Human Resources 2020-21

Institution: University of Missouri-System Office (178439)

User ID: 29C0011

Overview

Human Resources Overview

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

Data Reporting Reminders

- Report data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting. For example, if a summer term began later than usual due to Coronavirus Pandemic postponements, continue to report using the timeframes as defined in the IPEDS instructions. NCES expects that some data reported during the 2020-21 data collection year will vary from established prior trends due to the impacts of Coronavirus Pandemic. If an error edit is triggered even when submitting accurate data, please indicate in the corresponding context box or verbally to the Help Desk that the seemingly inconsistent data are accurate and reflect the effects of Coronavirus Pandemic.
- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the Key Reporting Concepts section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

Changes to reporting for 2020-21

There are no changes for this survey component.

Resources:

- To download the survey materials for this component: Survey Materials
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 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.

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.

- ○ No
- ◉ Yes

Does your institution have graduate assistants?

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

- ○ No
- ◉ Yes

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

- ○ No
- ◉ Yes

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.

- ○ No

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

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

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract

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

Number of Full-time Instructional Staff Without Faculty Status
As of November 1, 2020

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0

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

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Part B2 - Full-time Non-instructional Staff by Occupational Category and Tenure Status

Number of Full-time Non-instructional Staff
As of November 1, 2020

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff	0	0	0	0	0	0	0	0
Public Service staff	0	0	0	0	0	0	0	0
Archivists, Curators, and Museum Technicians 25-4010	0	0	0	0	0	0	11	11
Librarians and Media Collections Specialists 25-4020	0	0	0	0	0	0	2	2
Library Technicians 25-4030	0	0	0	0	0	0	0	0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	0	0	0	0	0	0	15	15
Management Occupations 11-0000	3	0	0	0	0			

Part C - Full-time Summary

Part G1 - Salaries Worksheet

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Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays for Full-time Non-instructional Staff
Annual Salary Outlays, 2020-21

Occupational category	Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
Research staff	0	0
Public Service staff	0	0
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	28	1,640,623
Management Occupations 11-0000	84	11,124,656
Business and Financial Operations Occupations 13-0000	113	6,479,238
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	177	11,928,305
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	56	4,227,395
Healthcare Practitioners and Technical Occupations 29-0000	0	0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	1	32,739
Sales and Related Occupations 41-0000	5	346,881
Office and Administrative Support Occupations 43-0000	34	1,526,084
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	0	0
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	3	96,325

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Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category
As of November 1, 2020

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

Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0

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Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

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Part D - Part-time Staff by Occupational Category

Number of Part-time Staff
As of November 1, 2020

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

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	Grand Total (All part-time staff)
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	2	0	3	0	0	9
Two or more races	0	0	0			

Part D - Graduate assistants

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

Part F - Part-time Summary

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

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

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

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Human Resources Survey Evaluation

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

Prepared by

Prepared by

Reporting Reminders:

- 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.

This survey component was prepared by:

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

Name: Randy Sade

Email: SadeR@umsystem.edu

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

3.00 Number of Staff (including yourself)

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Summary

Human Resources Component Summary

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the Data Center and sent to your institution's CEO in November 2020.

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 2020

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	501	22	508
Instructional Staff	0	0	0
Primary 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	0	0	0
Research Staff	0	0	0
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	28	2	29
Librarians, Curators, and Archivists SOC 25-4000	13	2	14
Archivists, Curators, and Museum Technicians SOC 25-4010	11	2	12
Librarians SOC 25-4020	2	0	2
Library Technicians SOC 25-4030	0	0	0
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	15	0	15
Management Occupations SOC 11-0000	84	2	85
Business and Financ -7(nc -7(nc -7(n8.1.6(f)5.6(a)-.4(irs)9.8(and)9.4(O)5.6(t)5.6(her)]TJ 0 -1.402 TD .0025 Tc -.0058 Tw [(Edu)9.6(c)2.5(ati)9(on Serve-1.2(0.1d59 Tw [(Busi)9.1(ness and)9.7402 TD .-1.39			

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of

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Edit Report

Human Resources

Source	Description	Severity	Resolved	Options
Screen: B1 - FT Non-instructional, Occupation - 3				
Upload File	This number(56) is outside the expected range of between 21 and 43 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	Increase is due to 17 online learning specialist/coordinators moving from the UM-Columbia to UM System Office.			
Screen: D - Graduate Assistants				
Upload File	This number(0) is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	There are no Graduate Research Assistants.			
Screen: H - New Hires Instructional, Tenure				
Perform Edits	This number is expected to be greater than zero. Please correct your data or explain. (Error #1392)	Explanation	Yes	
Reason	System Administrative Office has no instructional staff.			