

1997

## Human Resources, Staff Information, 1997-98

UNO Office of Institutional Effectiveness

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Corrected Copy - Claude

OMB No. 1850-0582: Approval Expires 04/30/98

FORM IPEDS-S  
(6-7-97)

U.S. DEPARTMENT OF COMMERCE  
BUREAU OF THE CENSUS  
ACTING AS COLLECTING AGENT FOR THE  
U.S. DEPARTMENT OF EDUCATION  
NATIONAL CENTER FOR EDUCATION STATISTICS

### INTEGRATED POSTSECONDARY EDUCATION DATA SYSTEM

### FALL STAFF SURVEY 1997

**NOTE** - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

This report is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts O, P, and Q).

The collection and reporting of racial/ethnic data on the Fall Staff survey are **MANDATORY** for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13).

For those institutions not required to submit racial/ethnic data on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).



181394-11

UNIVERSITY OF NEBRASKA AT OMAHA  
60TH AND DODGE ST  
OMAHA, NE 68182

Please correct any errors in the name, address, and ZIP Code.

*Please read the accompanying instructions before completing this survey form. Report data ONLY for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they CANNOT be reported separately, please provide a list of these schools.*

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 622-6193 or FAX number (301) 457-1540, 7:30 a.m.-4:30 p.m. EST.

#### RETURN TO

JOHN INGRAM  
COORDINATING COMMISSION FOR POSTSECONDARY EDUC  
P.O. BOX 95005  
LINCOLN, NE 68509-5005  
402-471-0030

**Data due: November 15, 1997**

1. Name of respondent Sharon Ulmar	2. Title of respondent Manager EEO/Affirmative Action	3. Telephone
		Area code, number, extension (402) 554-2321
4. E-Mail address	FAX number (402) 554-3777	

#### PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES), collects these data biennially to obtain and report a comprehensive picture of staff in institutions of postsecondary education, by their full-time or part-time status and by the type of work they do. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States. . . ." (P.L. 103-382, National Education Statistics Act of 1994, Sec 404(a)).

#### USES OF DATA

Collection of these data over a period of time will produce insights into the use of full-time and part-time faculty and staff in postsecondary education. It will also allow comparisons of staffing patterns by institutional type and control and will permit analysis of the relationship between financial resources and staff resources.

**CERTIFICATION** - I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

5. Name (Type or print) Sharon Ulmar	6. Title Manager EEO/Affirmative Action	7. Telephone (Area code, number, ext.) (402) 554-2321
8. Signature <i>Sharon A. Ulmar</i>		9. Date 10/28/97

**Changes from the 1995 form for  
1997 Fall Staff Survey**

No changes this year.

## COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Staff survey, Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

**100.6(b) Compliance Reports** – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

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According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0582. The time required to complete this information collection is estimated to vary from 1.0 hour to 10.0 hours per response, with an average of 5.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS  
U.S. Department of Education  
555 New Jersey Avenue, NW  
Washington, DC 20208-5652**

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The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

**DO NOT RETURN INSTRUCTIONS**





**Part A - FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX, CONTRACT LENGTH AND SALARY CLASS INTERVALS**  
 (Exclude casual employees or students in the College Work-Study Program)  
 Employees on the payroll of the institution as of October 1, 1997

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Line No.	Employees by contract length and salary class intervals	Nonresident alien		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
1	9/10 month salary contracts Below \$25,000									8	2			8	2
2	\$25,000-29,999	1					1		1	3	6			4	8
3	30,000-34,999						1			16	10			17	12
4	35,000-39,999	2	3			2	1		1	15	34			20	39
5	40,000-44,999								2	25	11			28	15
6	45,000-54,999							4	2	75	30			86	36
7	55,000-84,999	2				3		3	1	75	11			83	12
8	85,000-74,999					6				23	3			29	3
9	75,000 and above									13	2			13	2
10	TOTAL 9/10 MONTH SALARY CONTRACTS (Sum of lines 1-9)	5	3			17	3	2	7	253	109			288	129
11	2. Less than 9/10 month salary contracts									1				1	
12	3. 11/12 month salary contracts Below \$25,000		1											0	1
13	\$25,000-29,999	1	1					1		2				4	1
14	30,000-34,999									2	1			2	1
15	35,000-39,999						1			1	1			2	2
16	40,000-44,999									0	5			0	6
17	45,000-54,999									5	4			5	4
18	55,000-84,999									2	1			2	1
19	85,000-74,999									2				3	0
20	75,000 and above					1				3				4	0
21	TOTAL 11/12 MONTH SALARY CONTRACTS (Sum of lines 10+11+21)	1	2			1	1	1		17	12			22	16
22	4. PART A TOTAL (Sum of lines 10+11+21) (Same as line 107)	6	5			18	4	3	7	271	121			311	145

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
 SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS**  
*(Exclude casual employees or students in the College Work-Study Program)*  
**Employees on the payroll of the Institution as of October 1, 1997**

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
23	1. Executive/Administrative, and managerial Below \$25,000																
24	\$25,000-29,999																
25	30,000-34,999																
26	35,000-39,999																
27	40,000-44,999				1											0	1
28	45,000-54,999											1	1		1	1	1
29	55,000-64,999															3	0
30	65,000-74,999															5	1
31	75,000 and above				1								18	5	18	6	
32	TOTAL EXECUTIVE/ADMINISTRATIVE AND MANAGERIAL (Sum of lines 23-31)	0	0	0	2	0	0	0	0	0	0	0	27	7	27	9	
33	2. Other professionals (Support/Service) Below \$25,000				0											5	7
34	\$25,000-29,999				4	1				1	2	21	30			27	32
35	30,000-34,999	1			2			2	2	1	1	31	41		0	35	46
36	35,000-39,999				2			1	1			22	27			23	30
37	40,000-44,999				1			1	1		24	13	25	14		25	14
38	45,000-54,999				0			0	0		24	7	24	7		24	7
39	55,000-64,999			1	0			1	1		11	3	13	3		13	3
40	65,000-74,999				1			0	0		4	0	4	0		4	1
41	75,000 and above				0			0	0		2	0	2	0		2	0
42	TOTAL OTHER PROFESSIONALS (SUPPORT/SERVICE) (Sum of lines 33-41)	1	1	5	6	1	1	6	3	2	2	144	128	0	0	158	140



**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY:  
 SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**  
 (Exclude casual employees or students in the College Work-Study Program)  
 Employees on the payroll of the institution as of October 1, 1997

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian, Alaska Native or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES			
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
43	3. Technical and paraprofessionals																
44	Below \$16,000																
45	\$16,000-19,999							1		4	1					5	1
46	20,000-24,999		2							8	4					8	6
47	25,000-29,999							1		4	2					5	2
48	30,000-34,999									1	1					1	1
49	35,000 and above									1						1	
49	TOTAL TECHNICAL AND PARAPROFessionALS (Sum of lines 43-48)		2					2		18	8					20	10
50	4. Clerical and secretarial																
50	Below \$12,000																
51	\$12,000-15,999			2						3	12					5	13
52	16,000-19,999				11			1	2	15	93				16	108	
53	20,000-24,999			1	4					5	63				6	68	
54	25,000-29,999			1						1	21				2	21	
55	30,000 and above									1	3				1	3	
56	TOTAL CLERICAL AND SECRETARIAL (Sum of lines 50-55)	0	0	4	15		2	1	2	25	193				30	214	



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**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
 SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**  
 (Exclude casual employees or students in the College Work-Study Program)  
 Employees on the payroll of the institution as of October 1, 1997

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
57	5. Skilled crafts Below \$16,000											0	0				
58	\$16,000-19,999									1		4	1			5	1
59	20,000-24,999				2							8	4			8	6
60	25,000-29,999									1		4	2			5	2
61	30,000-34,999											1	1			1	1
62	35,000 and above											1	0			1	0
63	TOTAL SKILLED CRAFTS (Sum of lines 57-62)				2					2		18	8			20	10
64	6. Service/Maintenance Below \$12,000											1	1			1	1
65	\$12,000-15,999			10	3				1	6	1	24	16			40	21
66	16,000-19,999			7	4					1	1	19	14			27	19
67	20,000-24,999			2				3		2		17	5			24	5
68	25,000-29,999			1								5	2			6	2
69	30,000 and above			0								2	0			2	0
70	TOTAL SERVICE/MAINTENANCE (Sum of lines 64-69)			20	7			3	1	9	2	68	38			100	48
71	7. PART B TOTAL (Sum of lines 57-70)	6	3	29	32	1	2	9	6	16	6	216	382	0	0	355	431
												300					
72	GRAND TOTAL ALL FULL-TIME EMPLOYEES (Sum of lines 22+71)	6	3	42	40	1	2	27	10	19	13	486	503	0	0	666	576

**Part C — ADDITIONAL INFORMATION ON FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY**

*(Exclude casual employees or students in the College Work-Study Program)*  
**Employees on the payroll of the Institution as of October 1, 1997**

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
73	Executive, administrative, and managerial personnel with academic rank and/or tenure				1							15	5			15	6
74	Full-time staff paid in full from "soft money" sources			1				2				12	13			15	13
75	Nonresident aliens (included in line 22)	6	5	1	1			2				27	18			36	24
ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY)																	

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**Part D — PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,  
 SEX AND PRIMARY OCCUPATIONAL ACTIVITY**

*(Exclude casual employees or students in the College Work-Study Program)*

**Employees on the payroll of the Institution as of October 1, 1997**

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity Unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
76	PART-TIME EMPLOYEES Executive, administrative, and managerial											1				1	
77	Faculty (Instruction/Research/Public Service)			3		1				1	2	4	8			9	10
78	Instruction/Research assistants											0				0	0
79	Other professionals (Support/Service)									1		7				8	0
80	Technical and paraprofessionals												1			0	1
81	Clerical and secretarial				1						20					0	21
82	Skilled/crafts																
83	Service/Maintenance												1	1		1	1
84	TOTAL PART-TIME EMPLOYEES (Sum of lines 76-83)			3	1	1				2	22	13	10			19	33

85	GRAND TOTAL ALL EMPLOYEES (Sum of lines 72 and 84)	6	8	45	41	2	2	27	10	21	35	504	513	0	0	684	609
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**Part E - CONTRACTED OR DONATED SERVICES**

This part requests information on any services that are contracted for by the institution or donated to the institution, whether or not they were provided in part by employees reported in Parts A, B, and D.

Report the number of full- and part-time individuals who are contracting with outside firms for services, either in whole or part or receives donated services, which would otherwise be provided by paid employees, by occupational activity. **DO NOT REPORT DOLLARS -- ONLY INDIVIDUALS.**

Mark (X) if no services are contracted or donated and SKIP to Part F.

Enter "0" in both columns if there are no contracted or donated services in that occupational activity category.

Line No.	Occupational activity	Full-time	Part-time
01	Executive/administrative and managerial		
02	Faculty (instruction, research, public service)		
03	Other professionals		
04	Technical/paraprofessionals		
05	Clerical and secretarial		
06	Skilled/crafts		
07	Service/maintenance		
08	<b>Total contracted and donated services</b> (Sum of lines 01-07)		

Remarks



**Part F — TENURE OF FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK**  
*(Include only those employees reported in "Faculty", line 22, part A)*  
**Employees on the payroll of the institution as of October 1, 1997**

Line No.	Faculty by tenure and academic rank	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity (unknown)		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
86	1: Faculty with tenure Professors			3				7			2	129	19			139	21
87	Associate professors			4	2			7	1	1	1	76	30			88	34
88	Assistant professors									1		7	7			7	8
89	Instructors										0						
90	Lecturers										0						
91	Other faculty*										1					1	
92	<b>TOTAL FACULTY WITH TENURE (Sum of lines 86-91)</b>			7	2			14	1	1	4	213	56			235	63
93	2: Non-tenured faculty (Those on tenure track) Professors																
94	Associate professors			1				1				2	1			4	1
95	Assistant professors	3	3	2	5			3	2	1	2	24	40			33	52
96	Instructors	1		1								1	6			3	6
97	Lecturers											0					
98	Other faculty*											0					
99	<b>TOTAL NON-TENURED FACULTY (Those on tenure track) (Sum of lines 93-98)</b>	4	3	4	5			4	2	1	2	27	47			40	59
100	3: Non-tenured faculty (Those not on tenure track) Professors																
101	Associate professors											1				1	
102	Assistant professors	1										7				8	
103	Instructors				1				1		1	9	14			9	17
104	Lecturers											1	1			1	1
105	Other faculty*	1	2	2						1		12	3			16	5
106	<b>TOTAL NON-TENURED FACULTY (Those not on tenure track) (Sum of lines 100-105)</b>	2	2	2	1			1	1	1	1	31	18			36	23
107	<b>TOTAL FACULTY (Sum of lines 92+99+106) (Same as line 22)</b>	6	5	13	8			18	4	3	7	271	121			311	145

\*Institutions without standard academic ranks should report full-time faculty here.

Part G - NEW HIRES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	NEW HIRES (Full-time between July 1 and Sept. 30, 1997) <input type="checkbox"/> Mark (X) if no new hires																
08	Executive, administrative, and managerial											1					
	Faculty																
09	a. Tenured	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
10	b. Non-tenured on track	0	1	0	0	0	0	0	0	0	0	3	12				
11	c. Non-tenured not on track	0	1	1							5	4					
12	Other professionals (Support/Service)			1		1					1	2					
13	Technical and paraprofessionals										2	1					
14	Clerical and secretarial				2												
15	Skilled crafts										1						
16	Service/Maintenance																
17	TOTAL (Sum of lines 108-116)	0	2	6	2	1	0	1	0	0	1	12	28	0	0	0	0

PERMANENT FULL TIME ONLY