

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

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](#)
 To access your prior year data submission for this component: [Reported Data](#)
 All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, frequently asked questions, and web tutorials.

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

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, you will **NOT** be required to report **Part G - Salaries** for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.

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

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.

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| | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |
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Does your institution have graduate assistants?

If you answer Yes to this question, you will be provided the screens to rbe provided

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| | <input checked="" type="radio"/> | | <input type="radio"/> | |
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Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract



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

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

Number of Full-time Non-instructional Staff
by Occupational Category

As of November 1, 2014

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both medical school and non-medical school staff

Men

| Race/ethnicity | <u>Archivists, Curators, and Museum Technicians</u> 25-4010 | <u>Librarians</u> 25-4020 | <u>Library Technicians</u> 25-4030 | <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000 |
|--|--|---------------------------------|---|---|
| Nonresident alien | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| Hispanic/Latino | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| American Indian or Alaska Native | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Asian | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Black or African American | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Native Hawaiian or Other Pacific Islander | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| White | <input type="text" value="0"/> | <input type="text" value="11"/> | <input type="text" value="1"/> | <input type="text" value="5"/> |
| Two or more races | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Race and ethnicity unknown | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total men | 0 | 12 | 1 | 6 |

Women

| Race/ethnicity | <u>Archivists, Curators, and Museum Technicians</u> 25-4010 | <u>Librarians</u> 25-4020 | <u>Library Technicians</u> 25-4030 | <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000 |
|--|--|---------------------------------|---|---|
| Nonresident alien | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| Hispanic/Latino | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="3"/> |
| American Indian or Alaska Native | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Asian | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Black or African American | <input type="text" value="0"/> | <input type="text" value="2"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| Native Hawaiian or Other Pacific Islander | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| White | <input type="text" value="5"/> | <input type="text" value="23"/> | <input type="text" value="1"/> | <input type="text" value="19"/> |
| Two or more races | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="1"/> |
| Race and ethnicity unknown | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Total women | 5 | 27 | 1 | 25 |
| Total (men+women) | 5 | 39 | 2 | 31 |

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|-----------------------|---|----|----|----|
| Total from prior year | 5 | 37 | 28 | 64 |
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| Two or more races | 1 | 4 | 1 | 2 | 1 |
| Race and ethnicity unknown | 0 | 3 | 1 | 5 | 7 |
| Total women | 158 | 77 | 94 | 161 | 162 |
| | | | | | |
| Total (men+women) | 269 | 96 | 195 | 241 | 411 |
| Total from prior year | 280 | 77 | 199 | 196 | 400 |

Print Forms (data)

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|----------------------------|-----|---|-----|----|----|-------|
| White | 27 | 0 | 194 | 0 | 1 | 976 |
| Two or more races | 1 | 0 | 7 | 0 | 0 | 20 |
| Race and ethnicity unknown | 1 | 0 | 4 | 0 | 0 | 25 |
| Total women | 82 | 0 | 314 | 0 | 1 | 1,427 |
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| Total (men+women) | 174 | 0 | 353 | 64 | 9 | 2,608 |
| Total from prior year | 183 | | 349 | 70 | 12 | 2,673 |

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| Total | | 2,072 |
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| Total | | 536 |
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Part D - Part-time Staff by Occupational Category

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Print Forms (data)

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| Total women | 0 | 0 | 0 | 27 | 27 |
| Total (men+women) | 0 | 0 | 0 | 40 | 40 |
| Total from prior year | | 1 | 3 | 46 | 50 |

| Occupational Category | Count |
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Institution: University of Missouri-Kansas City (178402)

User ID: 29C0011

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2014

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both medical school and non-medical school staff

Men

| Race/ethnicity | <u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000 | <u>Sales and Related Occupations</u> 41-0000 | <u>Office and Administrative Support Occupations</u> 43-0000 | <u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000 | <u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000 | Grand Total (All part-time staff) |
|---|---|---|---|--|--|-----------------------------------|
| Nonresident alien | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 7 |
| Hispanic/Latino | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 5 |
| American Indian or Alaska Native | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 1 |
| Asian | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 17 |
| Black or African American | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 11 |
| Native Hawaiian or Other Pacific Islander | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| White | <input type="text" value="8"/> | <input type="text" value="3"/> | <input type="text" value="5"/> | <input type="text" value="0"/> | <input type="text" value="1"/> | 274 |
| Two or more races | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 1 |
| Race and ethnicity unknown | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 7 |
| Total men | 9 | 3 | 6 | 0 | 1 | 323 |

Women

| Race/ethnicity | <u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000 | <u>Sales and Related Occupations</u> 41-0000 | <u>Office and Administrative Support Occupations</u> 43-0000 | <u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000 | <u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000 | Grand Total (All part-time staff) |
|---|---|---|---|--|--|-----------------------------------|
| Nonresident alien | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 2 |
| Hispanic/Latino | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 15 |
| American Indian or Alaska Native | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 2 |
| Asian | <input type="text" value="2"/> | <input type="text" value="0"/> | <input type="text" value="2"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 21 |
| Black or African American | <input type="text" value="9"/> | <input type="text" value="0"/> | <input type="text" value="9"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 45 |
| Native Hawaiian or Other Pacific Islander | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 1 |
| White | <input type="text" value="15"/> | <input type="text" value="3"/> | <input type="text" value="22"/> | <input type="text" value="1"/> | <input type="text" value="0"/> | 335 |

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| Two or more races | | | | | | |
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| American Indian or Alaska Native | | | | | | | | | |
| Asian | 8 | 9 | 0 | 0 | 0 | 0 | 3 | 0 | 20 |
| Black or African American | 5 | 3 | 0 | 0 | 0 | 0 | 5 | 0 | 13 |
| Native Hawaiian or Other Pacific Islander | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 |
| White | 97 | 25 | 0 | 0 | 0 | 0 | 8 | 0 | 130 |
| Two or more races | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Race and ethnicity unknown | 7 | 2 | 0 | 0 | 0 | 0 | 0 | 0 | 9 |
| Total women | 152 | 69 | 0 | 0 | 0 | 0 | 23 | 0 | 244 |
| Total (men+women) | 353 | 149 | 0 | 0 | 0 | 0 | 35 | 0 | 537 |
| Total from prior year | 343 | 179 | | | | | 60 | | 582 |

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

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Part E - Part-time Staff by Medical School Status

Number of Part-time Staff

As of November 1, 2014

| Occupational category | Total (carried forward from Part D) | Non- Medical school staff | Medical school staff |
|--|--|---------------------------------|----------------------------|
| <u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000 | 36 | 36 | 0 |
| <u>Sales and Related Occupations</u> 41-0000 | 6 | 6 | 0 |
| <u>Office and Administrative Support Occupations</u> 43-0000 | 42 | 41 | 1 |
| <u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000 | 1 | 1 | 0 |
| <u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000 | 1 | 1 | 0 |
| Total | | 85 | 1 |
| PY Total | | 105 | 3 |
| Graduate Assistants | 537 | 535 | 2 |
| PY Graduate Assistants | | 578 | 4 |
| <u>Teaching</u> 25-1191 | 353 | 353 | 0 |
| <u>Research</u> | 149 | 147 | 2 |
| <u>Management Occupations</u> 11-0000 | 0 | 0 | |
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| Graduate Assistants | | 535 |
| Teaching 25-1191 | | 353 |
| Research | | 147 |
| Management Occupations 11-0000 | | 0 |
| Business and Financial Operations Occupations 13-0000 | | 0 |
| Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000 | | 0 |
| Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000 | | 0 |
| Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000 | | 35 |
| Healthcare Practitioners and Technical Occupations 29-0000 | | 0 |
| Total | | 1,225 |

Print Forms (data)

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| Graduate Assistants | | 2 |
| Teaching 25-1191 | | 0 |
| Research | | 2 |
| Management Occupations 11-0000 | | 0 |
| Business and Financial Operations Occupations 13-0000 | | 0 |
| Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000 | | 0 |
| Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000 | | 0 |
| Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000 | | 0 |
| Healthcare Practitioners and Technical Occupations 29-0000 | | 0 |
| Total | | 67 |

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| Race and ethnicity unknown | | | | | | | |
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Print Forms (data)

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| Two or more races | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> |
| Race and ethnicity unknown | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="2"/> |
| Total women | 4 | 9 | 7 | 18 | 39 |
| | | | | | |
| Total (men+women) | 10 | 10 | 12 | 27 | 113 |

Print Forms (data)

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|---|--------------------------------|--------------------------------|--------------------------------|--------------------------------|--------------------------------|-----|
| Native Hawaiian or Other Pacific Islander | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | |
| White | <input type="text" value="2"/> | <input type="text" value="0"/> | <input type="text" value="6"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 81 |
| Two or more races | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 0 |
| Race and ethnicity unknown | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | <input type="text" value="0"/> | 2 |
| Total women | 5 | 0 | 11 | 0 | 0 | 116 |
| | | | | | | |
| Total (men+women) | 11 | 0 | 13 | 1 | 0 | 231 |

Human Resources Survey Evaluation

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

Prepared by

This survey component was prepared by:

| | | | | | |
|-----------------------|----------------------|-----------------------|--------------------------|-----------------------|------------|
| <input type="radio"/> | Keyholder | <input type="radio"/> | SFA Contact | <input type="radio"/> | HR Contact |
| <input type="radio"/> | Finance Contact | <input type="radio"/> | Academic Library Contact | <input type="radio"/> | Other |
| Name: | <input type="text"/> | | | | |
| Email: | <input type="text"/> | | | | |

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| How long did it take to prepare this survey component? | <input type="text"/> | hours | <input type="text"/> | 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.

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| Office and Administrative Support Occupations SOC 43-0000 | 353 | 42 | 367 |
| Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000 | 64 | 1 | 64 |
| Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000 | 9 | 1 | 9 |

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.

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