

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.

#### Changes to reporting for 2019-20

There are no changes for this survey component.

#### 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](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 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.
- To access your prior year data submission for this component: [Reported Data](#)

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.

- ☐ No
- ☒ Yes

Does your institution have graduate assistants?

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

- ☒ No
- ☐ Yes

Does your institution have 15 or more full-time staff?

- ☐ No
- ☒ Yes

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.

- ☐ No
- ☒ Yes

Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **November 1, 2018 and October 31, 2019** either for the **first time** (new to the institution) or **after a break in service**? Do not exclude persons who were no longer on the payroll as of November 1, 2019. (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**.

- ☐ No
- ☒ Yes

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.

<input checked="" type="radio"/> No	<input type="radio"/> Yes	Are ALL of the instructional staff military personnel?
<input checked="" type="radio"/> No	<input type="radio"/> Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

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

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

### Number of Full-time Instructional Staff

#### With Faculty Status

#### Tenured

As of November 1, 2019

- 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

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino	2	2					4
American Indian or Alaska Native							0
Asian		3					3
Black or African American	1	2					3
Native Hawaiian or Other Pacific Islander							0
White	49	20					69
Two or more races		1					1
Race and ethnicity unknown							0
<b>Total men</b>	52	28	0	0	0	0	80

### Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino		2					2
American Indian or Alaska Native							0
Asian	2	1					3
Black or African American	1	2					3
Native Hawaiian or Other Pacific Islander							0
White	24	26					50
Two or more races							0
Race and ethnicity unknown							0
<b>Total women</b>	27	31	0	0	0	0	58

### Total (men+women)

	79	59	0	0	0	0	138
Total from prior year							141

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

### Number of Full-time Instructional Staff With Faculty Status On Tenure Track

As of November 1, 2019

- 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

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino			1				1
American Indian or Alaska Native							0
Asian			4				4
Black or African American							0
Native Hawaiian or Other Pacific Islander			1				1
White			13				13
Two or more races							0
Race and ethnicity unknown							0
<b>Total men</b>	0	0	19	0	0	0	19

#### Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien			1				1
Hispanic/Latino			1				1
American Indian or Alaska Native							0
Asian		1					1
Black or African American			2				2
Native Hawaiian or Other Pacific Islander							0
White		1	15				16
Two or more races			1				1
Race and ethnicity unknown							0
<b>Total women</b>	0	2	20	0	0	0	22
<b>Total (men+women)</b>	0	2	39	0	0	0	41
Total from prior year							47

## Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Multi-Year Contract

**Number of Full-time Instructional Staff  
With Faculty Status  
Not on Tenure Track - Multi-Year Contract**

As of November 1, 2019

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

### Women

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
<u>Nonresident alien</u>							
<u>Hispanic/Latino</u>							
<u>American Indian or Alaska Native</u>							
<u>Asian</u>							
<u>Black or African American</u>							
<u>Native Hawaiian or Other Pacific Islander</u>							
<u>White</u>							
<u>Two or more races</u>							
<u>Race and ethnicity unknown</u>							
<b>Total women</b>							

### Total (men+women)

Total from prior year							
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## Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract

**Number of Full-time Instructional Staff  
With Faculty Status  
Not on Tenure Track - Annual Contract**

As of November 1, 2019

- 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

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian			1				1
Black or African American			1				1
Native Hawaiian or Other Pacific Islander							0
White		5	10	3			18
Two or more races							0
Race and ethnicity unknown							0
<b>Total men</b>	0	5	12	3	0	0	20

### Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian			1	1			2
Black or African American				1			1
Native Hawaiian or Other Pacific Islander			1				1
White	1	2	18	6			27
Two or more races			1				1
Race and ethnicity unknown							0
<b>Total women</b>	1	2	21	8	0	0	32
<b>Total (men+women)</b>	1	7	33	11	0	0	52
Total from prior year							47

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Less-Than-Annual Contract**

Number of <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track - Less-than-annual Contract</u>							
As of November 1, 2019							
•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							
<b>Men</b>							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races	0						0
Race and ethnicity unknown							0
<b>Total men</b>	0	0	0	0	0	0	0
<b>Women</b>							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White							0
Two or more races							0
Race and ethnicity unknown	0						0
<b>Total women</b>	0	0	0	0	0	0	0
<b>Total (men+women)</b>	0	0	0	0	0	0	0
Total from prior year							

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract**

Number of <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track - Indefinite duration contract</u>  As of November 1, 2019							
•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							
<b>Men</b>							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White	0						0
Two or more races							0
Race and ethnicity unknown							0
<b>Total men</b>	0	0	0	0	0	0	0
<b>Women</b>							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White	0						0
Two or more races							0
Race and ethnicity unknown							0
<b>Total women</b>	0	0	0	0	0	0	0
<b>Total (men+women)</b>	0	0	0	0	0	0	0
Total from prior year							



Part A1 - Full-time Instructional Staff - Without Faculty Status

Number of <u>Full-time Instructional Staff</u>	
Without Faculty Status	
As of November 1, 2019	
•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	
Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total men	0
Women	
Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total women	0
Total (men+women)	0
Total from prior year	

Part A2 - Full-time Instructional Staff by Function  
Number of Full-time Instructional Staff

As of November 1, 2019

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

	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at -will)		
Instructional staff	138	41	0	52	0	0	0	231
Total carried forward from previous screens	138	41		52	0	0	0	231
Primarily Instruction	138	41	0	52	0	0	0	231
 Exclusively credit	138	41		52				231
 Exclusively not-for-credit								0
Combined credit/not-for-credit								0
Instruction/research/public service staff								0

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff			
As of November 1, 2019			
Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	0	1	1
Hispanic/Latino	5	3	8
American Indian or Alaska Native	0	0	0
Asian	8	6	14
Black or African American	4	6	10
Native Hawaiian or Other Pacific Islander	1	1	2
White	100	93	193
Two or more races	1	2	3
Race and ethnicity unknown	0	0	0
Total	119	112	231
Total from prior year			236

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

### Men

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	0		
Hispanic/Latino	5		
American Indian or Alaska Native	0		
Asian	8		
Black or African American	4		
Native Hawaiian or Other Pacific Islander	1		
White	100	2	
Two or more races	1		
Race and ethnicity unknown	0		
<b>Total men</b>	<b>119</b>	<b>2</b>	<b>0</b>

### Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	1		
Hispanic/Latino	3		
American Indian or Alaska Native	0		
Asian	6		
Black or African American	6		
Native Hawaiian or Other Pacific Islander	1		
White	93	5	
Two or more races	2		
Race and ethnicity unknown	0		
<b>Total women</b>	<b>112</b>	<b>5</b>	<b>0</b>
<b>Total (men+women)</b>	<b>231</b>	<b>7</b>	<b>0</b>
Total from prior year	<b>236</b>	<b>6</b>	

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•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 and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				2
Black or African American				1
Native Hawaiian or Other Pacific Islander				
White	3	5		13
Two or more races				1
Race and ethnicity unknown				
<b>Total men</b>	<b>3</b>	<b>5</b>	<b>0</b>	<b>17</b>

### Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				2
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White		4	4	22
Two or more races				
Race and ethnicity unknown				
<b>Total women</b>	<b>0</b>	<b>4</b>	<b>4</b>	<b>24</b>
<b>Total (men+women)</b>	<b>3</b>	<b>9</b>	<b>4</b>	<b>41</b>
Total from prior year	3	9	4	38

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

### Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino	1		1	2	1
American Indian or Alaska Native					
Asian			1	1	
Black or African American	1			2	
Native Hawaiian or Other Pacific Islander				1	
White	23	11	22	40	2
Two or more races					
Race and ethnicity unknown					
<b>Total men</b>	25	11	24	46	3

### Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino		1		2	
American Indian or Alaska Native					
Asian				1	
Black or African American	2				
Native Hawaiian or Other Pacific Islander					
White	19	19	11	30	2
Two or more races	1				
Race and ethnicity unknown					
<b>Total women</b>	22	20	11	33	2
<b>Total (men+women)</b>	47	31	35	79	5
Total from prior year	57	26	36	65	4

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

### Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien	1					1
Hispanic/Latino	11				1	22
American Indian or Alaska Native						0
Asian	1					13
Black or African American	1					9
Native Hawaiian or Other Pacific Islander						2
White	24		4	16	2	267
Two or more races						2
Race and ethnicity unknown						0
<b>Total men</b>	<b>38</b>	<b>0</b>	<b>4</b>	<b>16</b>	<b>3</b>	<b>316</b>

### Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien						1
Hispanic/Latino	1		3			12
American Indian or Alaska Native						0
Asian	5		1			13
Black or African American	1		1			10
Native Hawaiian or Other Pacific Islander						1
White	23	2	70			304
Two or more races						3
						0

Race and ethnicity unknown						
Total women	30	2	75	0	0	344
Total (men+women)	68	2	79	16	3	660
Total from prior year	64	2	79	17	3	649

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

Number of <u>Full-time</u> Non-instructional Staff								
As of November 1, 2019								
Occupational category	With <u>Faculty Status</u>						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff	1						6	7
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010	1						2	3
Librarians and Media Collections Specialists 25-4020				9				9
Library Technicians 25-4030							4	4
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	1			3			37	41
Management Occupations 11-0000	6			3			38	47
Business and Financial Operations Occupations 13-0000							31	31
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							35	35
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	3			6			70	79
Healthcare Practitioners and Technical Occupations 29-0000				2			3	5
Total	12	0	0	23	0	0	226	261
Total from prior year				32	0	11	205	248

## Part C - Full-time Summary

### Summary of Full-time Staff

As of November 1, 2019

•Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Not on Tenure Track Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	138	41	0	52	0	0	0	231
Exclusively credit	138	41		52				231
Exclusively not-for-credit								0
Combined credit/not-for-credit								0
Instruction/research/public service staff								0
Research staff	1						6	7
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010	1						2	3
Librarians and Media Collections Specialists 25-4020				9				9
Library Technicians 25-4030							4	4
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	1			3			37	41
Management Occupations 11-0000	6			3			38	47
Business and Financial Operations Occupations 13-0000							31	31
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							35	35
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	3			6			70	79
Healthcare Practitioners and Technical Occupations 29-0000				2			3	5
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								68
Sales and Related Occupations 41-0000								2
Office and Administrative Support Occupations 43-0000								79
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000								16
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000								3
Total								660

## Part G1 - Salaries Worksheet

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

#### Annual Salary, 2019-20

- 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 instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status

Gender and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Men							
Professors				52		52	52
Associate professors				33		33	33
Assistant professors				31		31	31
Instructors				3		3	3
Lecturers						0	0
No academic rank						0	0
Total men	0	0	0	119	0	119	119
Total men full-time instructional staff from Part A						119	
Women							
Professors				28		28	28
Associate professors				35		35	35
Assistant professors				41		41	41
Instructors				8		8	8
Lecturers						0	0
No academic rank						0	0
Total women	0	0	0	112	0	112	112
Total women full-time instructional staff from Part A						112	
Total (men+women)	0	0	0	231	0	231	231
Total (men+women) full-time instructional staff from Part A						231	

## Part G2 - Salary Outlays for Instructional Staff

### Salary Outlays

#### for Full-time Instructional Staff

#### Annual Salary Outlays, 2019-20


- 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, Part G1 – Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and gender.

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays					Equated 9 months
		12 months	11 months	10 months	9 months		
Men							
Professors	52				5,088,007	5,088,007	
Associate professors	33				2,476,538	2,476,538	
Assistant professors	31				1,996,754	1,996,754	
Instructors	3				154,439	154,439	
Lecturers	0					0	
No academic rank	0					0	
Total men	119	0	0	0	9,715,738	9,715,738	
Women							
Professors	28				2,586,928	2,586,928	
Associate professors	35				2,560,176	2,560,176	
Assistant professors	41				2,471,615	2,471,615	
Instructors	8				437,554	437,554	
Lecturers	0					0	
No academic rank	0					0	
Total women	112	0	0	0	8,056,273	8,056,273	
Total (men + women)	231	0	0	0	17,772,011	17,772,011	

## Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank  
 for Full-time Instructional Staff

Annual Average Salaries, 2019-20

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Men						
Professors	52				97,846	97,846
Associate professors	33				75,047	75,047
Assistant professors	31				64,411	64,411
Instructors	3				51,480	51,480
Lecturers	0					
No academic rank	0					
Total men	119				81,645	81,645
Women						
Professors	28				92,390	92,390
Associate professors	35				73,148	73,148
Assistant professors	41				60,283	60,283
Instructors	8				54,694	54,694
Lecturers	0					
No academic rank	0					
Total women	112				71,931	71,931
Total (men+women)	231				76,935	76,935

## Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays for <u>Full-time</u> Non-instructional Staff  Annual Salary Outlays, 2019-20		
Occupational category	? Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	? Total annual salary outlays
Research staff	7	432,291
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	57	3,514,412
Management Occupations 11-0000	47	5,266,465
Business and Financial Operations Occupations 13-0000	31	1,900,194
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	35	2,197,768
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	79	4,435,923
Healthcare Practitioners and Technical Occupations 29-0000	5	259,141
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	68	2,720,989
Sales and Related Occupations 41-0000	2	102,188
Office and Administrative Support Occupations 43-0000	79	2,979,041
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	16	907,234
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	3	111,841

## Part D - Part-time Staff by Occupational Category

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

As of November 1, 2019


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

#### Men

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian			
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	35		
Two or more races			
Race and ethnicity unknown			
<b>Total men</b>	36	0	0

#### Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian	3		
Black or African American			
Native Hawaiian or Other Pacific Islander			
White	56		
Two or more races	1		
Race and ethnicity unknown			
<b>Total women</b>	61	0	0

<b>Total (men+women)</b>	97	 0	0
Total from prior year	107	2	

## Part D - Part-time Staff by Occupational Category

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

As of November 1, 2019

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
Asian					0
Black or African American				1	1
Native Hawaiian or Other Pacific Islander					0
White				3	3
Two or more races					0
Race and ethnicity unknown					0
<b>Total men</b>	0	0	0	4	4

#### Women

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

<b>Total (men+women)</b>	0	0	0	8	8
Total from prior year				8	8

## Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2019

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

### Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino				1	
American Indian or Alaska Native					
Asian				1	
Black or African American				2	
Native Hawaiian or Other Pacific Islander					
White	2	1	2	21	
Two or more races					
Race and ethnicity unknown					
<b>Total men</b>	2	1	2	25	0

### Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1	4	2	15	7
Two or more races				1	
Race and ethnicity unknown					
<b>Total women</b>	1	4	2	16	7
<b>Total (men+women)</b>	3	5	4	41	7
Total from prior year	4	4	3	37	9

## Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff

As of November 1, 2019

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All part-time staff)
Nonresident alien						0
Hispanic/Latino	1					2
American Indian or Alaska Native						0
Asian						1
Black or African American						4
Native Hawaiian or Other Pacific Islander						0
White	4		2	1	17	88
Two or more races						0
Race and ethnicity unknown						0
<b>Total men</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>1</b>	<b>17</b>	<b>95</b>

#### Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related Occupations</u> 41-0000	<u>Office and Administrative Support Occupations</u> 43-0000	<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	Grand Total (All part-time staff)
Nonresident alien						0
Hispanic/Latino			1			2
American Indian or Alaska Native						0
Asian	1					4
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	7	2	34		1	133
Two or more races			1			3
Race and ethnicity unknown						0

Total women	8	2	36	0	1	142
Total (men+women)	13	2	38	1	18	237
Total from prior year	16	2	33	1	20	246

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

Number of Part-time Staff

As of November 1, 2019

Occupational category	With <u>Faculty Status</u>						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	0	0	0	97	0	0	97
? Exclusively credit					97			97
? Exclusively not-for-credit								0
Combined credit/not-for-credit								0
Instruction/research/public service staff								0
Research staff								0
Public Service staff								0
Archivists, Curators, and Museum Technicians								0
25-4010								0
Librarians and Media Collections Specialists								0
25-4020								0
Library Technicians								0
25-4030								0
? Student and Academic Affairs and Other Education Services Occupations							8	8
25-2000 + 25-3000 + 25-9000								
Management Occupations							3	3
11-0000								
Business and Financial Operations Occupations							5	5
13-0000								
Computer, Engineering, and Science Occupations							4	4
15-0000 + 17-0000 + 19-0000								
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations					26		15	41
21-0000 + 23-0000 + 27-0000								
Healthcare Practitioners and Technical Occupations							7	7
29-0000								
Total	0	0	0	0	123	0	42	165
Total from prior year	0	0	0	3	132	0	39	174

## Part F - Part-time Summary

Summary of Part-time Staff								
As of November 1, 2019								
Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Not on Tenure Track Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	0	0	0	97	0	0	97
Exclusively credit					97			97
Exclusively not-for-credit								0
Combined credit/not-for-credit								0
Instruction/research/public service staff								0
Research staff								0
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010								0
Librarians and Media Collections Specialists 25-4020								0
Library Technicians 25-4030								0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000							8	8
Management Occupations 11-0000							3	3
Business and Financial Operations Occupations 13-0000							5	5
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							4	4
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					26		15	41
Healthcare Practitioners and Technical Occupations 29-0000							7	7
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								13
Sales and Related Occupations 41-0000								2
Office and Administrative Support Occupations 43-0000								38
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000								1
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000								18
Total								237

**Part H - New Hires, Full-time Instructional Staff by Tenure Status**  
**Number of Newly Hired Full-time Permanent Instructional Staff**

(Hired full-time between November 1, 2018 - October 31, 2019)

- 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**

Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Nonresident alien								0
Hispanic/Latino								0
American Indian or Alaska Native								0
Asian				1				1
Black or African American				1				1
Native Hawaiian or Other Pacific Islander								0
White		2		1				3
Two or more races								0
Race and ethnicity unknown								0
<b>Total men</b>	0	2	0	3	0	0	0	5

**Women**

Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Nonresident alien								0
Hispanic/Latino								0
American Indian or Alaska Native								0
Asian		1						1
Black or African American				1				1
Native Hawaiian or Other Pacific Islander								0
White		1		3				4
Two or more races		1		1				2
Race and ethnicity unknown								0
<b>Total women</b>	0	3	0	5	0	0	0	8

**Total (men+women)** 0 5 0 8 0 0 0 13

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

### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2018 - October 31, 2019)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	<u>Instructional Staff</u> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			
Hispanic/Latino	0			
American Indian or Alaska Native	0			
Asian	1			
Black or African American	1			
Native Hawaiian or Other Pacific Islander	0			
White	3			
Two or more races	0			1
Race and ethnicity unknown	0			
<b>Total men</b>	5	0	0	1

#### Women

Race/ethnicity	<u>Instructional Staff</u> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			
Hispanic/Latino	0			
American Indian or Alaska Native	0			
Asian	1			
Black or African American	1			
Native Hawaiian or Other Pacific Islander	0			
White	4			1
Two or more races	2			
Race and ethnicity unknown	0			
<b>Total women</b>	8	0	0	1
<b>Total (men+women)</b>	13	0	0	2

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

### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2018 - October 31, 2019)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

#### Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino				1	1
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	2	2	3	7	
Two or more races					
Race and ethnicity unknown					
<b>Total men</b>	2	2	3	8	1

#### Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1	2		1	
Two or more races					
Race and ethnicity unknown					
<b>Total women</b>	1	2	0	1	0

<b>Total (men+women)</b>	3	4	3	9	1
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## Part H - New Hires, Full-time Staff by Occupational Category

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2018 - October 31, 2019)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

### Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien						0
Hispanic/Latino	3					5
American Indian or Alaska Native						0
Asian						1
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White	2					19
Two or more races						1
Race and ethnicity unknown						0
<b>Total men</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>27</b>

### Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien						0
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian	1					2
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White	2		9			20
Two or more races						2
						0

Race and ethnicity unknown						
Total women	3	0	9	0	0	25
Total (men+women)	8	0	9	0	0	52

**Human Resources Survey Evaluation**

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

no

Prepared by

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.

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 many staff from your institution only were involved in the data collection and reporting process of this survey component?

1.00	Number of Staff (including yourself)
------	--------------------------------------

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	40.00hours	4.00hours	1.00hours	0.00hours
Other offices	hours	hours	hours	hours

**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 2019.

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](mailto:ipedshelp@rti.org).

**Number of staff by employment status and occupational category:  
Fall 2019**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
<b>Total number of staff</b>	660	237	739
Instructional Staff	231	97	263
Primary Instruction	231	97	263
Exclusively credit	231	97	263
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	0	0
Research Staff	7	0	7
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	57	8	60
Librarians, Curators, and Archivists SOC 25-4000	16	0	16
Archivists, Curators, and Museum Technicians SOC 25-4010	3	0	3
Librarians SOC 25-4020	9	0	9
Library Technicians SOC 25-4030	4	0	4
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	41	8	44
Management Occupations SOC 11-0000	47	3	48
Business and Financial Operations Occupations SOC 13-0000	31	5	33
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	35	4	36
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	79	41	93
Healthcare Practitioners and Technical Occupations SOC 29-0000	5	7	7
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	68	13	72
Sales and Related Occupations SOC 41-0000	2	2	3
Office and Administrative Support Occupations SOC 43-0000	79	38	92
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	16	1	16

**Number of staff by employment status and occupational category:  
Fall 2019**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	3	18	9
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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 2019-20**

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				
<b>All Ranks</b>				231	231	2,079	\$17,772,011	\$8,548
Professor				80	80	720	\$7,674,935	\$10,660
Associate professor				68	68	612	\$5,036,714	\$8,230
Assistant professor				72	72	648	\$4,468,369	\$6,896
Instructor				11	11	99	\$591,993	\$5,980
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: B2 - FT Non-instructional, 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:	were either taken away from faculty status, or indefinite contracts were discontinued as were multi-year contracts.			
Screen: D - PT Staff, Occupation - 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:	part time went full time			
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:	Annual contracts were eliminated			