Institution: University of Washington-Bothell Campus (377555)
User ID: 88G2561

Overview

Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. This survey collects important information about your institution's faculty and staff.

Recent changes

- New occupational categories replaced the primary function/occupational activity categories previously used in the IPEDS HR survey. The change was required to align the IPEDS HR categories with the 2010 Standard Occupational Classification (SOC) System. For additional information on the IPEDS HR survey and how it relates to the 2010 SOC system, refer to the section of the IPEDS HR instructions called, "Reporting Staff by Occupational Category."
- A few other changes were made to the IPEDS HR survey that is applicable to degree-granting institutions. These changes can be found in the section of the IPEDS HR instructions called, "Changes in Reporting."
- Survey became part of the IPEDS Spring data collection.

Resources:

- The NEW IPEDS HR/SOC Information Center can be found at the following website: http://nces.ed.gov/ipeds/resource/soc.asp. (The new center includes, but is not limited to the following links: New (2012-13) IPEDS Occupational Categories and 2010 SOC crosswalk; 2012-13 IPEDS HR survey material; Standard Occupational Classification (SOC) System material; IPEDS HR/SOC Browse Tool; and Web Tutorials.)
- To download the survey materials for this component: Survey Materials

Data reporting reminders:

- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.

You must enter data on each displayed screen. If a screen is not applicable, you must enter at least one zero in a field on the screen.

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.

◉ Yes   ○ No

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

◉ Yes   ○ No

Do ALL of the instructional staff at your institution fall into any of the following categories?

If you answer Yes to any of the questions below, the full-time instructional staff screens of Part G are NOT applicable to your institution and you will NOT be required to report data for the full-time instructional staff screens of Part G. However, Part G will still be required for reporting data for full-time non-instructional staff.

◉ No	○ Yes	Are ALL of the instructional staff military personnel?
◉ No	○ Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
◉ No	○ Yes	Do ALL of the instructional staff teach pre-clinical or clinical medicine?

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

Do you wish to report data by gender AND race/ethnicity this year?
If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.
If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

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

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

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

[ ]

Human Resources Screening Questions

Does your institution have a tenure system?

If you answer Yes to this question, you will be provided the screens to report some data by tenure status.

	⦿	Yes	○	No

Does your institution have graduate assistants?

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

	⦿	Yes	○	No

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2012 either for the *first time* (new to the institution) or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2012? (Exclude persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.)

If you answer Yes to this question and your institution has 15 or more full-time staff, you will be provided the screens to report full-time permanent new hires in Part H.

	⦿	Yes	○	No

Part A - Full-time instructional staff by Rank and Tenure status

Number of full-time instructional staff by academic rank and tenure status

As of November 1, 2012

	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Tenured	20	24					44
On Tenure Track			43				43
Not on Tenure Track							
Multi-year contract			1		12		13
Annual contract	4		1		28		33
Less-than-annual contract					16	1	17
Without Faculty status							
Total	24	24	45		56	1	150

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Part A - Full-time instructional staff

		Number of full-time instructional staff
		by tenure status, and function

As of November 1, 2012

	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Total carried forward from previous screens	44	43	13	33	17		150
Instruction	0	0	0	0	0	0	0
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service	44	43	13	33	17		150

Part B - Full-time non-instructional staff

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers - Research			1	1		6	8
Postsecondary Teachers - Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff						2	2
Management Occupations						40	40
Business and Financial Operations Occupations						33	33
Computer, Engineering, and Science Occupations						18	18
Community Service, Legal, Arts, and Media Occupations						51	51
Healthcare Practitioners and Technical Occupations							0

Number of full-time non-instructional staff

by tenure status and occupational category

As of November 1, 2012

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Part B - Full-time non-instructional staff

Number of full-time non-instructional staff by occupational category

As of November 1, 2012

Occupational category	Number of staff
Service Occupations	36
Sales and Related Occupations	1
Office and Administrative Support Occupations	38
Natural Resources, Construction, and Maintenance Occupations	5
Production, Transportation, and Material Moving Occupations	1

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Part C - Full-time summary non-medical

Summary of full-time, non-medical school, staff by tenure status and occupational category As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	44	43	14	34	17	6	158
Instruction	0	0	0	0	0	0	0
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service	44	43	13	33	17		150
Research			1	1		6	8
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff						2	2
Management Occupations						40	40
Business and Financial Operations Occupations						33	33
Computer, Engineering, and Science Occupations						18	18
Community Service, Legal, Arts, and Media Occupations						51	51
Healthcare Practitioners and Technical Occupations							0
Service Occupations							36
Sales and Related Occupations							1
Office and Administrative Support Occupations							38
Natural Resources, Construction, and Maintenance Occupations							5
Production, Transportation, and Material Moving Occupations							1
Total							383

Part G - Salary Worksheet

Gender and academic rank	Number of full-time, non-medical, instructional staff for calculation of total number of months							
	As of November 1, 2012							
	9-Month Contract or Employment agreement	10-Month Contract or Employment agreement	11-Month Contract or Employment agreement	12-Month Contract or Employment agreement	Total employees for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	Balance
Men								
Professors	14			1	15	138		
Associate professors	15				15	135		
Assistant professors	24	1			25	226		
Instructors					0	0		
Lecturers	29			3	32	297		
No academic rank					0	0		
Total men	82	1	0	4	87	796		
Women								
Professors	7			2	9	87		
Associate professors	9				9	81		
Assistant professors	20				20	180		
Instructors					0	0		
Lecturers	21	2		1	24	221		
No academic rank	1				1	9		
Total women	58	2	0	3	63	578		
Total (men + women)	140	3	0	7	150	1,374	150	0

Part G - Salary outlays for full-time instructional staff

Gender and academic rank	Headcount (from Part G, screen 1) OR Total employees for Salary reporting	Total Number of Months (from Part G, screen 1)	Salary Outlays	Weighted average Salaries per month
Salary outlays for full-time, non-medical, instructional staff by gender and academic rank As of November 1, 2012				
Men				
Professors	15	138	1,846,359	13,379
Associate professors	15	135	1,322,865	9,799
Assistant professors	25	226	2,126,981	9,411
Instructors	0	0		
Lecturers	32	297	2,145,885	7,225
No academic rank	0	0		
Total men	87	796	7,442,090	9,349
Women				
Professors	9	87	976,602	11,225
Associate professors	9	81	725,292	8,954
Assistant professors	20	180	1,750,221	9,723
Instructors	0	0		
Lecturers	24	221	1,487,087	6,729
No academic rank	1	9	47,700	5,300
Total women	63	578	4,986,902	8,628
Total (men + women)	150	1,374	12,428,992	9,046

Part G - Salary outlays for full-time non-instructional staff

Salary outlays for full-time, non-medical, non-instructional staff

by occupational category

As of November 1, 2012

Occupational category	Number of full-time staff	Total salary outlays
Postsecondary Teachers - Research	8	661,620
Postsecondary Teachers - Public Service	0	
Library and Instructional Support Occupations	2	99,156
Management Occupations	40	3,557,670
Business and Financial Operations Occupations	33	1,822,104
Computer, Engineering, and Science Occupations	18	1,107,240
Community Service, Legal, Arts, and Media Occupations	51	2,391,834
Healthcare Practitioners and Technical Occupations	0	
Service Occupations	36	1,289,160
Sales and Related Occupations	1	16,140
Office and Administrative Support Occupations	38	1,560,636
Natural Resources, Construction, and Maintenance Occupations	5	290,808
Production, Transportation, and Material Moving Occupations	1	35,928

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Part E - Part-time staff

Number of part-time staff

by tenure status and occupational category

As of November 1, 2012

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	9	0	4	2	83	2	100
Instruction	0	0	0	0	0	0	0
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service	9		2	2	83		96
Research			2			2	4
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations							0
Business and Financial Operations Occupations						3	3
Computer, Engineering, and Science Occupations							0
Community Service, Legal, Arts, and Media Occupations						4	4
Healthcare Practitioners and Technical Occupations							0

Part E - Part-time staff

Number of part-time staff by occupational category	
As of November 1, 2012	

Occupational category	Number of staff
Service Occupations	5
Sales and Related Occupations	
Office and Administrative Support Occupations	
Natural Resources, Construction, and Maintenance Occupations	1
Production, Transportation, and Material Moving Occupations	
Graduate Assistants	10
Teaching	7
Research	1
Management	
Business and Financial Operations	
Computer, Engineering, and Science	
Community Service, Legal, Arts, and Media	2
Library and Instructional Support	
Healthcare Practitioners and Technical	

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Part F - Part-time summary non-medical

Summary of part-time staff

by tenure status and occupational category

As of November 1, 2012

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	9	0	4	2	83	2	100
Instruction	0	0	0	0	0	0	0
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service	9		2	2	83		96
Research			2			2	4
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff							0
Management Occupations							0
Business and Financial Operations Occupations						3	3
Computer, Engineering, and Science Occupations							0
Community Service, Legal, Arts, and Media Occupations						4	4
Healthcare Practitioners and Technical Occupations							0
Service Occupations							5
Sales and Related Occupations							
Office and Administrative Support Occupations							
Natural Resources, Construction, and Maintenance Occupations							1
Production, Transportation, and Material Moving Occupations							
Graduate Assistants							10
Teaching							7
Research							1
Management							
Business and Financial Operations							
Computer, Engineering, and Science							
							2

Community Service, Legal, Arts, and Media		
Library and Instructional Support		
Healthcare Practitioners and Technical		
Total		123

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Part H - New Hires - Total New Hires

	Number of newly hired full-time permanent instructional and non-instructional staff by tenure status and occupational category (Hired full time between July 1 and October 31, 2012 and still on payroll of the institution as of November 1, 2012)						
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers							11
Instructional Staff	1	4	3	3			11
Research							
Public Service							
Library and Instructional Support Occupations							
Management Occupations							1
Business and Financial Operations Occupations							
Computer, Engineering, and Science Occupations							
Community Service, Legal, Arts, and Media Occupations							3
Healthcare Practitioners and Technical Occupations							
Service Occupations							2
Sales and Related Occupations							
Office and Administrative Support Occupations							2

Natural Resources, Construction, and Maintenance Occupations		
Production, Transportation, and Material Moving Occupations		

Human Resources Survey Evaluation

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

It's difficult for us to differentiate faculty by appointment (< year, multi-year, etc.). We also can't readily distinguish those who instruct non-credit from credit courses. We are still working on cleaning up our SOC coding.

Prepared by

This survey component was prepared by:

◉ Keyholder	○ SFA Contact	○ HR Contact	○ Finance Contact	○ Other

Name: Carol Diem

Email: cdiem@uw.edu

How long did it take to prepare this survey component? 15 hours 0 minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

Summary

Human Resources Component Summary
(Applicable to Degree-granting institutions and Related Administrative Offices)

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 ExPT and sent to your institution's CEO in November 2013.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

Number of staff by employment status and occupational category: Fall 2012			
Occupational category	**Reported values**		**FTE staff**
	Number of full-time staff	**Number of part-time staff**	
Total number of staff	383	113	421
Postsecondary Teachers	158	100	191
Instructional Staff	150	96	182
Instruction	0	0	0
Exclusively credit	0	0	0
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	150	96	182
Research	8	4	9
Public Service	0	0	0
Library and Instructional Support Occupations	2	0	2
Librarians, Curators, and Archivists	0	0	0
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	0	0	0
Library Technicians	0	0	0
Other Teachers and Instructional Support Staff	2	0	2
Management Occupations	40	0	40
Business and Financial Operations Occupations	33	3	34
Computer, Engineering, and Science Occupations	18	0	18
Community Service, Legal, Arts, and Media Occupations	51	4	52
Healthcare Practitioners and Technical Occupations	0	0	0

Number of staff by employment status and occupational category: Fall 2012

Service Occupations	36	5	38
Sales and Related Occupations	1		1
Office and Administrative Support Occupations	38		38
Natural Resources, Construction, and Maintenance Occupations	5	1	5
Production, Transportation, and Material Moving Occupations	1		1

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 2012-13

Academic rank	Full-time instructional staff				Total employees for Salary reporting	Total Number of Months	Salary Outlays	Weighted average Salaries per month
	9-month contracts	10-month contracts	11-month contracts	12-month contracts				
All Ranks	140	3		7	150	1,374	$12,428,992	$9,046
Professor	21			3	24	225	$2,822,961	$12,546
Associate professor	24				24	216	$2,048,157	$9,482
Assistant professor	44	1			45	406	$3,877,202	$9,550
Instructor								
Lecturer	50	2		4	56	518	$3,632,972	$7,013
No academic rank	1				1	9	$47,700	$5,300

NOTE: The above data are based on the Salary outlays part of the IPEDS HR component. The Weighted average salaries per month of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank [reported on the Part G, Salary outlays screen] then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank [calculated from data reported on the Part G, Salary Worksheet screen]. Salaries of full-time instructional staff on less-than-9-month contracts are not collected. Also, salaries of medical school staff are not collected. The weighted average salaries per month may be included in the DFR.

Edit Report

Human Resources

University of Washington-Bothell Campus (377555)

Source	Description	Severity	Resolved	Options
Screen: Salaries for non-instructional staff				
Perform Edits	The amount entered in Part G for Total salary outlays for Sales and Related Occupations ($16,140) is outside the expected range of between $20,000 and $70,000 based on an estimated average salary of between $20,000 and $70,000 per individual for this category. Please fix your data or enter an explanation for this difference. (Error #1377)	Explanation	Yes	
Reason:	This is one person, on only a six-month appointment			
Related Screens:	Salaries for non-instructional staff			