


1998

Human Resources 1998-99

UNO Office of Institutional Effectiveness

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FORM **IPEDS-SA**
(7-1-98)

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

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).

For those institutions not required to complete this survey 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).

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

**SALARIES, TENURE, AND
FRINGE BENEFITS OF
FULL-TIME INSTRUCTIONAL
FACULTY SURVEY
1998-1999**



181394-10

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) 451-6236 or FAX number (301) 457-1542, 7:30 a.m.—4:30 p.m. EST.

RETURN TO

JOHN INGRAM
COORDINATING COMMISSION FOR POSTSECONDARY EDUC
PO BOX 95005
LINCOLN, NE 68509-5005
402-471-0030 FAX = 402-471-2886

Date due: November 15, 1998

| | | |
|------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------|
| <p>1. Name of respondent MARK A. BYRD</p> | <p>2. Title of respondent Director, Institutional Research</p> | <p>3. Telephone Area code, number, extension (402)554-2367</p> |
| <p>4. E-Mail address</p> | | <p>FAX number (402)554-2873</p> |

If this survey is not applicable to your institution because any of the exclusions cited here embrace all of your instructional faculty, mark (X) the appropriate box and return the survey form. →

- All of the instructional faculty at this institution are employed on a part-time basis
- All of the instructional faculty at this institution are military personnel
- All of the instructional faculty at this institution contribute their services (e.g., members of a religious order)
- All of the instructional faculty at this institution teach preclinical or clinical medicine

PURPOSE OF THE SURVEY

The primary purpose of this survey is to collect data on the salaries, tenure, and fringe benefits of full-time instructional faculty by contract length, sex, and academic rank; to analyze, from a national perspective, the number and tenure status of faculty members in relation to the number of enrollments and degrees granted for an indication of workforce demand; and to evaluate faculty compensation in relation to institutional financial resources for an indication of the economic status of institutions and of the teaching profession. 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

These data are used by postsecondary institutions to establish competitive compensation packages; by state agencies to determine budgets for state-supported institutions and to make comparative studies with other states; by Federal agencies to analyze the teaching profession as a whole, to contribute to occupational forecasting, and to develop financial indicators relating to postsecondary education; and by professional and educational associations to evaluate the differences in salaries between men and women, and the general status of the profession.

**Changes from the 1997-98 form for
1998-99 SALARIES, TENURE AND FRINGE BENEFITS OF
FULL-TIME INSTRUCTIONAL FACULTY**

No changes this year.

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 30 minutes to 8.0 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**

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 — SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1998—99

SA

| Line No. | Sex and academic rank | Number of faculty with tenure (1) | Number of nontenured faculty | | | Total number of faculty (Sum of columns 1—3) (4) | TOTAL SALARY OUTLAY (In whole dollars) (5) |
|--------------------------------------------------|------------------------------------------------------------------------------|-----------------------------------|------------------------------|-------------------------------|-----|--------------------------------------------------|--------------------------------------------|
| | | | Those on tenure track (2) | Those not on tenure track (3) | | | |
| I. FACULTY ON 9/10-MONTH SALARY CONTRACTS | | | | | | | |
| (a) MEN | | | | | | | |
| 01 | Professors | 129 | | 1 | 130 | \$ 7,999,736 | |
| 02 | Associate professors | 84 | 3 | 1 | 88 | 4,739,294 | |
| 03 | Assistant professors | 5 | 40 | 9 | 54 | 2,353,606 | |
| 04 | Instructors | | 2 | 12 | 14 | 461,865 | |
| 05 | Lecturers | | | 8 | 8 | 160,446 | |
| 06 | No academic rank* | | | | | | |
| 07 | TOTAL MEN (Sum of lines 1—6) | 218 | 45 | 31 | 294 | \$ 15,714,947 | |
| (b) WOMEN | | | | | | | |
| 08 | Professors | 20 | | | 20 | \$ 1,140,581 | |
| 09 | Associate professors | 37 | 1 | | 38 | 1,949,816 | |
| 10 | Assistant professors | 3 | 52 | 1 | 56 | 2,243,921 | |
| 11 | Instructors | | 1 | 17 | 18 | 590,535 | |
| 12 | Lecturers | | | | | | |
| 13 | No academic rank* | | | | | | |
| 14 | TOTAL WOMEN (Sum of lines 8—13) | 60 | 54 | 18 | 132 | \$ 5,924,853 | |
| 15 | TOTAL FACULTY ON 9/10-MONTH SALARY CONTRACTS (Sum of lines 7 + 14) | 278 | 99 | 49 | 426 | \$ 21,639,800 | |

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

Part A — SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1998—99 — Continued

SA

| Line No. | Sex and academic rank | Number of faculty with tenure (1) | Number of nontenured faculty | | Total number of faculty (Sum of columns 1—3) (4) | TOTAL SALARY OUTLAY (In whole dollars) (5) |
|----------------------------------------------------|-----------------------------------------------------------------------------------|-----------------------------------|------------------------------|-------------------------------|--------------------------------------------------|--------------------------------------------|
| | | | Those on tenure track (2) | Those not on tenure track (3) | | |
| II. FACULTY ON 11/12-MONTH SALARY CONTRACTS | | | | | | |
| 16 | (a) MEN Professors | 4 | | 1 | 5 | \$ 388,453 |
| 17 | Associate professors | 2 | | | 2 | 158,802 |
| 18 | Assistant professors | | | | | |
| 19 | Instructors | | | | | |
| 20 | Lecturers | | | | | |
| 21 | No academic rank* | | | | | |
| 22 | TOTAL MEN (Sum of lines 16—21) | 6 | | 1 | 7 | \$ 547,255 |
| 23 | (b) WOMEN Professors | | | | | \$ |
| 24 | Associate professors | | | | | |
| 25 | Assistant professors | 1 | | | 1 | 45,527 |
| 26 | Instructors | | | | | |
| 27 | Lecturers | | | | | |
| 28 | No academic rank* | | | | | |
| 29 | TOTAL WOMEN (Sum of lines 23—28) | 1 | | | 1 | \$ 45,527 |
| 30 | TOTAL FACULTY ON 11/12-MONTH SALARY CONTRACTS (Sum of lines 22 + 29) | 7 | | 1 | 8 | \$ 592,782 |
| 31 | III. FACULTY ON LESS THAN 9/10-MONTH SALARY CONTRACTS, TOTAL MEN AND WOMEN | | | | | \$ |

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

Part B - FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10 MONTH AND 11/12 MONTH SALARY CONTRACTS, ACADEMIC YEAR 1998-99

SA

| Line No. | Fringe benefits | Faculty on 9/10-month contracts | | Faculty on 11/12-month contracts | |
|----------|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------|-------------------------------------------|-----------------------|
| | | Expenditures (in whole dollars) (1) | Number covered (2) | Expenditures (in whole dollars) (3) | Number covered (4) |
| 32 | Retirement plans (other than Social Security) Vested within 5 years | \$ 1,622,985 | 426 | \$ 44,459 | 8 |
| 33 | Vested after 5 years | | | | |
| 34 | Medical /Dental plans | 1,190,670 | 426 | 22,360 | 8 |
| 35 | Group Life Insurance | 12,780 | 426 | 240 | 8 |
| 36 | Other Insurance Benefits (Cafeteria Plan, etc.) | | | | |
| 37 | Guaranteed Disability income protection | | | | |
| 38 | Tuition plan (Dependents only) Restricted - Mark (X) one box 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No | | | | |
| 39 | Housing plan Restricted - Mark (X) one box 1 <input type="checkbox"/> Yes 2 <input type="checkbox"/> No | | | | |
| 40 | Social Security Taxes | 1,655,445 | 426 | 45,348 | 8 |
| 41 | Unemployment Compensation | | | | |
| 42 | Worker's Compensation | | | | |
| 43 | Other Benefits in kind with cash options | | | | |
| 44 | TOTAL | \$ 4,481,880 | | \$ 112,407 | |

INTENTIONALLY BLANK

GENERAL INSTRUCTIONS — SA

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

INSTITUTIONAL IDENTIFICATION

In the space provided on the front page of this report make any necessary corrections to the preprinted address information. Also, enter the name, title, area code and telephone number of the person responsible for completing the report.

Exclusions from reporting — This report may not be applicable to your institution because ALL of your instructional faculty embrace one of the exclusion categories listed on page 1 of the survey form. If this is the case, mark (X) the appropriate category and return the form.

PERIOD OF REPORT

This report requests data on full-time instructional faculty employed (including those under contract but not yet in the payroll system) by your institution as of October 1, 1998.

PART A — SALARIES AND TENURE OF FULL-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1998-99

General instructions for Part A — Sections I, II, and III — The following general instructions apply to all Part A — Sections I, II, and III. (Instructions related to a specific contract length only (9/10-month, 11/12-month, or other than 9/10-month and 11/12-month) are provided in Part A, Sections I, II, and III.)

In reporting instructional faculty, include only those members of the Instruction/Research staff who are employed full time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction, including those with released time for research. Also included in this category are —

- Full-time instructional faculty on sabbatical leave. Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.
- Full-time replacements for instructional faculty on leave without pay.
- Chairs of departments (if they have no other administrative title and hold a full-time faculty rank). Report such faculty at their contracted faculty salary.

In reporting instructional faculty, the following apply —

- Additional stipends for administrative, managerial, or other responsibilities should NOT be included in the salary calculation.

- When reporting instructional faculty by academic rank, use the institution's designations. Institutions without standard academic ranks should report all faculty in the category of "No Academic Rank".
- When reporting tenure status, use the institution's criteria or requirements for tenure.
- Instructional faculty should be reported as having 9/10-month, 11/12-month, or other than 9/10-month and 11/12-month salary contracts on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

Do not report the following instructional faculty —

- Replacements for instructional faculty on sabbatical leave.
- Instructional faculty on leave without pay.
- Instructional faculty for preclinical and clinical medicine.* (**NOTE** — Instructional faculty in all other fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
- Instructional faculty who are employed on a part-time basis.*
- Instructional faculty (such as members of religious orders) whose services are valued by bookkeeping entries rather than by full cash transactions.*
- Instructional faculty who, as members of military organizations, are paid on a different salary scale from civilian employees.*
- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.
- Undergraduate or graduate students who assist in the instruction of courses, but have titles such as graduate or teaching assistant, teaching associate, teaching fellow, etc.

INSTRUCTIONS FOR COMPLETING THIS FORM

PART A — Salary Contract Lengths

Sections I, II, and III of this part provide instructions related to 9/10-month, 11/12-month, or less than 9/10-month salary contracts.

*If this statement applies to ALL instructional faculty at your institution, mark (X) the appropriate exclusion category listed on page 1 of this survey form and return the form.

REMOVE INSTRUCTIONS BEFORE MAILING AND RETAIN FOR YOUR FILES.

GENERAL INSTRUCTIONS – SA — Continued

PART A — SALARY CONTRACT LENGTHS — Continued

Part A, Section I: Full-time faculty on 9/10-month salary contracts — Also read the general instructions above before completing this part of the survey form.

The term, 9/10-month salary contract, applies to instructional faculty who teach 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

Column (1) — Faculty with Tenure — For each line report the number of full-time instructional faculty with tenure.

Column (2) — Non-tenured Faculty on Tenure Track — For each line, report the number of full-time instructional faculty who are non-tenured but are in positions which lead to consideration for tenure.

Column (3) — Non-tenured Faculty Not on Tenure Track — For each line, report the number of full-time instructional faculty who are non-tenured and are **not** in positions which lead to consideration for tenure. Also report all full-time instructional faculty for each line if the institution does not recognize tenure.

Column (4) — Total Number of Faculty — For each line, report the sum of columns (1), (2), and (3).

Column (5) — Total Salary Outlay — For each line, report to the nearest whole dollar the total salary outlay for those faculty reported in column (4).

Part A, Section II: Full-time faculty on 11/12-Month Salary Contracts — Also read the general instructions on the preceding page for Part A before completing this part of the survey form.

The term, 11/12-month salary contract, applies to instructional faculty employed for the entire year. These faculty members are usually employed for 11 months of teaching.

Follow directions for Part A, Section I for reporting data in columns (1) through (5).

PART B — FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10-MONTH AND 11/12-MONTH CONTRACTS, ACADEMIC YEAR 1998-99

Report the projected fringe benefit expenditures which will be paid by the institution, state, and/or local government to full-time instructional faculty during the academic year. Fringe benefits should be reported only for those salaried instructional faculty reported in Part A, column (4) of this survey, EXCLUDING those on other than 9/10-month and 11/12-month contracts (PART A — Section III, line 31).

Fringe benefit expenditures for all instructional faculty (total men and women) on 9/10-month contracts should be reported in Part B, column (1), and the number of faculty covered in column (2). Similarly, the fringe benefits for all instructional faculty on 11/12-month contracts should be reported in Part B, column (3), and the number of faculty covered in column (4).

Fringe benefits are defined as cash contributions in the form of supplementary or deferred compensation other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. When an expenditure is reported for a fringe benefit, the number of persons receiving the benefit should also be reported.

Lines 32 and 33 — Retirement plans (other than Social Security) — Report contributions by the institution, state, and local government toward retirement on lines 32 and 33 according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by institution, state, and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

On Line 32, report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan on line 32 even though some faculty members may have been employed less than 5 years.*

On line 33, report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.*

Line 34 — Medical/dental plans — Report contributions to insurance plans which provide for hospital, medical, surgical, or dental care.*

Line 35 — Group life insurance — Report expenditures by the institution to support the group life insurance program.*

Line 36 — Other insurance benefits (cafeteria plan) — Report contributions to insurance plans which cannot be reported separately on lines 34 and 35 (hospital, medical, surgical, dental care, and group life insurance) or plans which provide employee selected care options.*

*Verify that the number covered in column (2) on this line does not exceed the total reported in Part A, line 15, column (4). Also verify that the number covered in column (4) on this line does not exceed the total reported in Part A, line 30, column (4).

GENERAL INSTRUCTIONS - SA — Continued

PART B — FRINGE BENEFITS OF FULL-TIME INSTRUCTIONAL FACULTY ON 9/10-MONTH AND 11/12-MONTH CONTRACTS, ACADEMIC YEAR 1998-99 - Continued

Line 37 — Guaranteed disability income protection — Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick leave benefits.*

Line 38 — Tuition plan — Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of faculty members to attend another institution or this institution. If the tuition plan is available to all dependents of all faculty members to attend any institution of their choice, mark (X) the "No" box on line 38. If either of these conditions does not apply, mark (X) the "Yes" box one line 38.

The number covered by this benefit should be the number of faculty dependents receiving tuition, rather than the number of faculty members covered by this benefit. If the number of faculty dependents who will receive this benefit in the academic year covered by this report is unknown, apply the tuition benefit to the number receiving the tuition in the previous academic year to derive an estimate.

Line 39 — Housing plan — Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If faculty members have the option of choosing off-campus housing, mark the "No" box on line 39. If the housing plan only applies to institution-owned housing, mark the "Yes" box on line 39. If the number of faculty members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate.*

Line 40 — Social Security taxes — If covered by Social Security, report the F.I.C.A. taxes calculated at the rate effective January 1, 1998. This amount should include taxes for Medicare and Old-Age, Survivors, and Disability Insurance (OASDI).*

Line 41 — Unemployment compensation — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the state.*

Line 42 — Worker's compensation — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount which would otherwise be paid to the state.*

Line 43 — Other benefits in kind with cash options — Report personal benefits in kind only if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.*

Line 44 — Total — Report the sum of expenditures on lines 32—43 for each of columns (1) and (3).

CONFIDENTIALITY OF DATA

The confidentiality of individuals' salaries will be preserved in accordance with Title V, Section 501 (a) of the Education Amendments of 1974 (Public Law 93-380, 93rd Congress, August 21, 1974) which amends Part A of the General Education Provisions Act by adding at the end thereof a new Section 406 specifically referring to NCEC. Section (d)(2) of the Act is cited below.

"The Center shall develop and enforce standards designed to protect the confidentiality of persons in the collection, reporting, and publication of data under this section. This subparagraph shall not be construed to protect the confidentiality of information about institutions, organizations, and agencies receiving grants from or having contracts with the Federal government."

The Freedom of Information Act requires that data retained by the Federal government must be made available to the public so long as the rights to privacy of individuals are not violated. When requested, data collected in this survey will be made available to the public. Data cells containing salary outlays or fringe benefit expenditures for fewer than three individuals will be removed. The data base will contain all of the data items on the report (except those which might identify individuals), as well as the names of institutions submitting the reports.

*Verify that the number covered in column (2) on this line does not exceed the total reported in Part A, line 15, column (4). Also verify that the number covered in column (4) on this line does not exceed the total reported in Part A, line 30, column (4).

GLOSSARY
SALARIES, TENURE, AND FRINGE BENEFITS OF
FULL-TIME INSTRUCTIONAL FACULTY — SA

FRINGE BENEFITS EXPENDITURES — Cash contributions (of the institution) in the form of supplementary or deferred compensation other than salary. Excludes the employee's contribution.

FULL-TIME INSTRUCTIONAL FACULTY — Instruction/Research staff employed full-time (as defined by the institution) and whose major regular assignment is instruction, including those with released time for research.

HOUSING PLAN (RESTRICTED) — Plans which restrict beneficiaries to choose from only institution-owned housing.

LESS THAN 9/10-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for other than 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions or 11/12 months.

OTHER INSURANCE BENEFITS (Cafeteria Plan) — An insurance plan that gives an employee the option of selecting a combination of health care and insurance benefits (e.g., hospital, medical, surgical, dental care, and group life insurance).

TENURE — Status of a personnel position, or a person occupying a position or occupation, with respect to permanence of position.

TENURE TRACK — Status of personnel positions that lead to consideration for tenure.

TUITION PLAN (RESTRICTED) — Plans for dependents (including spouses) of faculty members which restrict the beneficiary to attendance at only the institution where the faculty member is employed.

VESTED RETIREMENT PLAN — One in which the full amount of the contribution by the institution and by the state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

9/10-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for 2 semesters, 3 quarters, 2 trimesters, 2 4-month sessions, or the equivalent.

11/12-MONTH SALARY CONTRACT — The contracted teaching period of faculty employed for the entire year, usually a period of 11 months.

GENERAL INSTRUCTIONS — SA

Please respond to each item on this report in the space provided. The Glossary provides definitions of terms used in this report.

PART AP — SALARIES OF PART-TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1996-97

General Instructions for Part AP — The following instructions apply to Part AP which is part-time instructional faculty, including instructional assistants.

In reporting part-time Instructional faculty, include only those members of the Instruction/Research staff who are employed part-time (as defined by the institution) and whose major (more than 50%) regular assignment is instruction, including those with released time for research. Also included in this category are —

- Adjunct faculty
- Provided more than 50% of their part-time workload is instruction and they hold faculty rank, then report as part-time instructional faculty any who are administrators with titles department chair or head.
- Undergraduate or graduate students and other who assist in the instruction of courses and have titles such as (graduate) teaching assistant, teaching associate, teaching fellow, etc.

In reporting part-time Instructional faculty, the following apply —

- Additional stipends for administrative, managerial, or other responsibilities should NOT be included in the salary calculation.
- When reporting instructional faculty by academic rank, use the institution's designations. Institutions without standard academic ranks should report all faculty in the category of "No Academic Rank".
- Reporting instructional faculty should be consistent with, but not necessarily identical to, reporting to the DAS-Budget Office for the Community Colleges, State Colleges and University. That is, the data reported here are "actual" numbers rather than "budgeted" as defined for reporting to the Budget Office.

Do not report the following as part-time instructional faculty —

- Instructional faculty who are employed on a full-time basis, irrespective of whether current actively employed or on leave.
- Part-time replacements for full-time faculty on leave.

- Part-time instructional faculty who are also administrators with titles such as dean, director, librarian, registrar, coach, or other, except department chairs or heads as noted above.
- Instructional faculty for preclinical and clinical medicine.* (NOTE — Instructional faculty in all other fields, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported.)
- Instructional faculty (such as members of religious orders) whose services are valued by bookkeeping entries rather than by full cash transactions.*
- Instructional faculty who, as members of military organizations, are paid on a different salary scale from civilian employees.*
- Undergraduate or graduate students who assist in research and have titles such as research assistant, research associate, research fellow, etc.

INSTRUCTIONS FOR COMPLETING PART AP OF THIS FORM

Also read the general instructions for Part AP, above, before completing this part of the survey form.

The term part-time instructional faculty applies to instructional faculty who are designated by the institution as being not full-time employed and who teach for some period of the institution's academic year that includes the fall term. This category includes instructional assistants.

Column (1) — Part-time Faculty and Instructional Assistants — For each line, report the number of part-time instructional faculty or instructional assistants.

Column (2) — FTE for Part-time Faculty and Instructional Assistants — For each line, report the FTE accumulated for those part-time instructional faculty or instructional assistants reported in column 1. The FTE is as defined by the institution.

Column (3) — TOTAL SALARY OUTLAY for part-time instructional faculty — For each line, report to the nearest whole dollar the total salary outlay for those faculty reported in column (1)

GLOSSARY NUMBER, FTE AND SALARIES OF PART-TIME INSTRUCTIONAL FACULTY

FULL-TIME EQUIVALENT, FTE, FOR PART-TIME INSTRUCTIONAL FACULTY (ACADEMIC YEAR) — is the equivalent of one faculty member who is considered to be carrying a full load in accordance with an institutionally agreed upon convention for converting headcount numbers to an equivalent number of full-time faculty. Full-time equivalent is based on two semesters, or three quarter terms. These terms are not required to be consecutive, but are within the same fiscal year, and are designated by the institution.

INSTRUCTIONAL ASSISTANTS — are instruction/research assistants whose primary (more than 50%) activity is assisting in classroom or laboratory instruction.

INSTRUCTIONAL FACULTY — Instruction/Research faculty employed by the institution and whose major (more than 50%) regular assignment is instruction, including those with released time for research. Employment status (full-time or part-time) is as defined by the institution for purposes of contractual conditions and fringe benefits. Includes chairs of departments (if they have no

other administrative title and hold a full-time faculty rank). Excludes administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc. (See also Full-time Instructional Faculty.)

PART-TIME INSTRUCTIONAL FACULTY — are instructional faculty who have been designated by the institution as being not full-time employed.

* If this statement applies to ALL instructional faculty at your institution, mark (x) the appropriate exclusion category listed on page 1 of this survey form and return the form.

**Part AP1 - NUMBERS, FTE AND SALARIES OF PART - TIME INSTRUCTIONAL FACULTY, ACADEMIC YEAR 1998-99
REPORT HERE ALL PART-TIME INSTRUCTIONAL FACULTY WHO HAVE CONTRACTS COVERING THE ENTIRE ACADEMIC YEAR**

| Line No. | Sex and academic rank | Number of part-time faculty and instructional assistants | FTE for part-time faculty and instructional assistants | TOTAL SALARY OUTLAY part-time (in whole dollars for academic year) |
|----------|------------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|
| 45 | IV. PART TIME FACULTY (a) MEN Professors | 3 | 1.50 | 34,987 |
| 46 | Associate Professors | | | |
| 47 | Assistant Professors | | | |
| 48 | Instructors | 2 | .81 | 12,017 |
| 49 | Lecturers | | | |
| 50 | No Academic Rank* | | | |
| 51 | Instructional Assistants | | | |
| 52 | TOTAL MEN (Sum of lines 45-51) | 5 | 2.31 | 47,004 |
| 53 | (b) WOMEN Professors | | | |
| 54 | Associate Professors | | | |
| 55 | Assistant Professors | 1 | .50 | 11,722 |
| 56 | Instructors | 2 | 1.50 | 16,393 |
| 57 | Lecturers | | | |
| 58 | No Academic Rank* | | | |
| 59 | Instructional Assistants | | | |
| 60 | TOTAL WOMEN (Sum of lines 53-59) | 3 | 2.00 | 28,115 |
| 61 | TOTAL (Sum of lines 52+60) | 8 | 4.31 | 75,119 |

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

Part AP2 - NUMBERS, FTE AND SALARIES OF PART - TIME INSTRUCTIONAL FACULTY, FALL TERM 1998-99

REPORT HERE ALL PART-TIME INSTRUCTIONAL FACULTY WHO HAVE CONTRACTS FOR THE FALL TERM AND DO NOT HAVE AN ACADEMIC YEAR CONTRACT

| Line No. | Sex and academic rank | Number of part-time faculty and instructional assistants | FTE for part-time faculty and instructional assistants | TOTAL SALARY OUTLAY part-time (in whole dollars for academic year) |
|----------|--------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|
| | | 1 | 2 | 3 |
| | IV. PART TIME FACULTY | | | |
| | (a) MEN | | | |
| | Professors | 4 | 2.00 | 78,792 |
| 62 | Associate Professors | 1 | .50 | 13,191 |
| 63 | Assistant Professors | 4 | 1.50 | 20,591 |
| 64 | Instructors | 39 | 10.46 | 132,863 |
| 65 | Lecturers | 81 | 21.91 | 180,350 |
| 66 | No Academic Rank* | | | |
| 67 | Instructional Assistants | 1 | .33 | 3,584 |
| 68 | TOTAL MEN (Sum of lines 62-68) | 130 | 36.70 | 429,371 |
| 69 | (b) WOMEN | | | |
| 70 | Professors | 1 | .50 | 13,456 |
| 71 | Associate Professors | 2 | .70 | 19,847 |
| 72 | Assistant Professors | | | |
| 73 | Instructors | 56 | 18.32 | 213,931 |
| 74 | Lecturers | 73 | 22.73 | 185,806 |
| 75 | No Academic Rank* | | | |
| 76 | Instructional Assistants | 2 | .66 | 10,104 |
| 77 | TOTAL WOMEN (Sum of lines 70-76) | 134 | 42.91 | 443,144 |
| 78 | TOTAL (Sum of lines 69+77) | 264 | 79.61 | 872,515 |

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

Part AP3 - NUMBERS, FTE AND SALARIES OF PART - TIME INSTRUCTIONAL FACULTY ON A 11/12 MONTH CONTRACT FALL TERM 1998-99

REPORT HERE ALL PART-TIME INSTRUCTIONAL FACULTY WHO HAVE 11/12 MONTH CONTRACTS FOR THE FALL TERM AND DO NOT HAVE AN ACADEMIC YEAR CONTRACT

| Line No. | Sex and academic rank | Number of part-time faculty and instructional assistants | FTE for part-time faculty and instructional assistants | TOTAL SALARY OUTLAY part-time (In whole dollars for academic year) |
|----------|--------------------------------------------|----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------------------------------|
| | IV. PART TIME FACULTY | | | |
| 79 | (a) MEN Professors | 1 | 2 | 3 |
| 80 | Associate Professors | | | |
| 81 | Assistant Professors | | | |
| 82 | Instructors | | | |
| 83 | Lecturers | | | |
| 84 | No Academic Rank* | | | |
| 85 | Instructional Assistants | | | |
| 86 | TOTAL MEN (Sum of lines 79-85) | | | |
| 87 | (b) WOMEN Professors | | | |
| 88 | Associate Professors | | | |
| 89 | Assistant Professors | | | |
| 90 | Instructors | | | |
| 91 | Lecturers | | | |
| 92 | No Academic Rank* | | | |
| 93 | Instructional Assistants | | | |
| 94 | TOTAL WOMEN (Sum of lines 86-93) | | | |
| 95 | TOTAL (Sum of lines 86+94) | N/A | N/A | N/A |

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