

**Import File Layout Specification for Winter Data Collection, 2002-2003  
Fall Staff - S1 Degree-Granting Institutions, Fall 2002  
Fixed Length/Positional File (\*.TXT)**

Field ID(Key)	Column	Length	Description	Valid Entries
<b>Parts A,B,D,E,F,G Employees by primary occupational activity, gender and race/ethnicity</b>				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	2	Survey Section	"S1"
FILLER	9	1	Filler	Spaces
PART	10	1	Part of survey section	"A,B,D,E,F,G" (refer to appendix A, survey part code table)
LINE	11	3	Primary occupation/salary category/academic rank	1-8, 10-16, 19-25, 35-41, 43-47, 49-53, 55-59, 61-65, 68-75, 78-83, 85-90, 92-97, 100-103, 105-109 - applicable to parts A,B,D,F and G (refer to appendix A, primary occupational activity and salary class interval table). Part E will be generated by system - do not include in import file.
Filler	14	6	Filler	Blanks
SRACE01	20	6	Nonresident Alien - Men (1)	0 to 999999
SRACE02	26	6	Nonresident Alien - Women (2)	0 to 999999
SRACE03	32	6	Black, non-Hispanic - Men (3)	0 to 999999
SRACE04	38	6	Black, non-Hispanic - Women (4)	0 to 999999
SRACE05	44	6	American Indian or Alaska Native - Men (5)	0 to 999999
SRACE06	50	6	American Indian or Alaska Native - Women (6)	0 to 999999
SRACE07	56	6	Asian or Pacific Islander - Men (7)	0 to 999999
SRACE08	62	6	Asian or Pacific Islander - Women (8)	0 to 999999
SRACE09	68	6	Hispanic - Men (9)	0 to 999999
SRACE10	74	6	Hispanic - Women (10)	0 to 999999
SRACE11	80	6	White, non-Hispanic - Men (11)	0 to 999999
SRACE12	86	6	White, non-Hispanic - Women (12)	0 to 999999
SRACE13	92	6	Race/ethnicity unknown - Men (13)	0 to 999999
SRACE14	98	6	Race/ethnicity unknown - Women (14)	0 to 999999

**Sort order: UNITID,SURVSECT,PART,LINE**

**Note: All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible. Character data should be left justified. If for any combination of PART and LINE, there are zero staff, then do not include record in the import file.**

**This import specification is applicable to degree-granting institutions that have 15 or more full-time employees.**

**Import File Layout Specification for Winter Data Collection, 2002-2003  
Fall Staff - S1 Degree-Granting Institutions, Fall 2002  
Key Value Pair File (\*.TXT)**

Field ID(Key)	Description	Valid Entries
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"S1"
PART	Part of survey section	"A,B,D,E,F,G" (refer to appendix A, survey part code table)
LINE	Primary occupation/salary category/academic rank	i = 1-8, 10-16, 19-25, 35-41, 43-47, 49-53, 55-59, 61-65, 68-75, 78-83, 85-90, 92-97, 100-103, 105-109 - applicable to parts A,B,D,F and G (refer to appendix A, primary occupational activity and salary class interval table). Part E will be generated by system - do not include in import file.
RACE	Race/ethnicity	j = 1 to 7, (refer to appendix A, race/ethnicity code table)
GENDER	Gender	k= 1-men, 2-women
Count	Number of employees/staff	1 to 999999, for zero value see note below.

**Sample record:**

```

UNITID=100663,SURVSECT=S1,PART=A,LINE=1,RACE=1,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=A,LINE=1,RACE=1,GENDER =2,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=A,LINE=1,RACE=2,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=A,LINE=1,RACE=2,GENDER =2,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=A,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=B,LINE=1,RACE=1,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=B,LINE=1,RACE=1,GENDER =2,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=B,LINE=1,RACE=2,GENDER =1,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=B,LINE=1,RACE=2,GENDER =2,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=B,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=D,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=F,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=100663,SURVSECT=S1,PART=G,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
"      "      "      "      "      "      "      "      "
"      "      "      "
UNITID=nnnnnn,SURVSECT=S1,PART=A,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S1,PART=B,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S1,PART=D,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S1,PART=F,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn
UNITID=nnnnnn,SURVSECT=S1,PART=G,LINE=i,RACE=j,GENDER =k,COUNT=nnnnn

```

**Sort order: UNITID,SURVSECT,PART,LINE**

**Note: If for any combination of PART, LINE, RACE, and GENDER the count is zero, then do not include record in the import file.**

**This import specification is applicable to degree-granting institutions that have 15 or more full-time employees.**

## Appendix A - Code Value Tables

### Survey part code table

- A Full-time faculty (Instruction/research/public service) by racial/ethnic category, gender, contract length and salary class intervals
- B All other full-time employees, by racial/ethnic category, gender, primary occupational activity and salary class intervals
- D Part-time employees by racial/ethnic category, gender and primary occupational activity
- E Total full-time and part-time employees (**Not included in import file** - All numbers will be automatically generated based on totals in Parts A, B, and D)
- F Tenure of full-time faculty (Instruction/research/public service) by racial/ethnic category, gender and academic rank
- G New hires by racial/ethnic category, gender, and primary occupational activity

### Primary occupational activity and salary class interval table

#### Part A - Full-time faculty (Instruction/research/public service)

- 1 Less than 9 month salary contract
  - 9/10 month salary contract
- 2 Below \$30,000
- 3 30,000-39,999
- 4 40,000-49,999
- 5 50,000-64,999
- 6 65,000-79,999
- 7 80,000-99,999
- 8 100,000 and above
- 9 Total full-time faculty on 9/10 month contract will be generated. Do not include in import file.**
  - 11/12 month salary contract
- 10 Below \$30,000
- 11 30,000-39,999
- 12 40,000-49,999
- 13 50,000-64,999
- 14 65,000-79,999
- 15 80,000-99,999
- 16 100,000 and above
- 17 Total full-time faculty on 11/12 month contract will be generated. Do not include in import file.**
- 18 All full-time faculty (lines 1,9 and 17) will be generated. Do not include in import file.**

**Note: Line 18 = Line 99.**

#### Part B - Other full-time employees

Executive/Administrative and managerial

- 19 Below \$30,000
- 20 30,000-39,999
- 21 40,000-49,999
- 22 50,000-64,999
- 23 65,000-79,999
- 24 80,000-99,999
- 25 100,000 and above
- 26 Total executive/administrative and managerial will be generated. Do not include in import file.**

Other professionals (support/service)

- 35 Below \$30,000
- 36 30,000-39,999
- 37 40,000-49,999
- 38 50,000-64,999
- 39 65,000-79,999
- 40 80,000-99,999
- 41 100,000 and above

**42 Total other professional will be generated. Do not include in import file.**

Technical and paraprofessionals

- 43 Below \$20,000
- 44 20,000-29,999
- 45 30,000-39,999
- 46 40,000-49,999
- 47 50,000 and above

**48 Total technical and paraprofessionals will be generated. Do not include in import file.**

Clerical and secretarial

- 49 Below \$20,000
- 50 20,000-29,999
- 51 30,000-39,999
- 52 40,000-49,999
- 53 50,000 and above

**54 Total clerical and secretarial will be generated. Do not include in import file.**

Skilled crafts

- 55 Below \$20,000
- 56 20,000-29,999
- 57 30,000-39,999
- 58 40,000-49,999
- 59 50,000 and above

**60 Total skilled crafts will be generated. Do not include in import file.**

Service/maintenance

- 61 Below \$20,000
- 62 20,000-29,999
- 63 30,000-39,999
- 64 40,000-49,999
- 65 50,000 and above

**66 Total service/maintenance will be generated. Do not include in import file.**

**67 Total full-time employees (18,26,42,48,54,60, and 66) will be generated. Do not include in import file.**

**Part D - Part-time employees**

- 68 Faculty (Instruction/research/public service)
- 69 Instruction/research assistants
- 70 Executive/administrative and managerial
- 71 Other professionals (support/service)
- 72 Technical and paraprofessionals
- 73 Clerical and secretarial
- 74 Skilled crafts
- 75 Service/Maintenance

**76 Total part-time employees will be generated. Do not include in import file.**

**Part E - Summary of full-time and part-time employees (based on totals in Parts A, B, and D)**

**77 Total full-time and part-time employees will be generated. Do not include in import file.**

**Part F - Full-time faculty (Instruction/research/public service)**

Tenured full-time faculty

78 Professors

79 Associate professors

80 Assistant professors

81 Instructors

82 Lecturers

83 Other faculty

**84 Total tenured full-time faculty will be generated. Do not include in import file.**

Non-tenured faculty on tenure track

85 Professors

86 Associate professors

87 Assistant professors

88 Instructors

89 Lecturers

90 Other faculty

**91 Total non-tenured faculty on tenure track will be generated. Do not include in import file.**

Non-tenured faculty not on tenure track

92 Professors

93 Associate professors

94 Assistant professors

95 Instructors

96 Lecturers

97 Other faculty

**98 Total non-tenured faculty not on tenure track will be generated. Do not include in import file.**

**99 Full-time faculty (Instruction/research/public service) will be generated. Do not include in import file. Note: Line 99 = Line 18.**

**Part G - New hires by racial/ethnic category, gender, and primary occupational activity**

100 Faculty with tenure (Instruction/research/public service)

101 Faculty non-tenured on tenure track (Instruction/research/public service)

102 Faculty non-tenured not on tenure track (Instruction/research/public service)

103 Executive/Administrative and managerial

105 Other professionals (support/service)

106 Technical and paraprofessionals

107 Clerical and secretarial

108 Skilled crafts

109 Service/Maintenance

**110 Total new hires will be generated. Do not include in import file.**

**Race-ethnicity table**

1 Nonresident Alien

2 Black non-Hispanic

3 American Indian or Alaska Native

4 Asian or Pacific Islander

5 Hispanic

6 White non-Hispanic

7 Race/ethnicity unknown