

## Human Resources 2012-13

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 faculty and staff.

**Recent changes**

- New occupational categories replaced the primary function/occupational activity categories previously used in the IPEDS HR survey. The change was required to align the IPEDS HR categories with the 2010 Standard Occupational Classification (SOC) System. For additional information on the IPEDS HR survey and how it relates to the 2010 SOC system, refer to the section of the IPEDS HR instructions called, "Reporting Staff by Occupational Category."
- A few other changes were made to the IPEDS HR survey that is applicable to degree-granting institutions. These changes can be found in the section of the IPEDS HR instructions called, "Changes in Reporting."
- Survey became part of the IPEDS Spring data collection.

**Resources:**

- The NEW IPEDS HR/SOC Information Center can be found at the following website: <http://nces.ed.gov/ipeds/resource/soc.asp>. (The new center includes, but is not limited to the following links: New (2012-13) IPEDS Occupational Categories and 2010 SOC crosswalk; 2012-13 IPEDS HR survey material; Standard Occupational Classification (SOC) System material; IPEDS HR/SOC Browse Tool; and Web Tutorials.)
- To download the survey materials for this component: [Survey Materials](#)

**Data reporting reminders:**

- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.

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.

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**.

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**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.*

	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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**Does your institution have 15 or more full-time staff?**

	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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**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, the full-time instructional staff screens of **Part G** are **NOT** applicable to your institution and you will **NOT** be required to report data for the full-time instructional staff screens of **Part G**. However, Part G will still be required for reporting data for full-time non-instructional staff.*

	<input checked="" type="radio"/>	No	<input type="radio"/>	Yes	Are ALL of the instructional staff military personnel?
	<input checked="" type="radio"/>	No	<input type="radio"/>	Yes	Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?
	<input checked="" type="radio"/>	No	<input type="radio"/>	Yes	Do ALL of the instructional staff teach pre-clinical or clinical medicine?

**The reporting of data by gender AND race/ethnicity is optional this year as it is in even-numbered years.**

Do you wish to report data by gender AND race/ethnicity this year?  
 If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.  
 If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

<input checked="" type="radio"/>	No, I will not report data by gender and race/ethnicity this year
<input type="radio"/>	Yes, I will report data by gender and race/ethnicity this year

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

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**Human Resources Screening Questions****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.*

	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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**Does your institution have graduate assistants?***If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.*

	<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
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**Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2012 either for the *first time* (new to the institution) or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2012? (Exclude persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.)**

*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 **Part H**.*

	<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
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**Part A - Full-time instructional staff by Rank and Tenure status**

Number of full-time instructional staff by academic rank and tenure status							
As of November 1, 2012							
	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
With Faculty Status							
<u>Multi-year contract</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0
<u>Annual contract</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="63"/>	<input type="text"/>	<input type="text"/>	63
<u>Less-than-annual contract</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
Without Faculty status							<input type="text" value="0"/>
<b>Total</b>	0	0	0	63	0	0	63

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**Part A - Full-time instructional staff by function (no tenure)**

Number of full-time instructional staff by function					
As of November 1, 2012					
	With Faculty Status			Without Faculty status	Total
	<u>Multi-year contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
Total carried forward from previous screens	0	63	0	0	63
<u>Instruction</u>	0	63	0	0	63
Exclusively credit	<input type="text"/>	<input type="text" value="57"/>	<input type="text"/>	<input type="text"/>	57
Exclusively not-for-credit	<input type="text"/>	<input type="text" value="6"/>	<input type="text"/>	<input type="text"/>	6
Combined credit/not-for-credit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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**Part B - Full-time non-instructional staff**

**Number of full-time non-instructional staff  
by tenure status, and occupational category**

**As of November 1, 2012**

Occupational category	With Faculty Status			Without Faculty status	Total
	<u>Multi-year contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
<u>Postsecondary Teachers - Research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Postsecondary Teachers - Public Service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Archivists, Curators, and Museum Technicians</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Librarians</u>	<input type="text"/>	1	<input type="text"/>	<input type="text"/>	1
<u>Library Technicians</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	1
<u>Other Teachers and Instructional Support Staff</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Management Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	37	37
<u>Business and Financial Operations Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	6	6
<u>Computer, Engineering, and Science Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	11	11
<u>Community Service, Legal, Arts, and Media Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Healthcare Practitioners and Technical Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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**Part B - Full-time non-instructional staff**

**Number of full-time non-instructional staff  
by occupational category**

**As of November 1, 2012**

Occupational category	Number of staff
<u>Service Occupations</u>	<input type="text" value="33"/>
<u>Sales and Related Occupations</u>	<input type="text"/>
<u>Office and Administrative Support Occupations</u>	<input type="text" value="69"/>
<u>Natural Resources, Construction, and Maintenance Occupations</u>	<input type="text"/>
<u>Production, Transportation, and Material Moving Occupations</u>	<input type="text"/>

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**Part C - Full-time summary non-medical**

**Summary of full-time, non-medical school, staff  
by tenure status and occupational category**

**As of November 1, 2012**

Occupational category	Multi-year contract	Annual contract	Less-than-annual contract	Without Faculty status	Total
Postsecondary Teachers	0	63	0	0	63
Instruction	0	63	0	0	63
Exclusively credit		57			57
Exclusively not-for-credit		6			6
Combined credit/not-for-credit					0
Instruction/research/public service					0
Research					0
Public Service					0
Archivists, Curators, and Museum Technicians					0
Librarians		1			1
Library Technicians				1	1
Other Teachers and Instructional Support Staff					0
Management Occupations				37	37
Business and Financial Operations Occupations				6	6
Computer, Engineering, and Science Occupations				11	11
Community Service, Legal, Arts, and Media Occupations					0
Healthcare Practitioners and Technical Occupations					0
Service Occupations					33
Sales and Related Occupations					
Office and Administrative Support Occupations					69
Natural Resources, Construction, and Maintenance Occupations					
Production, Transportation, and Material Moving Occupations					
Total					221



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**Part G - Salary Worksheet**

**Number of full-time, non-medical, instructional staff for calculation of total number of months**

**As of November 1, 2012**

Gender and academic rank	? 9-Month Contract or Employment agreement	? 10-Month Contract or Employment agreement	? 11-Month Contract or Employment agreement	? 12-Month Contract or Employment agreement	Total employees for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	? Balance
<b>Men</b>								
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
Instructors	<input type="text" value="35"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	35	315		
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
<b>Total men</b>	35	0	0	0	35	315		
<b>Women</b>								
Professors	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	0	0		
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
Instructors	<input type="text" value="28"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	28	252		
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0	0		
<b>Total women</b>	28	0	0	0	28	252		
<b>Total (men + women)</b>	63	0	0	0	63	567	63	0


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**Part G - Salary outlays for full-time instructional staff**

**Salary outlays for full-time, non-medical, instructional staff  
by gender and academic rank**



**As of November 1, 2012**

Gender and academic rank	Headcount (from Part G, screen 1) OR Total employees for Salary reporting	Total Number of Months (from Part G, screen 1)	 Salary Outlays	Weighted average Salaries per month
<b>Men</b>				
Professors	0	0	<input type="text"/>	
Associate professors	0	0	<input type="text"/>	
Assistant professors	0	0	<input type="text"/>	
Instructors	35	315	1,870,541	5,938
Lecturers	0	0	<input type="text"/>	
No academic rank	0	0	<input type="text"/>	
<b>Total men</b>	<b>35</b>	<b>315</b>	<b>1,870,541</b>	<b>5,938</b>
<b>Women</b>				
Professors	0	0	<input type="text" value="0"/>	
Associate professors	0	0	<input type="text"/>	
Assistant professors	0	0	<input type="text"/>	
Instructors	28	252	1,555,061	6,171
Lecturers	0	0	<input type="text"/>	
No academic rank	0	0	<input type="text"/>	
<b>Total women</b>	<b>28</b>	<b>252</b>	<b>1,555,061</b>	<b>6,171</b>
<b>Total (men + women)</b>	<b>63</b>	<b>567</b>	<b>3,425,602</b>	<b>6,042</b>

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**Part G - Salary outlays for full-time non-instructional staff****Salary outlays for full-time, non-medical, non-instructional staff  
by occupational category****As of November 1, 2012**

Occupational category	 Number of full-time staff	 Total salary outlays
<u>Postsecondary Teachers - Research</u>	0	<input type="text"/>
<u>Postsecondary Teachers - Public Service</u>	0	<input type="text"/>
<u>Library and Instructional Support Occupations</u>	2	<input type="text" value="86,343"/>
<u>Management Occupations</u>	37	<input type="text" value="2,404,560"/>
<u>Business and Financial Operations Occupations</u>	6	<input type="text" value="285,133"/>
<u>Computer, Engineering, and Science Occupations</u>	11	<input type="text" value="475,492"/>
<u>Community Service, Legal, Arts, and Media Occupations</u>	0	<input type="text"/>
<u>Healthcare Practitioners and Technical Occupations</u>	0	<input type="text"/>
<u>Service Occupations</u>	33	<input type="text" value="1,083,155"/>
<u>Sales and Related Occupations</u>		<input type="text"/>
<u>Office and Administrative Support Occupations</u>	69	<input type="text" value="2,154,115"/>
<u>Natural Resources, Construction, and Maintenance Occupations</u>		<input type="text"/>
<u>Production, Transportation, and Material Moving Occupations</u>		<input type="text"/>

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**Part E - Part-time staff by contract, non-medical/medical, occupational category**

**Number of part-time staff  
by contract and occupational category**

**As of November 1, 2012**

Occupational category	With Faculty Status			Without Faculty status	Total
	<u>Multi-year contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
<u>Postsecondary Teachers</u>	0	0	185	0	185
<u>Instruction</u>	0	0	185	0	185
Exclusively credit	<input type="text"/>	<input type="text"/>	161	<input type="text"/>	161
Exclusively not-for-credit	<input type="text"/>	<input type="text"/>	20	<input type="text"/>	20
Combined credit/not-for-credit	<input type="text"/>	<input type="text"/>	4	<input type="text"/>	4
<u>Instruction/research/public service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Research</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Public Service</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Archivists, Curators, and Museum Technicians</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Librarians</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Library Technicians</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Other Teachers and Instructional Support Staff</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Management Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Business and Financial Operations Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Computer, Engineering, and Science Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	1	1
<u>Community Service, Legal, Arts, and Media Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0
<u>Healthcare Practitioners and Technical Occupations</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0

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**Part E - Part-time staff**

**Number of part-time staff  
by occupational category**

**As of November 1, 2012**

Occupational category	Number of staff
<u>Service Occupations</u>	<input type="text" value="25"/>
<u>Sales and Related Occupations</u>	<input type="text"/>
<u>Office and Administrative Support Occupations</u>	<input type="text" value="41"/>
<u>Natural Resources, Construction, and Maintenance Occupations</u>	<input type="text"/>
<u>Production, Transportation, and Material Moving Occupations</u>	<input type="text"/>

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**Part F - Part-time summary non-medical**

**Summary of part-time staff  
by tenure status and occupational category**

**As of November 1, 2012**

Occupational category	Multi-year contract	Annual contract	Less-than-annual contract	Without Faculty status	Total
Postsecondary Teachers	0	0	185	0	185
Instruction	0	0	185	0	185
Exclusively credit			161		161
Exclusively not-for-credit			20		20
Combined credit/not-for-credit			4		4
Instruction/research/public service					0
Research					0
Public Service					0
Archivists, Curators, and Museum Technicians					0
Librarians					0
Library Technicians					0
Other Teachers and Instructional Support Staff					0
Management Occupations					0
Business and Financial Operations Occupations					0
Computer, Engineering, and Science Occupations				1	1
Community Service, Legal, Arts, and Media Occupations					0
Healthcare Practitioners and Technical Occupations					0
Service Occupations					25
Sales and Related Occupations					
Office and Administrative Support Occupations					41
Natural Resources, Construction, and Maintenance Occupations					
Production, Transportation, and Material Moving Occupations					
Total					252

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**Part H - New Hires - Total New Hires**

**Number of newly hired full-time permanent instructional and non-instructional staff  
by tenure status and occupational category**

**(Hired full time between July 1 and October 31, 2012 and  
still on payroll of the institution as of November 1, 2012)**

Occupational category	With Faculty Status			Without Faculty status	Total
	<u>Multi-year contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
<u>Postsecondary Teachers</u>					4
<u>Instructional Staff</u>	<input type="text"/>	<input type="text" value="4"/>	<input type="text"/>	<input type="text"/>	4
<u>Research</u>					<input type="text"/>
<u>Public Service</u>					<input type="text"/>
<u>Library and Instructional Support Occupations</u>					<input type="text"/>
<u>Management Occupations</u>					<input type="text" value="1"/>
<u>Business and Financial Operations Occupations</u>					<input type="text"/>
<u>Computer, Engineering, and Science Occupations</u>					<input type="text"/>
<u>Community Service, Legal, Arts, and Media Occupations</u>					<input type="text"/>
<u>Healthcare Practitioners and Technical Occupations</u>					<input type="text"/>
<u>Service Occupations</u>					<input type="text" value="2"/>
<u>Sales and Related Occupations</u>					<input type="text"/>
<u>Office and Administrative Support Occupations</u>					<input type="text" value="4"/>
<u>Natural Resources, Construction, and Maintenance Occupations</u>					<input type="text"/>
<u>Production, Transportation, and Material Moving Occupations</u>					<input type="text"/>

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**Human Resources Survey Evaluation**

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

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**Prepared by**

<b>This survey component was prepared by:</b>										
<input checked="" type="radio"/>	Keyholder	<input type="radio"/>	SFA Contact	<input type="radio"/>	HR Contact	<input type="radio"/>	Finance Contact	<input type="radio"/>	Other	
Name:	Dan Yoder									
Email:	dan.yoder@umpqua.edu									
How long did it take to prepare this survey component?				<input type="text" value="4"/>	hours	<input type="text" value="30"/>	minutes			
<p>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.</p> <p>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.</p> <p>Thank you for your assistance.</p>										

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**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 2013.

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).

<b>Number of staff by employment status and occupational category: Fall 2012</b>			
<b>Occupational category</b>	<b>Reported values</b>		<b>FTE staff</b>
	<b>Number of full-time staff</b>	<b>Number of part-time staff</b>	
<b>Total number of staff</b>	221	252	305
Postsecondary Teachers	63	185	125
Instructional Staff	63	185	125
Instruction	63	185	125
Exclusively credit	57	161	111
Exclusively not-for-credit	6	20	13
Combined credit/not-for-credit	0	4	1
Instruction/research/public service	0	0	0
Research	0	0	0
Public Service	0	0	0
Library and Instructional Support Occupations	2	0	2
Librarians, Curators, and Archivists	2	0	2
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	1	0	1
Library Technicians	1	0	1
Other Teachers and Instructional Support Staff	0	0	0
Management Occupations	37	0	37
Business and Financial Operations Occupations	6	0	6
Computer, Engineering, and Science Occupations	11	1	11
Community Service, Legal, Arts, and Media Occupations	0	0	0
Healthcare Practitioners and Technical Occupations	0	0	0

Service Occupations	33	25	41
Sales and Related Occupations			
Office and Administrative Support Occupations	69	41	83
Natural Resources, Construction, and Maintenance Occupations			
Production, Transportation, and Material Moving Occupations			

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 2012-13**

Academic rank	Full-time instructional staff				Total employees for Salary reporting	Total Number of Months	Salary Outlays	Weighted average Salaries per month
	9-month contracts	10-month contracts	11-month contracts	12-month contracts				
<b>All Ranks</b>	63				63	567	\$3,425,602	\$6,042
Professor								
Associate professor								
Assistant professor								
Instructor	63				63	567	\$3,425,602	\$6,042
Lecturer								
No academic rank								

NOTE: The above data are based on the Salary outlays part of the IPEDS HR component. The Weighted average salaries per month of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank [reported on the Part G, Salary outlays screen] then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank [calculated from data reported on the Part G, Salary Worksheet screen]. 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 weighted average salaries per month may be included in the DFR.

Institution: Umpqua Community College (210270)

User ID: P2102701

Edit Report

**Human Resources**

**Umpqua Community College (210270)**

**There are no errors for the selected survey and institution.**