that instruction, research, public service (IRPS) employees be assigned to a single function** (i.e., Primarily instruction, Primarily research or Primarily public service). To assign an IRPS employee with multiple activities that are split evenly between two or more functions into a single function, count the employee in the first category that is applicable. For example, a full-time IRPS employee who is 50 percent instruction and 50 percent research would be counted as Primarily instruction. A full-time IRPS employee who is 50 percent research and 50 percent public service would be counted as Primarily research. A full-time IRPS employee who is 40 percent instruction, 40 percent research and 20 percent public service would be counted as Primarily instruction. However, if it is not possible to assign an IRPS employee to a single function, count the employee in the Instruction combined with research and/or public service category.
- **Hospitals, medical centers, and other entities that offer postsecondary education programs as part of their mission** should report **only** those staff who work full time or part time in the postsecondary education division or component of the institution. If an employee works full time for the institution, but only part time in the postsecondary education division or component, for purposes of this survey, that employee should be reported as part time in his or her primary occupational activity in the postsecondary education division or component.
- **To determine medical/non-medical status:** Institutions with medical schools and freestanding medical schools that offer postsecondary education as their primary mission are to report medical school personnel in the "Medical only" sections. Be sure to indicate the presence of a medical school in the Screening Questions. Employees in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in the non-medical sections.

## WHO TO INCLUDE IN THIS REPORT

### Report the following employees —

- Faculty on sabbatical leave and persons who are on leave but remain on the payroll.
- Faculty hired to temporarily replace faculty on sabbatical leave or on leave without pay.
- "Visiting" faculty paid by your institution.
- Adjunct faculty employed on a full-time or on a part-time basis in the primary occupation for which they were hired.
- Employees at off-campus centers associated with the campus covered by this report.

**Do not include the following employees —**

- Employees on leave without pay.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Casual employees (hired on an ad-hoc or occasional basis to meet short-term needs).
- Students in the College Work-Study Program.
- Employees who work strictly in hospitals associated with medical schools.

**OCCUPATIONAL TITLES (FUNCTIONS)**

**Primarily instruction.** Report all persons whose specific assignments customarily are made for the purpose of providing instruction or teaching and who may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction**.

**Instruction combined with research and/or public service.** All persons for whom it is not possible to differentiate between teaching, research and public service, because each of these functions is an integral component of his/her regular assignment, should be reported in this combined category. These employees may hold academic rank titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **instruction combined with research and/or public service**.

**Primarily research.** Report all persons whose specific assignments customarily are made for the purpose of conducting research and who may hold academic rank titles of professor, associate professor, assistant professor or titles such as research associate or postdoctoral fellow. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **research**.

**Primarily public service.** Report all persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services or continuing education and who may hold academic rank titles of professor, associate professor, assistant professor. Report in this category deans, directors or the equivalent, as well as associate deans, assistant deans and executive officers of academic departments (chairpersons, heads or equivalent) if their principal activity is **public service**. Be sure to include all employees with a public service assignment regardless of the location of the assignment (e.g., in the field rather than on campus).

**Executive, administrative and managerial.** Report all persons whose assignments require management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department or subdivision. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Report in this category employees holding the following titles:

- 11-1000 Top Executives
- 11-1010 Chief Executives
- 11-1020 General and Operations Managers
- 11-2000 Advertising, Marketing, Promotions, Public Relations, and Sales Managers
- 11-3000 Operations Specialties Managers
  
- 11-3010 Administrative Services Managers
- 11-3020 Computer and Information Systems Managers
- 11-3030 Financial Managers
- 11-3040 Human Resources Managers
- 11-3060 Purchasing Managers
  
- 11-9033 Education Administrators, Postsecondary - includes
  - presidents
  - vice presidents (including assistants and associates)
  - deans (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
  - directors (including assistants and associates)
  - department heads (including assistants and associates) - *if their principal activity is administrative and not primarily instruction, research or public service*
  - assistant, associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities)
  
- 11-9040 Engineering Managers
- 11-9050 Food Service Managers
- 11-9080 Lodging Managers
- 11-9112 Medical and Health Services Managers

**Other professionals (support/service).** Report all persons employed for the primary purpose of performing academic support, student service and institutional support, whose assignments would require either a baccalaureate degree or higher or experience of such kind and amount as to provide a comparable background. Include employees with such titles as:

- 13-1000 Business Operations Specialists
- 13-1020 Buyers and Purchasing Agents
- 13-1070 Human Resources, Training, and Labor Relations Specialists
- 13-1110 Management Analysts
- 13-1120 Meeting and Convention Planners
  
- 13-1190 Miscellaneous Business Operations Specialists
- 13-2000 Financial Specialists
- 13-2011 Accountants and Auditors
- 13-2030 Budget Analysts
- 13-2050 Financial Analysts and Advisors
  
- 13-2060 Financial Examiners
- 13-2070 Loan Counselors and Officers
- 15-1000 Computer Specialists
- 15-1010 Computer and Information Scientists, Research
- 15-1020 Computer Programmers
  
- 15-1030 Computer Software Engineers
- 15-1040 Computer Support Specialists
- 15-1050 Computer Systems Analysts
- 15-1060 Database Administrators
- 15-1070 Network and Computer Systems Administrators
  
- 15-1080 Network Systems and Data Communications Analysts

21-1000	Counselors, Social Workers, and Other Community and Social Service Specialists
21-1010	Counselors
21-1020	Social Workers
21-1091	Health Educators
21-2010	Clergy
21-2020	Directors, Religious Activities and Education
23-1010	Lawyers
25-4000	Librarians, Curators, and Archivists
25-4013	Museum Technicians and Conservators
25-4020	Librarians
27-1010	Artists and Related Workers
27-1020	Designers
27-2020	Athletes, Coaches, Umpires
27-2030	Dancers and Choreographers
27-2041	Music Directors and Composers
29-1010	Chiropractors
29-1020	Dentists
29-1030	Dietitians and Nutritionists
29-1040	Optometrists
29-1050	Pharmacists
29-1060	Physicians and Surgeons
29-1080	Podiatrists
29-1110	Registered Nurses
29-1120	Therapists
29-1130	Veterinarians

**Technical and paraprofessionals.** Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job training or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Include persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Include such job titles as:

15-3000	Mathematical Technicians
19-4000	Life, Physical, and Social Science Technicians
19-4011	Agricultural and Food Science Technicians
19-4030	Chemical Technicians
19-4040	Geological and Petroleum Technicians
19-4050	Nuclear Technicians
23-2010	Paralegals and Legal Assistants
23-2090	Miscellaneous Legal Support Workers
29-2000	Health Technologists and Technicians
29-2051	Dietetic Technicians
29-2052	Pharmacy Technicians
29-2060	Licensed Practical and Licensed Vocational Nurses
29-2070	Medical Records and Health Information
29-2080	Opticians, Dispensing
31-0000	Healthcare Support Occupations
31-1012	Nursing Aides, Orderlies, and Attendants
31-2020	Physical Therapist Assistants and Aides
31-9010	Massage Therapists

- 31-9091 Dental Assistants
- 31-9092 Medical Assistants
- 31-9095 Pharmacy Aides

**Clerical and secretarial.** Report all persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information and other paperwork required in an office. Include such occupational titles as:

- 43-2010 Switchboard Operators, including Answering Service
- 43-2020 Telephone Operators
- 43-3010 Bill and Account Collectors
- 43-3020 Billing and Posting Clerks and Machine Operators
- 43-3030 Bookkeeping, Accounting, and Auditing Clerks
- 43-3050 Payroll and Timekeeping Clerks
- 43-3060 Procurement Clerks
- 43-4070 File Clerks
- 43-4120 Library Assistants, Clerical
- 43-4160 Human Resources Assistants, except Payroll and Timekeeping
- 43-5070 Shipping, Receiving, and Traffic Clerks
- 43-6000 Secretaries and Administrative Assistants
- 43-9010 Computer Operators
- 43-9020 Data Entry and Information Processing Workers
- 43-9031 Desktop Publishers
- 43-9051 Mail Clerks and Mail Machine Operators, except Postal
- 43-9060 Office Clerks, General
- 43-9070 Office Machine Operators, except Computer
- 43-9080 Proofreaders and Copy Markers

**Skilled crafts.** Report all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job-training and experience or through apprenticeship or other formal training programs. Include such occupational titles as:

- 51-4121 Welders, Cutters, Solderers, and Brazers
- 51-5010 Bookbinders and Bindery Workers
- 51-5020 Printers
- 51-7010 Cabinetmakers and Bench Carpenters
- 51-8000 Plant and System Operators
- 51-8020 Stationary Engineers and Boiler Operators
- 51-8030 Water and Liquid Waste Treatment Plant and System Operators
- 51-9020 Crushing, Grinding, Polishing, Mixing, and Blending Workers
- 51-9080 Medical, Dental, and Ophthalmic Laboratory Technicians
- 51-9120 Painting Workers
- 51-9130 Photographic Process Workers and Processing Machine
- 51-9194 Etchers and Engravers

**Service/Maintenance.** Report all persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Include such titles as:

33-2010	Fire Fighters
33-3000	Law Enforcement Workers
33-3040	Parking Enforcement Workers
33-3050	Police Officers
33-9030	Security Guards
33-9092	Lifeguards, Ski Patrol
35-2000	Cooks and Food Preparation Workers
35-3000	Food and Beverage Serving Workers
35-3020	Fast Food and Counter Workers
35-3030	Waiters and Waitresses
35-9000	Other Food Preparation and Serving Related Workers
37-2000	Building Cleaning and Pest Control Workers
37-3000	Grounds Maintenance Workers
49-2000	Electrical and Electronic Equipment Mechanics, Installers, and
49-2020	Radio and Telecommunications Equipment Installers and Repairers
49-2091	Avionics Technicians
49-2092	Electric Motor, Power Tool, and Related Repairers
49-3000	Vehicle and Mobile Equipment Mechanics, Installers, and Repairers
49-9010	Control and Valve Installers and Repairers
49-9021	Heating, Air Conditioning, and Refrigeration Mechanics and Installers
53-2000	Air Transportation Workers
53-3000	Motor Vehicle Operators
53-6021	Parking Lot Attendants

---

<sup>1</sup>Standard Occupational Classification (SOC) codes and categories are based on the 1998 revision and are provided to aid institutions in their classification of employees by assigned position.