

Human Resources (HR) Survey Component Overview 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 HR.

After you complete this tutorial, you will know:

- The purpose of the HR Survey and when data are collected;
- Who is required to submit data and the consequences of non-compliance;
- The type of data collected and how it is used;
- The number and types of HR Survey Forms;
- The two major staff classifications used to collect data and how they are categorized; and
- Where the data are published.

Data collected on IPEDS surveys provide a basis for postsecondary education data analysis and consumer information. The Higher Education Act of 1965, as amended, stipulates, "...institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)...in a timely manner and to the satisfaction of the Secretary." To meet this requirement, institutions who participate or are applicants to participate in Title IV federal student aid programs must report data to IPEDS on:

1. Admissions;
2. Enrollments;
3. Program completions;
4. Graduation rates;
5. Education outcomes;
6. Faculty and staff;
7. Academic libraries;
8. Finances;
9. Institutional costs; and
10. Student financial aid.

These institutions must also complete **all applicable IPEDS surveys**.

Currently, over 6,000 institutions submit data to IPEDS, with a number doing so voluntarily. Annually, NCES

is required to provide a list of noncompliant institutions to the Office of Postsecondary Education. Failure to comply with this reporting requirement may result in warnings, costly fines, and/or loss of Title IV eligibility. More information about fines can be found on the Statutory Requirements page at <https://surveys.nces.ed.gov/ipeds/ViewIPEDSStatutoryRequirement.aspx>

The HR Survey is part of the Spring collection of IPEDS surveys, which opens in early December. Data entry must be completed and considered final by the end of the collection period, in early April, when the Keyholder locks the data.

Some institutions have IPEDS Coordinators. Coordinators have an additional two weeks to review the data and lock the survey component.

The HR reporting period provides a snapshot of the institution's human resources and payroll data as of November 1st of the data reporting year. Data are collected annually by gender and race/ethnicity beginning with the 2016-17 Data Collection.

Survey Forms

The HR Survey has four tailored survey form versions based on degree-granting status and the number of full-time staff. Each version has multiple parts. There is a form for:

- Degree-granting institutions and related administrative offices with 15 or more full-time staff, and a tenure system;
- Degree-granting institutions and related administrative offices with 15 or more full-time staff, and no tenure system;
- Degree-granting institutions and related administrative offices with less than 15 full-time staff; and
- Non-degree-granting institutions and related administrative offices.

Degree-granting Institutions

The primary purpose of the HR survey form parts applicable to degree-granting institutions and related administrative offices with 15 or more full-time staff is to collect data for instructional staff disaggregated by gender, race/ethnicity, and other instructional demographics such as:

- Employment status (full-time and part-time);
- Tenure status;
- Academic rank;
- Contract length;
- Faculty status;
- Occupational category, and
- Instructional course function (credit/non-credit/combined credit and noncredit).

These institutions also report data on new hires based on 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 on the

institution's payroll as of November 1 for the reporting year disaggregated by gender and race/ethnicity. Data on newly hired full-time **permanent non-instructional staff** are reported by occupational category, whereas data on newly hired full-time **permanent instructional staff** are reported by occupational category, faculty status, tenure status, and contract length.

In addition, all degree-granting institutions must disaggregate some data items by instructional and non-instructional staff, but exclude medical school staff. For example, salary outlays are collected by gender and race/ethnicity for all full-time instructional staff by academic rank and all full-time non-instructional staff by occupation, but both data items exclude medical school staff.

For four-year and above degree-seeking institutions, some data are also collected by medical and non-medical school status. The reporting on these data applies to institutions with Doctor of Medicine (M.D.) and Doctor of Osteopathic (D.O.) programs.

Non-degree- granting Institutions

The primary purpose of HR survey form parts applicable to non-degree granting institutions and related administrative offices is to collect the number of staff by employment status (full-time and part-time) and occupational category disaggregated by gender and race/ethnicity.

Standard Occupational Classification System

All institutions must categorize staff according to the 2018 Standard Occupational Classification System (or SOC). Most of the occupational data in IPEDS will be collected at the higher, 2-digit major-group level. However, there are a few instances where data are collected at a more detailed level such as the Education, Library, Instructional Support, and Graduate Teaching Assistant occupations.

Resources for reporting SOC codes are provided on the IPEDS HR Survey component page and in the IPEDS Data Center under Reporting Tools. In addition, several online tutorials are provided on the AIR website.

Where the Data are Published

At the institutional-level, data appear on the:

- College Navigator website,
- IPEDS Use the Data portal,
- IPEDS Data Feedback Reports, and the
- College Affordability and Transparency Center website.

At the aggregate-level, data appear in:

- IPEDS Data Explorer Tables,
- IPEDS Data Feedback Reports,
- The Digest of Education Statistics, and
- The Condition of Education.

Context Boxes

The HR Survey includes context boxes for some data items so institutions may provide text to explain or clarify data entries. For example, the context box called "Human Resources Survey Evaluation" is located at the end of the HR Survey component and is used to assess whether future changes should be made to definitions, instructions, or items collected. It can also be used by institutions to report any staff difficult to categorize. Notes from context boxes may be displayed on College Navigator.

College Navigator was developed to provide comparable information to the public about postsecondary institutions for use by students, parents, counselors, researchers, government agencies, education institutions, and others seeking information on postsecondary education costs and financial aid award amounts. Therefore, it is important to use complete sentences and words that are easy to understand in context boxes.

It is a good practice to begin the IPEDS reporting cycle early and seek help, when needed. The IPEDS Report Your Data web page contains links to the Survey Materials and Survey Changes; the IPEDS Glossary and IPEDS Reporting Tools; and other relevant information.

This concludes our overview of the HR Survey. You should be able to:

- Identify the purpose of the HR Survey and when data are collected;
- Explain who is required to submit data and the consequences of non-compliance;
- Discuss the type of data collected and how it is used;
- List the number and types of HR Survey Forms; the two major staff classifications, and occupation classification system used to collect IPEDS HR data; and
- Describe where the data are published.

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 help with data reporting and use. Response times may be longer near the end of the collection cycle.