

Institution: Hope College (170301)

User ID: P1703011

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 part-time 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 full-time staff?

Yes

No

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)?

The reporting of data by gender AND race/ethnicity is optional this year as it is in even-numbered years.

Do you wish to report data by gender AND race/ethnicity this year?

If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.

If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

No, I will not report data by gender and race/ethnicity this year

Yes, I will report data by gender and race/ethnicity this year

You may use the space below to provide context for the data you've reported above.

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

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

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

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status

Number of Full-time Instructional Staff by Academic Rank and Tenure Status

As of November 1, 2014

		Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total	Total from prior year
<u>With Faculty Status</u>	<u>Tenured</u>	85	51					136	139
	<u>On Tenure Track</u>		2	49				51	47
	<u>Not on Tenure Track</u>								
	<u>Multi-year, continuing, or at-will contract</u>		6	1	1			8	8
	<u>Annual contract</u>	2	11	29	6			48	61
	<u>Less-than-annual contract</u>							0	
<u>Without Faculty status</u>									
Total		87	70	79	7			243	

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2014

•Report Primarily Instruction and Instruction Combined with Research and/or Public Service separately, as indicated below

	With <u>Faculty status</u>					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Instructional staff	136	51	8	48	0	0	243
Total carried forward from previous screens	136	51	8	48	0		243
<u>Primarily Instruction</u>	136	51	8	48	0	0	243
Exclusively credit	136	51	8	48			243
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
<u>Instruction/research/public service staff</u>							0

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

Number of Full-time Non-instructional Staff

As of November 1, 2014

Occupational category	With <u>Faculty status</u>					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Research staff				1		2	3
Public Service staff							0
Archivists, Curators, and Museum Technicians 25-4010			1			1	2
Librarians 25-4020				8			8
Library Technicians 25-4030						4	4
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000			3	4		8	15
Management Occupations 11-0000			10			65	75
Business and Financial Operations Occupations 13-0000						18	18
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						26	26
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						55	55
Healthcare Practitioners and Technical Occupations 29-0000							0
Total	0	0	14	13	0	179	206
Total from prior year			11	15	0	169	195

Part B2 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff

As of November 1, 2014

Occupational category	Number of staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	57
<u>Sales and Related Occupations</u> 41-0000	1
<u>Office and Administrative Support Occupations</u> 43-0000	85
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	14
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	3
Total	160
Total from prior year	154

Part G - Salaries Worksheet

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

Annual Salary, 2014-15

- 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, non-medical school instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status
- Balance column should include instructional staff whose annual salary covers less than 9 months worked

Gender and academic rank	Months worked				Total Staff for Salary reporting	Total Number of Months	Total full-time non-medical school instructional staff from Part A	Balance (all other full-time instructional staff)
	12 months	11 months	10 months	9 months				
Men								
Professors				59	59	531		
Associate professors				37	37	333		
Assistant professors				32	32	288		
Instructors				1	1	9		
Lecturers					0	0		
No academic rank					0	0		
Total men	0	0	0	129	129	1,161		
Women								
Professors				28	28	252		
Associate professors				33	33	297		
Assistant professors				47	47	423		
Instructors				6	6	54		
Lecturers					0	0		
No academic rank					0	0		
Total women	0	0	0	114	114	1,026		
Total (men + women)	0	0	0	243	243	2,187	243	0

Part G - Salary outlays for instructional staff

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

Annual Salary Outlays, 2014-15

•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)	? Total Annual Salary Outlays	? Weighted Average Monthly Salaries
Men				
Professors	59	531	5,214,021	9,819
Associate professors	37	333	2,590,672	7,780
Assistant professors	32	288	1,876,274	6,515
Instructors	1	9	51,500	5,722
Lecturers	0	0		
No academic rank	0	0		
Total men	129	1,161	9,732,467	8,383
Women				
Professors	28	252	2,364,493	9,383
Associate professors	33	297	2,205,804	7,427
Assistant professors	47	423	2,723,841	6,439
Instructors	6	54	299,192	5,541
Lecturers	0	0		
No academic rank	0	0		
Total women	114	1,026	7,593,330	7,401
Total (men + women)	243	2,187	17,325,797	7,922

Part G - Salary outlays for non-instructional staff

Salary Outlays

for Full-time Non-instructional Staff

Annual Salary Outlays, 2014-15

Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff	3	162,266
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	29	1,703,731
Management Occupations 11-0000	75	6,166,741
Business and Financial Operations Occupations 13-0000	18	940,215
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	26	1,364,444
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	55	2,860,942
Healthcare Practitioners and Technical Occupations 29-0000	0	
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	57	2,328,093
Sales and Related Occupations 41-0000	1	32,885
Office and Administrative Support Occupations 43-0000	85	3,150,189
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	14	782,558
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	3	127,795

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

Number of Part-time Staff

As of November 1, 2014

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
<u>Primarily Instruction</u>	0	0	0	0	121	0	121
? Exclusively credit					121		121
? Exclusively not-for-credit							0
Combined credit/not-for-credit							0
<u>Instruction/research/public service staff</u>							0
<u>Research staff</u>						1	1
<u>Public Service staff</u>							0
<u>Archivists, Curators, and Museum Technicians</u>							0
<u>25-4010</u>							0
<u>Librarians</u>							0
<u>25-4020</u>							0
<u>Library Technicians</u>						2	2
<u>25-4030</u>							0
? <u>Student and Academic Affairs and Other Education Services Occupations</u>						4	4
<u>25-2000 + 25-3000 + 25-9000</u>							0
<u>Management Occupations</u>						4	4
<u>11-0000</u>							0
<u>Business and Financial Operations Occupations</u>						1	1
<u>13-0000</u>							0
<u>Computer, Engineering, and Science Occupations</u>						3	3
<u>15-0000 + 17-0000 + 19-0000</u>							0
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u>					23	18	41
<u>21-0000 + 23-0000 + 27-0000</u>							0
<u>Healthcare Practitioners and Technical Occupations</u>						7	7
<u>29-0000</u>							0
Total	0	0	0	0	144	40	184
Total from prior year	0	0	0	2	131	29	162

Part E - Part-time Staff by Occupational Category
Number of Part-time Staff

As of November 1, 2014

Occupational category	Number of staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	19
<u>Sales and Related Occupations</u> 41-0000	2
<u>Office and Administrative Support Occupations</u> 43-0000	31
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	1
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	16
Total	69
PY Total	66

Part H - New Hires by Occupational Category and Tenure Status

Number of Newly Hired Full-time Permanent Staff

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

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, at-will contract	Annual contract	Less-than-annual contract		
<u>Instructional Staff</u>		9		6			15
<u>Research staff</u>							1
<u>Public Service staff</u>							2
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>							2
<u>Management Occupations</u>							2
<u>11-0000</u>							2
<u>Business and Financial Operations Occupations</u>							2
<u>13-0000</u>							2
<u>Computer, Engineering, and Science Occupations</u>							4
<u>15-0000 + 17-0000 + 19-0000</u>							1
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u>							3
<u>21-0000 + 23-0000 + 27-0000</u>							1
<u>Healthcare Practitioners and Technical Occupations</u>							1
<u>29-0000</u>							1
<u>Service Occupations</u>							3
<u>31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000</u>							1
<u>Sales and Related Occupations</u>							3
<u>41-0000</u>							1
<u>Office and Administrative Support Occupations</u>							3
<u>43-0000</u>							1
<u>Natural Resources, Construction, and Maintenance Occupations</u>							1
<u>45-0000 + 47-0000 + 49-0000</u>							1
<u>Production, Transportation, and Material Moving Occupations</u>							1
<u>51-0000 + 53-0000</u>							1

Human Resources Survey Evaluation

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

Prepared by

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input checked="" type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other

Name: Lori Mulder
Email: mulderl@hope.edu

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 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 2015.

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 2014**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	609	253	693
Instructional Staff	243	121	283
Primary Instruction	243	121	283
Exclusively credit	243	121	283
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	0	0
Research Staff	3	1	3
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	29	6	31
Librarians, Curators, and Archivists SOC 25-4000	14	2	15
Archivists, Curators, and Museum Technicians SOC 25-4010	2	0	2
Librarians SOC 25-4020	8	0	8
Library Technicians SOC 25-4030	4	2	5
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	15	4	16
Management Occupations SOC 11-0000	75	4	76
Business and Financial Operations Occupations SOC 13-0000	18	1	18
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	26	3	27
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	55	41	69
Healthcare Practitioners and Technical Occupations SOC 29-0000	0	7	2
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	57	19	63
Sales and Related Occupations SOC 41-0000	1	2	2
Office and Administrative Support Occupations SOC 43-0000	85	31	95
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	14	1	14

**Number of staff by employment status and occupational category:
Fall 2014**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	3	16	8
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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 2014-15**

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				243	243	2,187	\$17,325,797	\$7,922
Professor				87	87	783	\$7,578,514	\$9,679
Associate professor				70	70	630	\$4,796,476	\$7,613
Assistant professor				79	79	711	\$4,600,115	\$6,470
Instructor				7	7	63	\$350,692	\$5,567
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

Hope College (170301)

Source	Description	Severity	Resolved	Options
Screen: E - PT Staff, Occupation and Tenure - 1				
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:	all contracts offered this year are one semester or less			
Screen Entry	This number is outside the expected range of between 19 and 39 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Data is correct. Large enrollment has required hiring of PT staff			