Human Resources 2016-17

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
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2010
 Standard Occupational Classfication (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 ir	stituti	ion ha	ve any <u>part-time</u> staff?									
If you	answe	r Yes t	o this	question, you will be provided the screens to report part-time staff.									
0	No												
0	Yes												
	Does your institution have graduate assistants?												
	If you answer Yes to this question, you will be provided the screens to report graduate assistants.												
	0	No	No										
	0	Yes	′es										
Does	your ir	stituti	ion ha	ve 15 or more <u>full-time</u> staff?									
0	No												
0	Yes												
		oes y	our in	stitution have a tenure system?									
	I	f you a	nswe	r Yes to this question, you will be provided the screens to report some data by tenure status.									
	0	No											
	0	Yes											
	b a	etwee f ter a	n No v <i>breal</i>	itution hire any full-time permanent staff who were included on the payroll of the institution vember 1, 2015 and October 31, 2016 either for the first time (new to the institution) or k in service ? (Exclude persons who have returned from sabbatical leave and full-time staff who are working less-than-9-month contracts.)									
		f you a h ires ii		or Yes to this question, you will be provided the screens to report full-time permanent new t H .									
	0	No											
	0	Yes											
Do AL	L of th	e <u>inst</u>	ructio	nal staff at your institution fall into any of the following categories?									
				of the questions below, you will NOT be required to report Part G - Salaries for instructional ll still be required for reporting data for full-time non-instructional staff.									
0	No	0	Yes	Are ALL of the instructional staff military personnel?									
0	No	0	Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?									
You m	ay use	the s	pace	below to provide context for the data you've reported above.									
4													
,				<u> </u>									

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

Number of <u>Full-time</u> <u>Instructional Staff</u> With <u>Faculty Status</u> <u>Tenured</u>

- 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							
		Ad	ademic Rar	<u>ık</u>		No	
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Tota
Nonresident alien							
Hispanic/Latino	1	3					
American Indian or Alaska Native							(
Asian		5					5
Black or African American	1	3					4
Native Hawaiian or Other Pacific Islander							C
White	54	17					71
Two or more races							C
Race and ethnicity unknown							c
Total men	56	28	0	0	0	0	84
Women							
		Ad	cademic Rar	<u>ık</u>		No	
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Tota
Nonresident alien							C
Hispanic/Latino	2	2					4
American Indian or Alaska Native							C
Asian	1	1					2
Black or African American		2					2
Native Hawaiian or Other Pacific Islander							C
White	22	21					43

Two or more races							0
Race and ethnicity unknown							0
Total women	25	26	0	0	0	0	51
Total (men+women)	81	54	0	0	0	0	135
Total from prior year							137

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

Number of <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> On Tenure Track

As of November 1, 2016

Academic Rank

No

- 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

M	е	n

Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total
Nonresident alien			2				2
<u>Hispanic/Latino</u>			1				1
American Indian or Alaska Native							0
<u>Asian</u>			1				1
Black or African American			1				1
Native Hawaiian or Other Pacific Islander							0
White	1		19				20
Two or more races			1				1
Race and ethnicity unknown							0
reace and cumoity unknown							
Total men	1	0	25	0	0	0	26
Total men Women	1	Ac	cademic Rar		0	No	26
Total men	Professors			nk			26 Total
Total men Women		Ac Associate	cademic Rar Assistant	nk		No academic	
Total men Women Race/ethnicity		Ac Associate	ademic Rar Assistant professors	nk		No academic	Total
Total men Women Race/ethnicity Nonresident alien		Ac Associate	ademic Rar Assistant professors	nk		No academic	Total 2
Total men Women Race/ethnicity Nonresident alien Hispanic/Latino		Ac Associate	ademic Rar Assistant professors	nk		No academic	Total 2
Total men Women Race/ethnicity Nonresident alien Hispanic/Latino American Indian or Alaska Native		Ac Associate	ademic Rar Assistant professors	nk		No academic	Total 2 0
Total men Women Race/ethnicity Nonresident alien Hispanic/Latino American Indian or Alaska Native Asian		Ac Associate	Assistant professors	nk		No academic	Total 2 0 0 0
Total men Women Race/ethnicity Nonresident alien Hispanic/Latino American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific		Ac Associate	Assistant professors	nk		No academic	Total 2 0 0 0 4

Two or more races							0
Race and ethnicity unknown							0
Total women	0	1	28	0	0	0	29
Total (men+women)	1	1	53	0	0	0	55
Total from prior year							57

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

Number of <u>Full-time</u> <u>Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track</u> - <u>Multi-Year Contract</u>

- 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							
		<u>Ac</u>	ademic Rar	<u>ık</u>		No	
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian		1					1
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White		2					2
Two or more races							0
Race and ethnicity unknown							0
Total men	0	3	0	0	0	0	3
Women							
		Ad	cademic Rar	nk		No	
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total
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		2		1			3

Two or more races							0
Race and ethnicity unknown							0
Total women	0	2	0	1	0	0	3
Total (men+women)	0	5	0	1	0	0	6

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

Number of <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> Not on Tenure Track - Annual Contract

As of November 1, 2016

- 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

		<u>Ac</u>	ademic Rar	ı <u>k</u>		No	
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
<u>Asian</u>							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
<u>White</u>		4	5	5			14
Two or more races							0
Race and ethnicity unknown							0
Total men	0	4	5	5	0	0	14

			No				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total
Nonresident alien			1				1
Hispanic/Latino							0
American Indian or Alaska Native			1				1
Asian							0
Black or African American		1		1			2
Native Hawaiian or Other Pacific Islander							0

White	1	4	14	3			22
Two or more races							0
Race and ethnicity unknown			1				1
Total women	1	5	17	4	0	0	27
Total (men+women)	1	9	22	9	0	0	41
Total from prior year							50

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

Number of <u>Full-time</u> <u>Instructional Staff</u> With <u>Faculty Status</u> Not on Tenure Track - <u>Less-than-annual Contract</u>

- 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

include both Fillianly methacien and methacien combined with recognish and/or Fabile correct										
Men										
		Ad	ademic Rar	<u>ık</u>		No				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total			
Nonresident alien	0						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			
Total men	0	0	0	0	0	0	0			
Women										
		Ad	ademic Rar	nk		No				
Race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total			
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
Total women	0	0	0	0	0	0	0
Total (men+women)	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</u> <u>Instructional Staff</u> With <u>Faculty Status</u> Not on Tenure Track - <u>Indefinite duration contract</u>

- 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								
		<u>Ac</u>	ademic Rar	<u>1k</u>		No		
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total	
Nonresident alien	0						0	
Hispanic/Latino							0	
American Indian or Alaska Native							0	
<u>Asian</u>							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	
Total men	0	0	0	0	0	0	0	
Women								
		Ac	ademic Rar	nk		No		
Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	academic rank	Total	
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
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0

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

Number of <u>Full-time</u> <u>Instructional Staff</u> Without Faculty Status As of November 1, 2016

 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 			
Men			
Race/ethnicity	Without Faculty Status		
Nonresident alien	0		
Hispanic/Latino			
American Indian or Alaska Native			
<u>Asian</u>			
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		
rewi (mem. nomen)			

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2016

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

	With Faculty Status							
				Not on Tenure Track				
	Tenured	<u>On</u> <u>Tenure</u> <u>Track</u>	<u>Multi-</u> <u>year</u>	Annual contract	Less- than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Instructional staff	135	55	6	41	0	0	0	237
Total carried forward from previous screens	135	55	6	41	0	0	0	237
Primarily Instruction	135	55	6	41	0	0	0	237
Exclusively credit	135	55	6	41				237
② 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

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	2	3	5
Hispanic/Latino	5	4	9
American Indian or Alaska Native	0	1	1
Asian	7	2	9
Black or African American	5	8	13
Native Hawaiian or Other Pacific Islander	0	0	0
White	107	91	198
Two or more races	1	0	1
Race and ethnicity unknown	0	1	1
Total	127	110	237
Total from prior year			244

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

Number of <u>Full-time</u> Non-instructional Staff by Occupational Category

As of November 1, 2016

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

Men

Race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Nonresident alien	2		
Hispanic/Latino	5		
American Indian or Alaska Native	0		
<u>Asian</u>	7		
Black or African American	5		
Native Hawaiian or Other Pacific Islander	0		
<u>White</u>	107	1	
Two or more races	1		
Race and ethnicity unknown	0		
Total men	127	1	0

Wollien			
Race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Nonresident alien	3		
Hispanic/Latino	4		
American Indian or Alaska Native	1		
Asian	2		
Black or African American	8		
Native Hawaiian or Other Pacific Islander	0		
White	91	3	
Two or more races	0		
Race and ethnicity unknown	1		
Total women	110	3	0

Total (men+women)	237	4	0
Total from prior year	244	4	

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

Number of <u>Full-time</u> Non-instructional Staff by Occupational Category

As of November 1, 2016

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

м	Δn
	CII

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
<u>Asian</u>				
Black or African American				1
Native Hawaiian or Other Pacific Islander				
<u>White</u>	3	5		7
Two or more races				
Race and ethnicity unknown				
Total men	3	5	0	8

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians</u> 25-4020	<u>Library</u> <u>Technicians</u> 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				1
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White		4	4	11

Two or more races				
Race and ethnicity unknown				
Total women	0	4	4	12
Total (men+women)	3	9	4	20
Total from prior year	3	8	4	22

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

Number of <u>Full-time</u> Non-instructional Staff by Occupational Category

As of November 1, 2016

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

Mer	1

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000	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				1	
Hispanic/Latino	4		1		
American Indian or Alaska Native					
<u>Asian</u>			1		
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
<u>White</u>	32	5	19	33	2
Two or more races					
Race and ethnicity unknown					
Total men	36	5	21	35	2

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000	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				1	
Hispanic/Latino	2	1	1	1	

American Indian or Alaska Native					
Asian	1			1	
Black or African American	1				
Native Hawaiian or Other Pacific Islander					
White	28	15	11	24	1
Two or more races	1				
Race and ethnicity unknown					
Total women	33	16	12	27	1
Total (men+women)	69	21	33	62	3
Total from prior year	68	19	31	61	3

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

Number of <u>Full-time</u> Non-instructional Staff by Occupational Category

As of November 1, 2016

- 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						3
Hispanic/Latino	6					16
American Indian or Alaska Native						0
<u>Asian</u>	1					9
Black or African American	1					8
Native Hawaiian or Other Pacific Islander						0
<u>White</u>	22		4	18	2	260
Two or more races						1
Race and ethnicity unknown						0
Total men	30	0	4	18	2	297

Race/ethnicity	Service Occupations 31-0000 + 33-0000 +	Sales and Related Occupations	Office and Administrative Support	Natural Resources, Construction, and Maintenance	Production, Transportation, and Material Moving	Grand Total (All full-
	35-0000 + 37-0000 + 39-0000	41-0000	Occupations 43-0000	<u>Occupations</u> 45-0000 + 47-0000 <u>Occupations</u>	Occupations 51-0000 + 53-0000	time staff)
Nonresident alien						4
Hispanic/Latino	1		5			16

American Indian or Alaska Native						1
Asian	2		1			7
Black or African American			1			10
Native Hawaiian or Other Pacific Islander						0
White	27		76			295
Two or more races			1			2
Race and ethnicity unknown						1
Total women	30	0	84	0	0	336
Total (men+women)	60	● 0	88	18	2	633
Total from prior year	59	1	86	18	2	633

Institution: Hope College (170301)

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, 2016

User ID: P1703011

			With <u>Fac</u>	ulty Status				
				Not on Te	nure Track		Without	
Occupational category	Tenured	<u>On</u> <u>Tenure</u> <u>Track</u>	<u>Multi-</u> <u>year</u>	Annual contract	Less- than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Research staff							4	4
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010				1			2	3
<u>Librarians</u> 25-4020				9				9
<u>Library Technicians</u> 25-4030							4	4
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000				2		4	14	20
Management Occupations 11-0000				1		8	60	69
Business and Financial Operations Occupations 13-0000							21	21
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							33	33
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				11			51	62
Healthcare Practitioners and Technical Occupations 29-0000				2			1	3
Total	0	0	0	26	0	12	190	228
Total from prior year				30	0		186	223

Part C - Full-time Summary

Summary of Full-time Staff

As of November 1, 2016

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

	With Faculty Status							
			Not on Tenure Track				Without	
Occupational category	Tenured	On Tenure Track	Multi- year	Annual contract	Less- than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Primarily Instruction	135	55	6	41	0	0	0	237
Exclusively credit	135	55	6	41				237
Exclusively not-for-credit								0
Combined credit/not-for-credit								0
Instruction/research/public service staff								0
Research staff							4	4
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010				1			2	3
Librarians 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				2		4	14	20
Management Occupations 11-0000				1		8	60	69
Business and Financial Operations Occupations 13-0000							21	21
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							33	33
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				11			51	62
Healthcare Practitioners and Technical Occupations 29-0000				2			1	3
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								60
Sales and Related Occupations 41-0000								0

Office and Administrative Support Occupations 43-0000	88
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	18
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	2
Total	633

Part G - Salaries Worksheet

Number of <u>Full-time</u> <u>Instructional Staff</u> For Calculation of Total Number of Months

Annual Salary, 2016-17

- · 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
	12 months	11 months	10 months	9 months	< 9 months	Total Staff	? Total staff for salary reporting	number of months
Men								
Professors				57		57	57	513
Associate professors				35		35	35	315
Assistant professors				30		30	30	270
Instructors				5		5	5	45
Lecturers						0	0	0
No academic rank						0	0	0
Total men	0	0	0	127	0	127	127	1,143
Total men full-time i	nstructional	staff from Pa	art A			127		
Women								
Professors				26		26	26	234
Associate professors				34		34	34	306
Assistant professors				45		45	45	405
Instructors				5		5	5	45
Lecturers						0	0	0
No academic rank						0	0	0
Total women	0	0	0	110	0	110	110	990
Total women full-tim	e instructio	nal staff from	n Part A			110		
Total (men + women)	0	0	0	237	0	237	237	2,133
Total (men +women) full-time in	structional s	staff from Pa	rt A		237	·	

Part G - Salary Outlays for Instructional Staff

Salary Outlays for Full-time Instructional Staff

Annual Salary Outlays, 2016-17

• Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10

Staff for salary of mon academic rank staff for salary of mon (from from Part G, Part	for number of of months (from E.G., Part G, screen	Salary Outlays						
		12 months	11 months	10 months	9 months	average monthly salaries		
Men								
Professors	57	513				5,223,070	10,181	
Associate professors	35	315				2,528,696	8,028	
Assistant professors	30	270				1,864,826	6,907	
Instructors	5	45				281,000	6,244	
Lecturers	0	0						
No academic rank	0	0						
Total men	127	1,143	0	0	0	9,897,592	8,659	
Women								
Professors	26	234				2,288,760	9,781	
Associate professors	34	306				2,417,061	7,899	
Assistant professors	45	405				2,628,801	6,491	
Instructors	5	45				274,316	6,096	
Lecturers	0	0						
No academic rank	0	0						
Total women	110	990	0	0	0	7,608,938	7,686	
T . 4. 1								
Total (men + women)	237	2,133	0	0	0	17,506,530	8,207	

Part G - Average Salary by academic rank

Average Salary by academic rank for <u>Full-time</u> <u>Instructional Staff</u>

Annual Average Salaries, 2016-17

Gender and academic rank		Average	Equated 9-month Average Salary			
Gender and academic rank	12 months	12 months 11 months 10 months 9 months		9 months	Equated 9-month Average Salar	
Men						
Professors				91,633	91,633	
Associate professors				72,248	72,248	
Assistant professors				62,161	62,161	
Instructors				56,200	56,200	
Lecturers						
No academic rank						
Total men				77,934	77,934	
Women Professors				88,029	88,029	
Associate professors				71,090	71,090	
Assistant professors				58,418	58,418	
Instructors				54,863	54,863	
Lecturers						
No academic rank						
NO academic rank						

Part G - Salary Outlays for Non-instructional Staff

Salary Outlays for <u>Full-time</u> Non-instructional Staff

Annual Salary Outlays, 2016-17

Occupational category	Number of full-time staff (carried forward from previous screens)	☑ Total annual salary outlays
Research staff	4	193,045
Public Service staff	0	
<u>Library and Student and Academic Affairs and Other Education</u> <u>Services Occupations</u> <u>25-4000 + 25-2000 + 25-3000 + 25-9000</u>	36	2,101,848
Management Occupations 11-0000	69	6,276,254
Business and Financial Operations Occupations 13-0000	21	1,129,123
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	33	2,018,433
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	62	3,501,783
Healthcare Practitioners and Technical Occupations 29-0000	3	200,303
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	60	2,332,549
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	88	3,406,671
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	18	991,640
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	2	87,714

Part D - Part-time Staff by Occupational Category

Number of <u>Part-time Staff</u> by Occupational Category

As of November 1, 2016

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

Report race for non-Hispanic/Latino indi	viduals only		
Men			
Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
<u>Hispanic/Latino</u>			
American Indian or Alaska Native			
<u>Asian</u>	2		
Black or African American			
Native Hawaiian or Other Pacific Islander			
<u>White</u>	44	1	
Two or more races	1		
Race and ethnicity unknown			
Total men	47	1	0
Women Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	instructional stall	Research stall	Public Service stall
Hispanic/Latino	2		
American Indian or Alaska Native			
Asian	1		
Black or African American			
Native Hawaiian or Other Pacific Islander			
	69		
White	0911		
Two or more races	1		
Two or more races		0	
Two or more races Race and ethnicity unknown		0	C
Two or more races Race and ethnicity unknown		0	0

Part D - Part-time Staff by Occupational Category

Number of <u>Part-time Staff</u> by Occupational Category

As of November 1, 2016

- 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 25-4020	<u>Library</u> <u>Technicians</u> 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
<u>Asian</u>					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
<u>White</u>					0
Two or more races					0
Race and ethnicity unknown					0
Total men	0	0	0	0	0

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	<u>Librarians</u> 25-4020	<u>Library</u> <u>Technicians</u> 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				1	1
American Indian or Alaska Native					0

Asian					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White			1	2	3
Two or more races					0
Race and ethnicity unknown					0
Total women	0	0	1	3	4
Total (men+women)	0	0	1	3	4
Total from prior year			1	2	3

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2016

- 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	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				1	
<u>Asian</u>					
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
<u>White</u>	2	1	1	23	1
Two or more races					
Race and ethnicity unknown					
Total men	2	1	1	26	1

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000	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				1	
Native Hawaiian or Other Pacific Islander					
White	2	2	2	18	6
Two or more races					
Race and ethnicity unknown					
Total women	2	2	2	19	6
Total (men+women)	4	3	3	4 5	7
Total from prior year	4	3	2	29	6

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2016

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

Men

Race/ethnicity	<u>Service</u> <u>Occupations</u> 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 part- time staff)
Nonresident alien						0
Hispanic/Latino	2					3
American Indian or Alaska Native						1
<u>Asian</u>						2
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
<u>White</u>	5		3	1	17	99
Two or more races						1
Race and ethnicity unknown						0
Total men	7	0	3	1	17	107

Race/ethnicity	<u>Service</u> <u>Occupations</u> 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 part- time staff)
Nonresident alien						0
Hispanic/Latino			1			4
American						

Indian or Alaska Native						0
Asian						1
Black or African American	1					2
Native Hawaiian or Other Pacific Islander						0
White	8	2	25		2	139
Two or more races						1
Race and ethnicity unknown						0
Total women	9	2	26	0	2	147
Total (men+women)	16	2	29	1	19	254
Total from prior year	14	2	29	1	15	249

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

Number of Part-time Staff

As of November 1, 2016

With <u>Faculty Status</u>								
			vviai <u>r ao</u>		nure Track		\^/;4b4	
Occupational category	<u>Tenured</u>	On Tenure Track	Multi- year	Annual contract	Less- than- annual contract	Indefinite duration (continuing or at-will)	Without Faculty Status	Total
Primarily Instruction	0	0	0	0	120	0	0	120
② Exclusively credit					120			120
Exclusively not-for- credit								0
Combined credit/not-for- credit								0
Instruction/research/public service staff								0
Research staff							1	1
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010								0
<u>Librarians</u> 25-4020								0
<u>Library Technicians</u> 25-4030							1	1
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					1		2	3
Management Occupations 11-0000							4	4
Business and Financial Operations Occupations 13-0000							3	3
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							3	3
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					31		14	45

Healthcare Practitioners and Technical Occupations 29-0000							7	7
Total	0	0	0	0	152	● 0	35	187
Total from prior year	0	0		0	154		33	188

Part F - Part-time Summary

Summary of Part-time Staff

As of November 1, 2016

			With	Faculty S	tatus			
				Not o	n Tenure T	rack	Without	
Occupational category	Tenured	On Tenure Track	Multi- year	Annual contract	Less- than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Primarily Instruction	0	0	0	0	120	0	0	120
Exclusively credit					120			120
Exclusively not-for-credit								C
Combined credit/not-for-credit								C
Instruction/research/public service staff								(
Research staff							1	1
Public Service staff								C
Archivists, Curators, and Museum Technicians 25-4010								C
Librarians 25-4020								C
Library Technicians 25-4030							1	,
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					1		2	3
Management Occupations 11-0000							4	4
Business and Financial Operations Occupations 13-0000							3	3
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							3	3
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					31		14	45
Healthcare Practitioners and Technical Occupations 29-0000							7	7
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								16
Sales and Related Occupations 41-0000								2

Total	254	4
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	19	9
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	1	1
Occupations 43-0000	29	9

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, 2015 - October 31, 2016)

- · 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

NΛ		n
IVI	u	

				Not or	n Tenure Trac	<u>ck</u>	Without	
Race/ethnicity	Tenured	<u>On</u> <u>Tenure</u> <u>Track</u>	<u>Multi-</u> <u>year</u>	Annual contract	Less-than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
Nonresident alien		2						2
Hispanic/Latino								0
American Indian or Alaska Native								0
<u>Asian</u>								0
Black or African American								0
Native Hawaiian or Other Pacific Islander								0
White		2		7				9
Two or more races								0
Race and ethnicity unknown								0
Total men	0	4	0	7	0	0	0	11

			With <u>l</u>	Faculty Stat	us			
				Not o	n Tenure Trac	<u>k</u>	Without	
Race/ethnicity	Tenured	On Tenure Track	<u>Multi-</u> <u>year</u>	Annual contract	Less-than- annual contract	Indefinite duration (continuing or at-will)	Faculty Status	Total
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		3		5				8
Two or more races								0
Race and ethnicity unknown								0
Total women	0	3	0	5	0	0	0	8
Total (men+women)	0	7	0	12	0	0	0	19

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

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

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

Men

Race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	<u>Library and Student and Academic Affairs and</u> <u>Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	2			
Hispanic/Latino	0			
American Indian or Alaska Native	0			
<u>Asian</u>	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
<u>White</u>	9	1		
Two or more races	0			
Race and ethnicity unknown	0			
Total men	11	1	0	0

Race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	<u>Library and Student and Academic Affairs and</u> <u>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	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	8	1		2

Two or more races	0			
Race and ethnicity unknown	0			
Total women	8	1	0	2
Total (men+women)	19	2	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, 2015 - October 31, 2016)

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

M	Δr	1
IVI	-	•

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000	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					
<u>Asian</u>					
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
<u>White</u>	2	1		3	
Two or more races					
Race and ethnicity unknown					
Total men	2	1	0	4	(

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000	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				1	
Hispanic/Latino		1		1	
American					

Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1	1	1	4	
Two or more races					
Race and ethnicity unknown					
Total women	1	2	1	6	0
Total (men+women)	3	3	1	10	0

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

Number of Newly Hired Full-time Staff

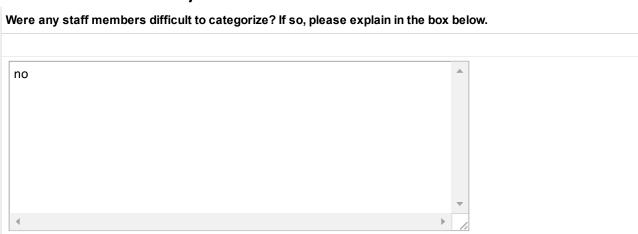
(Hired full-time between November 1, 2015 - October 31, 2016)

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

Men Grand <u>Service</u> Natural Resources, Production, Total Occupations Office and Sales and Construction, and Transportation, 31-0000 + (All Administrative Related Maintenance and Material 33-0000 + full-Race/ethnicity Support Occupations Moving Occupations 35-0000 + **Occupations** time 41-0000 45-0000 + 47-0000 Occupations 37-0000 + 43-0000 new + 49-0000 51-0000 + 53-0000 39-0000 hires) **Nonresident** 2 <u>alien</u> Hispanic/Latino 0 <u>American</u> 0 Indian or Alaska Native 0 <u>Asian</u> Black or African 1 <u>American</u> **Native** Hawaiian or 0 Other Pacific <u>Islander</u> 4 3 1 24 White Two or more 0 races Race and ethnicity 0 unknown 4 0 3 1 0 27 Total men Women Service Grand Natural Resources, Production, Occupations Total Office and Sales and Construction, and Transportation, 31-0000 + <u>Administrative</u> (All Related **Maintenance** and Material Race/ethnicity 33-0000 + full-Support **Occupations** Occupations <u>Moving</u> 35-0000 + Occupations time 41-0000 45-0000 + 47-0000 Occupations 37-0000 + 43-0000 new + 49-0000 51-0000 + 53-0000 39-0000 hires) Nonresident 1 alien Hispanic/Latino 2

Total (men+women)	9	0	9	1	0	59
Total women	5	0	6	0	0	32
Race and ethnicity unknown						0
Two or more races			1			1
White	5		5			28
Native Hawaiian or Other Pacific Islander						0
Black or African American						0
Asian						0
American Indian or Alaska Native						0

Human Resources Survey Evaluation



Prepared by

Th	is survey compo	onent was prepared by:					
	0	Keyholder	0	SFA Contact	0	HR Contact	
	0	Finance Contact	0	Academic Library Contact	0	Other	
	Name:						
Нс	ow long did it take	to prepare this survey compo	nent?	hours		minutes	
the	ere are questions	. •					
re _l	porting burden as	repare this component is being sociated with IPEDS. Please i and search data sources, comp tem.	include in your e	stimate the time it took for yo	u to re	view	
Th	ank you for your a	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 <u>Data Center</u> and sent to your institution's CEO in November 2016.

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.

Occupational category	Reported	FTE staff	
	Number of full-time staff	Number of part-time staff	
al number of staff	633	254	71
Instructional Staff	237	120	27
Primary Instruction	237	120	27
Exclusively credit	237	120	27
Exclusively not-for-credit	0	0	
Combined credit/not-for-credit	0	0	
Instruction/research/public service	0	0	
Research Staff	4	1	
Public Service Staff	0	0	
Library and Student and Academic Affairs and Other Education Services Occupations SOC	36	4	3
Librarians, Curators, and Archivists SOC 25-4000	16	1	:
Archivists, Curators, and Museum Technicians SOC 25-4010	3	0	
Librarians SOC 25-4020	9	0	
Library Technicians SOC 25-4030	4	1	
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	20	3	:
Management Occupations SOC 11-0000	69	4	
Business and Financial Operations Occupations SOC 13-0000	21	3	:
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	33	3	

Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	62	45	77
Healthcare Practitioners and Technical Occupations SOC 29-0000	3	7	5
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	60	16	65
Sales and Related Occupations SOC 41-0000	0	2	1
Office and Administrative Support Occupations SOC 43-0000	88	29	98
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	18	1	18
Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	2	19	8

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 2016-17

Academic rank	Months Covered by Annual Salary			Total Staff	Total		Weighted	
	12 months	11 months	10 months	9 months	for Salary reporting	Number of Months	Salary Outlays	Average Monthly Salaries
All Ranks				237	237	2,133	\$17,506,530	\$8,207
Professor				83	83	747	\$7,511,830	\$10,056
Associate professor				69	69	621	\$4,945,757	\$7,964
Assistant professor				75	75	675	\$4,493,627	\$6,657
Instructor				10	10	90	\$555,316	\$6,170
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.

Edit Report

Human Resources

Reason: at will person from last year now has an annual contract

Hope Colle	ege (170301)			
Source	Description	Severity	Resolved	Options
Screen:	B1 - FT Non-instructional, Occupation - 4			
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)		Yes	
Reason:	Person moved from being full cashier to office manager. New cashiers are part	time.		
Screen:	D - PT Staff, Occupation - 3			
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:	Addition of new music academy employing part time muscians and expansion o	f part time coa	aches in athlet	ics.
Screen:	E - PT Staff, Occupation and Tenure - 1			
Screen Entry	The total number of part-time non-medical school staff with a multi-year or indefinite duration contract (0) is outside the expected range of between 1 and 30 based on the prior year multi-year, continuing, or at-will contract value. Please correct your data or explain. (Error #1631)	Explanation	Yes	