



Human Resources (HR) Section H: New Hires Tutorial Script 2024-25 Data Collection

On behalf of the Institute for Education Sciences', IES, National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial on the IPEDS Human Resources survey component, also called the HR Survey.

The purpose of this tutorial is to discuss Part H, New Hires on the IPEDS HR Survey. After completing this tutorial, you will know which institutions must complete Part H, New Hires on the IPEDS HR Survey and the definition of new hires for IPEDS reporting purposes.

Section H, New Hires

Beginning in survey year 2016-2017, IPEDS began collecting the number of new hires over a full year time span rather than a partial year. New hires are persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service. The goal of Part H, New Hires is to capture a snapshot of the total number of new hires at the institution as of November 1 of the reporting period at institutions with 15 or more full-time staff.

Institutions with 15 or more full-time staff that respond "Yes" to the screening question on the HR Survey about having full-time permanent new hires will receive survey screens in the data collection system to report the number of newly hired full-time permanent staff at the institution by occupational category disaggregated by gender and race/ethnicity in Part H, New Hires on the IPEDS HR Survey.

In Part H, institutions must report the number of persons hired for full-time permanent employment either for the first time (new to the institution), or after a break in service for persons on the payroll of the institution as of Nov. 1st.

New hires do not include persons who have returned from sabbatical leave OR full-time postsecondary staff who are working less-than-9-month contracts. New hires are employees entirely new to the institution, or rehired into a new or old position after a break in service.

For example, on January 15th, 2023, your institution hires Lynn, who is a business instructor, and she has never worked for your institution before. Because she meets the definition of a new hire, she is reported in Part H, New Hires on the IPEDS HR Survey. She is ALSO reported in Part A, Full-time Instructional Staff and Part G, Salaries.

This concludes our discussion of Part H, New Hires on the IPEDS HR Survey. You should know when an

institution must complete Part H, New Hires of the IPEDS HR survey and which staff must be reported in this Part.

If you have questions about reporting data to IPEDS or the IPEDS Data Collection System, contact the IPEDS Data Collection Help Desk at (877) 225-2568 or send an email to Help Desk staff at ipedshelp@rti.org. For assistance using IPEDS data tools, contact the IPEDS Data Use Help Desk at (866) 558-0658 or ipedstools@rti.org. The knowledgeable Help Desk staff is eager to help with data reporting and data use. Response times may be longer near the end of the collection cycle.