

Human Resources 2024-25

Institution: Messenger College (417752)

User ID: P4177521

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.
- 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 -- which will have basic reporting concepts that will assist you in completing the Human Resources survey component.

Changes to reporting:

No changes for the 2024-25 data collection period.

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.
- To access your prior year data submission for this component: [Reported Data](#)

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

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
☐ Yes

Did your institution hire any persons for full-time permanent employment either for the first time (new to the institution) or after a break in service on the payroll as of November 1, 2024?

(Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)

If you answer Yes to this question, you will be provided the screens to report full-time permanent new hires in Part H.

- ☐ No
☐ Yes

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.

- ☒ No ☐ Yes Are ALL of the instructional staff military personnel?
☒ No ☐ Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

You may use the box below to provide additional context for the data you have reported above.

Part A - Full-time Staff by Occupational Category - 1

Number of Full-time Staff

As of November 1, 2024

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

Men

Race/ethnicity	<u>Instructional Staff</u>	<u>Research staff</u>	<u>Public Service staff</u>	<u>Librarians, Curators, and Archivists</u> 25-4000	i <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	2				
Two or more races					
<u>Race and ethnicity unknown</u>					
Total men	2	0	0	0	0

Women

Race/ethnicity	<u>Instructional Staff</u>	<u>Research staff</u>	<u>Public Service staff</u>	<u>Librarians, Curators, and Archivists</u> 25-4000	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	1				2
Two or more races					
<u>Race and ethnicity unknown</u>					
Total women	1	0	0	0	2
Total (men+women)	3	0	0	0	2
Total from prior year	3				3

Part A - Full-time Staff by Occupational Category - 2

Number of Full-time Staff

As of November 1, 2024

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

Men

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	1				
Two or more races					
<u>Race and ethnicity unknown</u>					
Total men	1	0	0	0	0

Women

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	1				
Two or more races					
<u>Race and ethnicity unknown</u>					
Total women	1	0	0	0	0

Total (men+women)	2	0	0	0	0
Total from prior year	2				

Part A - Full-time Staff by Occupational Category - 3

Number of Full-time Staff

As of November 1, 2024

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

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 full-time staff)
<u>U.S. Nonresident</u>	0					0
<u>Hispanic/Latino</u>						0
<u>American Indian or Alaska Native</u>						0
<u>Asian</u>						0
<u>Black or African American</u>						0
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>						3
Two or more races						0
<u>Race and ethnicity unknown</u>						0
Total men	0	0	0	0	0	3

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 full-time staff)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>						0
<u>American Indian or Alaska Native</u>						0
<u>Asian</u>						0
<u>Black or African American</u>						0
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>						4
Two or more races						0
<u>Race and ethnicity unknown</u>						0
Total women	0	0	0	0	0	4

Total (men+women)	0	0	0	0	0	7
Total from prior year						8

Part G1 - Salaries Worksheet

Number of **Full-time Instructional Staff** For Calculation of Total Number of Months

Annual Salary, 2024-25

- Report the number of instructional staff based on the number of months to be worked
- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include **ONLY** full-time instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status

Men

Academic Rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors	2					2	2
Associate professors						0	0
Assistant professors						0	0
Instructors						0	0
Lecturers						0	0
No academic rank						0	0
Total men	2	0	0	0	0	2	2
Total men full-time instructional staff from Part A						2	

Women

Academic Rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors				1		1	1
Associate professors						0	0
Assistant professors						0	0
Instructors						0	0
Lecturers						0	0
No academic rank						0	0
Total women	0	0	0	1	0	1	1
Total women full-time instructional staff from Part A						1	

Total (men+women)	2	0	0	1	0	3	3
Total (men+women) full-time instructional staff from Part A						3	

Part G2 - Salary Outlays for Instructional Staff

Salary Outlays for Full-time Instructional Staff

Annual Salary Outlays, 2024-25

- Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen, Part G1 – Salaries Worksheet
- Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and gender.

Men

Academic Rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays				
		12 months	11 months	10 months	9 months	Equated 9 months
Professors	2	72,000				54,000
Associate professors	0					0
Assistant professors	0					0
Instructors	0					0
Lecturers	0					0
No academic rank	0					0
Total men	2	72,000	0	0	0	54,000

Women

Academic Rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays				
		12 months	11 months	10 months	9 months	Equated 9 months
Professors	1				1,600	1,600
Associate professors	0					0
Assistant professors	0					0
Instructors	0					0
Lecturers	0					0
No academic rank	0					0
Total women	1	0	0	0	1,600	1,600
Total (men + women)	3	72,000	0	0	1,600	55,600

Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank for **Full-time Instructional Staff**
Annual Average Salaries, 2024-25

Men

Academic Rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Professors	2	36,000				27,000
Associate professors	0					
Assistant professors	0					
Instructors	0					
Lecturers	0					
No academic rank	0					
Total men	2	36,000				27,000

Women

Academic Rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Professors	1				1,600	1,600
Associate professors	0					
Assistant professors	0					
Instructors	0					
Lecturers	0					
No academic rank	0					
Total women	1				1,600	1,600

Total (men+women)	3	36,000			1,600	18,533
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Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays for **Full-time Non-instructional Staff**
Annual Salary Outlays, 2024-25

Occupational category	Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
<u>Research staff</u>	0	
<u>Public Service staff</u>	0	
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	2	82,795
<u>Management Occupations</u> 11-0000	2	105,494
<u>Business and Financial Operations Occupations</u> 13-0000	0	
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	0	
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	0	
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	0	
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	0	
<u>Sales and Related Occupations</u> 41-0000	0	
<u>Office and Administrative Support Occupations</u> 43-0000	0	
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	0	
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	0	
Total	4	188,289
Total from prior year	5	224,289

Part B - Part-time Staff by Occupational Category - 1

Number of **Part-time Staff**

As of November 1, 2024

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

Men						
Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>	<u>Librarians, Curators, and Archivists</u> 25-4000	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	
<u>U.S. Nonresident</u>						
<u>Hispanic/Latino</u>	1					
<u>American Indian or Alaska Native</u>						
<u>Asian</u>						
<u>Black or African American</u>						
<u>Native Hawaiian or Other Pacific Islander</u>						
<u>White</u>	2					
Two or more races						
<u>Race and ethnicity unknown</u>						
Total men	3	0	0	0		0

Women

Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>	<u>Librarians, Curators, and Archivists</u> 25-4000	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	
<u>U.S. Nonresident</u>						
<u>Hispanic/Latino</u>						
<u>American Indian or Alaska Native</u>						
<u>Asian</u>						
<u>Black or African American</u>						
<u>Native Hawaiian or Other Pacific Islander</u>						
<u>White</u>				1		
Two or more races						
<u>Race and ethnicity unknown</u>						
Total women	0	0	0	1		0
Total (men+women)	3	0	0	1		0
Total from prior year	3			1		

Part B - Part-time Staff by Occupational Category - 2

Number of **Part-time Staff**

As of November 1, 2024

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

Men

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>	0				
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>					
Two or more races					
<u>Race and ethnicity unknown</u>					
Total men	0	0	0	0	0

Women

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>					
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>					
Two or more races					
<u>Race and ethnicity unknown</u>					
Total women	0	0	0	0	0

Total (men+women)	0	0	0	0	0
Total from prior year					

Part B - Part-time Staff by Occupational Category - 3

Number of **Part-time Staff**

As of November 1, 2024

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

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)
<u>U.S. Nonresident</u>	0					0
<u>Hispanic/Latino</u>						1
<u>American Indian or Alaska Native</u>						0
<u>Asian</u>						0
<u>Black or African American</u>						0
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>						2
Two or more races						0
<u>Race and ethnicity unknown</u>						0
Total men	0	0	0	0	0	3

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)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>						0
<u>American Indian or Alaska Native</u>						0
<u>Asian</u>						0
<u>Black or African American</u>						0
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>						1
Two or more races						0
<u>Race and ethnicity unknown</u>						0
Total women	0	0	0	0	0	1

Total (men+women)	0	0	0	0	0	4
Total from prior year						4

Part C - Total number of staff

Total Number of Staff

As of November 1, 2024

	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
<u>U.S. Nonresident</u>	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	1	0	1	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0
<u>White</u>	3	4	2	1	5	5
Two or more races	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0
Grand total	3	4	3	1	6	5

Human Resources Survey Evaluation

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

Yes, we have a few full-time staff in administrative positions who also teach. Since their main position is administration, they were only categorized in those categories. We also have an instructor who is full-time and has some administrative duties. Since his main position is instruction, we chose to categorize it as instruction.

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:		Angela Heppner			
Email:		aheppner@messengercollege.edu			

How many staff from your institution only were involved in the data collection and reporting process of this survey component?	
1.00	Number of Staff (including yourself)

How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component? <i>Exclude the hours spent collecting data for state and other reporting purposes.</i>				
Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	0.25 hours	0.50 hours	0.25 hours	0.25 hours
Other offices	hours	hours	hours	hours

Summary

Human Resources Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the [IPEDS Use the Data](#) and appear as aggregated statistics in various Department of Education reports. [College Navigator](#) is updated approximately three months after the data collection period closes and DFRs will be available through the [IPEDS Use the Data](#) and sent to your institution's CEO at the end of 2025.

Please review your data for accuracy. If you have questions about the data displayed below or 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 2024				
Occupational category		Reported values		FTE staff
		Number of full-time staff	Number of part-time staff	
Total number of staff		7	4	8
	Instructional Staff	3	3	4
	Research staff	0	0	0
	Public Service staff	0	0	0
	Library and Student and Academic Affairs and Other Education Services Occupations SOC	2	1	2
	Librarians, Curators, and Archivists SOC 25-4000	0	1	0
	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	2	0	2
	Management Occupations 11-0000	2	0	2
	Business and Financial Operations Occupations 13-0000	0	0	0
	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	0	0	0
	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	0	0	0
	Healthcare Practitioners and Technical Occupations 29-0000	0	0	0
	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	0	0	0
	Sales and Related Occupations 41-0000	0	0	0
	Office and Administrative Support Occupations 43-0000	0	0	0
	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	0	0	0
	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0	0	0
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.				

Salaries of full-time instructional staff by contract length and academic rank: Academic year 2024-25								
Academic Rank	Months Covered by Annual Salary				Total Staff for Salary reporting	Total Number of Months	Salary Outlays (\$)	Weighted Average Monthly Salaries (\$)
	12 months	11 months	10 months	9 months				
All Ranks	2	0	0	1	3	33	73,600	2,230
Professors	2	0	0	1	3	33	73,600	2,230
Associate professors	0	0	0	0	0	0	0	
Assistant professors	0	0	0	0	0	0	0	
Instructors	0	0	0	0	0	0	0	
Lecturers	0	0	0	0	0	0	0	

No academic rank	0	0	0	0	0	0	0
NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.							

Salary Outlays for Full-time Non-instructional Staff		
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	
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	2	82,795
Management Occupations 11-0000	2	105,494
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	
Healthcare Practitioners and Technical Occupations 29-0000	0	
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	0	
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	0	
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	0	
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0	
Total	4	188,289

Edit Report

Human Resources

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	You reported full-time women (9 months) Professor earning \$1,600 average per year. In the the prior year you reported full-time women (9 months) Professor earning \$5,000 average per year. These two average salaries per year are very different. Please review your data and make any necessary corrections or explain the discrepancy. (Error #1636)	Explanation	Yes	
Reason	This instructor is contracted as full-time, but requested to work remotely in exchange for less pay.			
Related Screens	Part G3 - Average Salaries for Instructional Staff by Academic Rank			
Perform Edits	You reported full-time men (9 months) Professor earning \$1,600 average salary. It is unrealistically small. Please review your data and make any necessary corrections or explain the discrepancy. (Error #1637)	Explanation	Yes	
Reason	The error is incorrect. It says I "reported full-time men (9 months) Professor earning \$1,600 average salary. It is unrealistically small. Please review your data and make any necessary corrections or explain the discrepancy. (Error #1637)". However, when I go to G3, the average salary for 9 months for full-time men is \$27,000.			
Related Screens	Part G3 - Average Salaries for Instructional Staff by Academic Rank			
Perform Edits	Annual Average Salaries (equated 9 months) for any gender and academic rank should be between \$9,000 and \$144,000. The calculated average for the academic rank Professors, women is \$1,600. Please correct your data or explain. (Error #1766)	Explanation	Yes	
Reason	The instructor requested to work remotely in exchange for less pay.			
Related Screens	G3 - Average Salaries for Instructional Staff by Academic Rank			
Screen: Part G2 - Salary Outlays for Instructional Staff				
Perform Edits	You reported full-time women (9 months) Professor earning \$1,600 in total outlays. This equates to \$177.78 per month for these staff. Please review your data and make any necessary corrections or explain the discrepancy. (Error #1635)	Explanation	Yes	
Reason	The instructor requested to work remotely in exchange for less pay.			
Related Screens	Part G2 - Salary Outlays for Instructional Staff			