

Institution: Umpqua Community College (210270)

User ID: P2102701

## Overview

### Human Resources Overview

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

#### Data Reporting Reminders

You must enter data on each displayed screen. If a screen is not applicable, you must enter at least one zero in a field on the screen.

#### Resources:

To download the survey materials for this component: [Survey Materials](#)

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.

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, **Part D** is **NOT** applicable to your institution and you will **NOT** be required to report data for **Part D**.

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)?

No  Yes Do ALL of the instructional staff teach pre-clinical or clinical medicine?

You may use the space below to provide context for the data you've reported above.

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### Human Resources Screening Questions

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2011 either for the *first time* or *after a break in service* AND who were still on the payroll of the institution As of November 1, 2011? (Exclude persons who have returned from sabbatical leave OR full-time staff who are working less-than-9-month contracts/teaching periods and whose primary responsibility is instruction, research, and/or public service.)

*If you answer Yes to this question and your institution has 15 or more full-time staff, you will be provided the screens to report full-time permanent new hires in the Fall Staff section (long version).*

Yes

No

**Part A - Employees by Assigned Position - Full-time staff**  
**Number of full-time staff by faculty status and primary function/occupational activity**

Primary function/ occupational activity (mutually exclusive categories)	As of November 1, 2011 Faculty status			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction			62		62
Instruction/research/public service					0
Primarily instruction + Instruction/research/public service	0	0	62	0	62
Primarily research				1	1
Primarily public service					0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	0	0	62	1	63
Executive/administrative/managerial				32	32
Other professionals (support/service)			3	11	14
Technical and paraprofessionals				13	13
Clerical and secretarial				69	69
Skilled crafts					0
Service/Maintenance				24	24
<b>Total full time</b>	0	0	65	150	215
Total from prior year			64	161	225

**Part B - Employees by Assigned Position - Part-time staff**

Number of part-time staff by faculty status and primary function/occupational activity

Primary function/ occupational activity (mutually exclusive categories)	As of November 1, 2011 Faculty status			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction			204		204
Instruction/research/public service					0
Primarily instruction + Instruction/research/public service	0	0	204	0	204
Primarily research					0
Primarily public service					0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	0	0	204	0	204
Executive/administrative/managerial					0
Other professionals (support/service)					0
Technical and paraprofessionals				5	5
Clerical and secretarial				36	36
Skilled crafts					0
Service/Maintenance				13	13
<b>Total part time</b>	0	0	204	54	258
Total from prior year			213	59	272

**Part C - Employees by Assigned Position - Total number of staff**

Total number of staff by employment status and primary function/occupational activity

As of November 1, 2011

Primary function/occupational activity	Full-time	Full-time py	Part-time	Part-time py	Total
<u>Primarily instruction</u>	62	61	204	213	266
<u>Instruction/research/public service</u>	0		0		0
Primarily instruction + Instruction/research/public service	62	61	204	213	266
<u>Primarily research</u>	1	1	0		1
<u>Primarily public service</u>	0		0		0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	63	62	204	213	267
<u>Executive/administrative/managerial</u>	32	36	0		32
<u>Other professionals (support/service)</u>	14	11	0		14
<u>Technical and paraprofessionals</u>	13	14	5	4	18
<u>Clerical and secretarial</u>	69	77	36	42	105
<u>Skilled crafts</u>	0		0		0
<u>Service/Maintenance</u>	24	25	13	13	37
<b>Grand total</b>	215	225	258	272	473

**Part D - Salaries - Full-time instructional staff by contract length/teaching period - Headcount**

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank				
As of November 1, 2011				
Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
<b>Men</b>				
Professors				0
Associate professors				0
Assistant professors				0
Instructors		34		34
Lecturers				0
No academic rank				0
<b>Total men</b>	0	34	0	34
Total men from prior year		33		
<b>Women</b>				
Professors				0
Associate professors				0
Assistant professors				0
Instructors		28		28
Lecturers				0
No academic rank				0
<b>Total women</b>	0	28	0	28
Total women from prior year		28		
<b>Total (men + women)</b>	0	62	0	62
Total from EAP				62
Total from prior year (Salaries section)		61		61

**Part E - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Salary outlays**

**Salaries of full-time instructional staff on 9/10-month contracts/teaching periods by gender and academic rank  
 As of November 1, 2011**

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
<b>Men</b>				
Professors				
Associate professors				
Assistant professors				
Instructors	34	1,832,454	53,896	53,011
Lecturers				
No academic rank				
<b>Total men</b>	34	1,832,454	53,896	53,011
<b>Women</b>				
Professors				
Associate professors				
Assistant professors				
Instructors	28	1,520,991	54,321	52,957
Lecturers				
No academic rank				
<b>Total women</b>	28	1,520,991	54,321	52,957
<b>Total (men + women)</b>	62	3,353,445	54,088	52,986





Native Hawaiian or Other Pacific Islander											0
White	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Two or more races	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Race and ethnicity unknown	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0
<b>Total women</b>	0	0	0	0	0	0	0	0	0	0	0
<b>Total (men+women)</b>	0	0	0	0	0	0	0	0	0	0	0
Total from EAP											0





**Part G - Fall Staff - Full-time instruction/research/public service staff - Not on tenure track/no tenure system**

Number of full-time staff with faculty status who are Not on tenure track and whose primary responsibility is instruction, research, and/or public service OR number of full-time staff whose primary responsibility is instruction, research, and/or public service and who work at an institution with No tenure system by academic rank, gender, and race/ethnicity

As of November 1, 2011

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

Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
<b>Men</b>							
Nonresident alien							0
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian							0
Black or African American				1			1
Native Hawaiian or Other Pacific Islander							0
White				21			21
Two or more races				6			6
Race and ethnicity unknown				6			6
<b>Total men</b>	0	0	0	34	0	0	34
<b>Women</b>							
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				22			22
Two or more races				4			4
Race and ethnicity unknown				2			2
<b>Total women</b>	0	0	0	28	0	0	28
<b>Total (men+women)</b>	0	0	0	62	0	0	62
Total from EAP							62

**Part G - Fall Staff - Full-time instruction/research/public service staff - Without faculty status**

Number of full-time staff Without faculty status whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity

As of November 1, 2011

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Total
<b>Men</b>	
<u>Nonresident alien</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
<u>Two or more races</u>	
<u>Race and ethnicity unknown</u>	
<b>Total men</b>	<b>1</b>
<b>Women</b>	
<u>Nonresident alien</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>	
<u>Two or more races</u>	
<u>Race and ethnicity unknown</u>	
<b>Total women</b>	<b>0</b>

<b>Total (men+women)</b>	<b>1</b>
Total from EAP	1



**Part G - Fall Staff - Full-time instruction/research/public service staff - Totals**

**Total number of full-time staff whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity**

**As of November 1, 2011**

	Total men	Total women	Total (men+women)
<u>Nonresident alien</u>	0	0	0
<u>Hispanic/Latino</u>	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0
<u>Asian</u>	0	0	0
<u>Black or African American</u>	1	0	1
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	22	22	44
<u>Two or more races</u>	6	4	10
<u>Race and ethnicity unknown</u>	6	2	8
<b>Total</b>	<b>35</b>	<b>28</b>	<b>63</b>



Native Hawaiian or Other Pacific Islander										
White	10	12	4	53			7			86
Two or more races	2		1	2			1			6
Race and ethnicity unknown	2			6			1			9
<b>Total women</b>		16	12	5	62		0		9	104
<b>Total (men+women)</b>		32	14	13	69		0		24	152
Total from EAP		32	14	13	69		0		24	152

**Part J - Fall Staff - Part-time professional staff**

**Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity**

**As of November 1, 2011**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/administrative/managerial	Other professionals (support/service)
<b>Men</b>			
Nonresident alien			
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian			
Black or African American	2		
Native Hawaiian or Other Pacific Islander	1		
White	75		
Two or more races	6		
Race and ethnicity unknown	9		
<b>Total men</b>	<b>94</b>	<b>0</b>	<b>0</b>
<b>Women</b>			
Nonresident alien			
Hispanic/Latino	1		
American Indian or Alaska Native	1		
Asian	2		
Black or African American			
Native Hawaiian or Other Pacific Islander			
White	87		
Two or more races	11		
Race and ethnicity unknown	8		

<b>Total women</b>	110	0	0
<b>Total (men+women)</b>	204	0	0
Total from EAP	204	0	0

**Part J - Fall Staff - Part-time non-professional staff**

**Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity**

As of November 1, 2011

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/Maintenance
<b>Men</b>				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White	3	4		4
Two or more races		1		
Race and ethnicity unknown	2			1
<b>Total men</b>	<b>5</b>	<b>5</b>	<b>0</b>	<b>5</b>
<b>Women</b>				
Nonresident alien				
Hispanic/Latino		1		
American Indian or Alaska Native				
Asian		1		
Black or African American				
Native Hawaiian or Other Pacific Islander				

White		21		7	
Two or more races		5			
Race and ethnicity unknown		3		1	
<b>Total women</b>	0	31	0	8	
<b>Total (men+women)</b>	5	36	0	13	
Total from EAP	5	36	0	13	

**Part K - Fall Staff - Total number of staff****Total number of staff by employment status, gender, and race/ethnicity****As of November 1, 2011**

Gender and race/ethnicity	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
<u>Nonresident alien</u>	0	0	0	0	0	0
<u>Hispanic/Latino</u>	1	2	1	2	2	4
<u>American Indian or Alaska Native</u>	2	1	0	1	2	2
<u>Asian</u>	1	0	0	3	1	3
<u>Black or African American</u>	1	0	2	0	3	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	1	0	1	0
<u>White</u>	52	108	86	115	138	223
<u>Two or more races</u>	13	10	7	16	20	26
<u>Race and ethnicity unknown</u>	13	11	12	12	25	23
<b>Grand total</b>	<b>83</b>	<b>132</b>	<b>109</b>	<b>149</b>	<b>192</b>	<b>281</b>



**Part L - Fall Staff - New hires - Full-time instruction/research/public service staff - Faculty status**

Number of full-time permanent new hires whose primary responsibility is instruction, research, and/or public service by faculty status, gender, and race/ethnicity

(Hired full time between July 1 and October 31, 2011 and still on payroll of the institution as of November 1, 2011)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Faculty status				Total
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
<b>Men</b>					
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			1		1
Two or more races			1		1
Race and ethnicity unknown			1		1
<b>Total men</b>	0	0	3	0	3
<b>Women</b>					
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
Asian					0
					0

Black or African American						
Native Hawaiian or Other Pacific Islander						0
White			1			1
Two or more races						0
Race and ethnicity unknown						0
<b>Total women</b>	0	0	1	0	0	1
<b>Total (men+women)</b>	0	0	4	0	0	4



Native Hawaiian or Other Pacific Islander										
White		1	1	1						3
Two or more races										0
Race and ethnicity unknown										0
<b>Total women</b>	0	1	1	1	0	0	0	3		
<b>Total (men+women)</b>	0	1	1	1	0	2	5			

**Part L - Fall Staff - New hires - Totals****Total number of full-time permanent new hires by gender and race/ethnicity****(Hired full time between July 1 and October 31, 2011 and still on payroll of the institution as of November 1, 2011)**

	Total men	Total women	Total (men+women)
<u>Nonresident alien</u>	0	0	0
<u>Hispanic/Latino</u>	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0
<u>Asian</u>	0	0	0
<u>Black or African American</u>	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	2	4	6
<u>Two or more races</u>	2	0	2
<u>Race and ethnicity unknown</u>	1	0	1
<b>Grand total</b>	5	4	9

Institution: Umpqua Community College (210270)

User ID: P2102701

### **Human Resources Survey Evaluation**

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

**Summary**

### Human Resources Component Summary (Applicable to Degree-granting institutions and Related Administrative Offices)

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 ExPT and sent to your institution's CEO in November 2012.

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](mailto:ipedshelp@rti.org).

#### Number of staff by employment status and primary function/occupational activity: Fall 2011

Primary function/occupational activity	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
<b>Total number of staff</b>	215	258	301
<b>Professional staff</b>	109	204	177
Staff whose primary responsibility is instruction, research, and/or public service	63	204	131
Primary instruction	62	204	130
Instruction/research/public service	0	0	0
Primarily research	1	0	1
Primarily public service	0	0	0
Executive/administrative/managerial	32	0	32
Other professionals (support/service)	14	0	14
<b>Non-professional staff</b>	106	54	124
Technical and paraprofessional	13	5	15
Clerical/secretarial	69	36	81
Skilled crafts	0	0	0
Service/Maintenance	24	13	28

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff from the Employees by Assigned Position (EAP) section of the IPEDS HR component and adding one-third of the total number of part-time staff from the EAP section. Graduate assistants are not included in the above figures. Many of the FTE figures are included in the DFR.

#### Salaries of full-time instructional staff by contract length and academic rank: Academic year 2011-12

**Salaries of full-time instructional staff by contract length and academic rank:  
Academic year 2011-12**

Academic rank	Reported values				Equated 9-month	
	Full-time instructional staff on 9/10-month contracts		Full-time instructional staff on 11/12-month contracts		Number of staff	Average salaries
	Number of staff	Salary outlays	Number of staff	Salary outlays		
<b>All Ranks</b>	62	\$3,353,445			62	\$54,088
Professor						
Associate professor						
Assistant professor						
Instructor	62	\$3,353,445			62	\$54,088
Lecturer						
No academic rank						

NOTE: The above data are based on the Salaries section of the IPEDS HR component. The number of equated 9-month full-time instructional staff is the sum of staff on 9/10-month and 11/12-month contracts. The equated 9-month average salaries of full-time instructional staff (by rank) are calculated by multiplying the salary outlays (by rank) for staff on 11/12-month contracts by 0.8182 then adding the salary outlays (by rank) for staff on 9/10-month contracts. The resulting sum is then divided by the number of equated 9-month full-time instructional staff (by rank) to determine an average salary for each rank. Salaries of full-time instructional staff on less-than-9-month contracts are not collected. Also, salaries of medical school staff are not collected. The equated 9-month average salaries are included in the DFR.



**Edit Report**

Human Resources

Institution: Umpqua Community College (210270)

Source	Description	Severity	Resolved	Options
<b>Screen: By tenure</b>				
Screen Entry	The percent of staff (men + women) whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1302)	Explanation	Yes	Back to survey data
Reason:	In this instance 1 person refused to provide their race/ethnicity. Small numbers can produce large percentage variations that are not intuitively connected to the data.			