

Technical Review Panel No. 31 Improvements to the Human Resources Survey

Final Actions

On June 29 and 30, 2010, RTI International, the contractor for the IPEDS web-based data collection system, convened a meeting of the IPEDS Technical Review Panel (TRP) in Arlington, VA. The purpose of this meeting was to solicit input from the postsecondary education community on improvements to the Human Resources component. The panel consisted of 49 individuals representing the federal government, state governments, institutions, data users, association representatives, and others. The TRP examined the reporting burden for degree-granting institutions completing the Human Resources component and discussed strategies for simplifying the collection forms and eliminating potentially duplicative or unnecessary data in order to reduce institutional burden and improve the usefulness and quality of the data being reported.

A summary of the TRP's suggestions was posted to the web for public comment following the meeting. Emails were sent to keyholders and coordinators announcing the posting of comments. Comments were left open for 30 days and the comment period closed on September 17, 2010. We received one comment from an interested party. Based on TRP discussions, public comments, and RTI recommendations, NCES has taken the actions listed below.

Summary of Proposed Revisions to HR Forms for Degree-granting Institutions with More than 15 Employees (long form)

- Remove the nine salary class interval screens. This includes all of Part H and all but the last screen in Part I, the headcount of full-time non-IRPS staff by primary function, race/ethnicity and gender, which is not captured anywhere else in the component. (Implementation Year: 2011-12)
- Eliminate the two fringe benefits screens from the *Salaries* section of the component. (Implementation Year: 2011-12)
- Revise the primary function/occupational activity categories used in the *EAP* section. (Implementation Year: 2012-13 and Preview Year: 2011-12)
- Collect the data on full-time staff by academic rank, tenure status, race/ethnicity, and gender in the *Fall Staff* section (Part G) for instructional staff only (e.g., the primarily instruction and instruction/research/public service categories), rather than for all IRPS staff. The *Fall Staff* section (the headcount of full-time, non-instructional staff by primary function, race/ethnicity, and gender) would then be expanded to include the research and public service categories. (Implementation Year: 2012-13 and Preview Year 2011-2012)
- Add new screening question: Does your institution have a tenure system? Yes/No [Part G, *Fall Staff*] (Implementation Year: 2012-13 and Preview Year 2011-2012)
- Revise faculty status categories to include contract faculty (Implementation Year: 2012-13 and Preview Year 2011-2012)
- Add a screening question that asks if an institution has graduate assistants. (Implementation Year: 2012-13 and Preview Year 2011-2012)

- Remove the graduate assistant column from the part-time section and implement a new, condensed screen in the *EAP* section specifically for graduate assistants. This screen would collect data in the following three categories, each subdivided by medical versus nonmedical personnel: (1) graduate assistant—teaching, (2) graduate assistant—research, and (3) graduate assistant—other. (Implementation Year: 2012-13 and Preview Year 2011-2012)
- Eliminate the contract length differentiation from the screens in the *Salaries* section. Instead, include a worksheet for reporting the number of staff on 9-month contracts, 10-month contracts, 11-month contracts, and 12-month contracts by gender and academic rank. For each gender and academic rank category, the system would then calculate: (1) the total number of staff reported (i.e., the sum of the values entered for each contract length), and (2) the total number of months covered (i.e., the sum of the staff reported for each contract length multiplied by the number of months in the contract). An additional column would then be added to the existing Part E screen after the salary outlays column indicating the number of months covered by those salary outlays in order to calculate a weighted monthly average salary. (Final action pending as of 9/2011.)
- Add an additional screen to the *Salaries* section, to be displayed immediately after the existing salary outlays screen to collect salary outlays for full-time staff in the following categories: (1) Executive/administrative/managerial; (2) Other professionals; (3) Technical and paraprofessionals; (4) Clerical and secretarial; (5) Skilled crafts; and (6) Service/maintenance. These totals would not be disaggregated by race/ethnicity or gender. (Implementation Year: 2012-13 and Preview Year 2011-2012)

Additional Changes to HR Survey Forms for Degree-granting Institutions with Less than 15 Employees (short form)

While the discussions during the TRP focused primarily on data elements and issues involving the HR form for degree-granting institutions that have ***15 or more full-time staff*** (i.e., long HR version), several of the same data elements and issues also exist in the HR form for degree-granting institutions that have ***less than 15 full-time staff*** (i.e., short HR version). Consequently, the proposed changes to the long HR version are also applicable to the short HR version as follows:

- Eliminate the fringe benefits screens from the *Salaries* section. (Implementation Year: 2011-12)
- Implement the new method of reporting salary outlays in the *Salaries* section (eliminate the nine salary class interval screens. This includes all of Part H and all but the last screen in Part I – the headcount of full-time non-IRPS staff by primary function, race/ethnicity and gender, which is not captured anywhere else in the component). (Implementation Year: 2011-12)
- Implement the new primary functions/occupational activities for full-time and part-time staff. (Implementation Year: 2012-13 and Preview Year 2011-2012)
- Implement the new method of reporting graduate assistants. (Implementation Year: 2012-13 and Preview Year 2011-2012)

Additional recommendations for the short HR version are to:

- Eliminate the collection of data by faculty status, since institutions that respond to the short HR version report most of their staff in the “Not on tenure track/no tenure system” category or in the “Without faculty status” category. (Implementation Year: 2011-12)
- Combine the *EAP* and *Fall Staff* sections into a single section since both sections collect data on the number of full-time and part-time staff. (For odd-numbered years, the reporting of data by race/ethnicity and gender will be required, and for even-numbered years, the reporting of race/ethnicity and gender will be optional.) (Implementation Year: 2011-12)