

Institution: Umpqua Community College (210270)
User ID: P2102701

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

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 2010 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.

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 **full-time permanent staff** who were included on the payroll of the institution between **November 1, 2015 and October 31, 2016** either for the **first time** (new to the institution) or **after a break in service**? (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 space below to provide context for the data you've reported above.

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Multi-Year Contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Multi-Year Contract**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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							0
Two or more races							0
Race and ethnicity unknown					0		0
Total men	0	0	0	0	0	0	0

Women

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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							0
Two or more races							0
Race and ethnicity unknown					0		0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Annual Contract**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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					1		1
White					8		8
Two or more races					3		3
Race and ethnicity unknown					1		1
Total men	0	0	0	13	0	0	13

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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					2		2
Two or more races					1		1
Race and ethnicity unknown							0
Total women	0	0	0	3	0	0	3

Total (men+women)	0	0	0	16	0	0	16
Total from prior year							14

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Less-Than-Annual Contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Less-than-annual Contract**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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							0
Two or more races							0
Race and ethnicity unknown					0		0
Total men	0	0	0	0	0	0	0
Women							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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							0
Two or more races							0
Race and ethnicity unknown					0		0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration Contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Indefinite duration contract**

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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					13		13
Two or more races					5		5
Race and ethnicity unknown					3		3
Total men	0	0	0	22	0	0	22

Women

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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					13		13
Two or more races					1		1
Race and ethnicity unknown					3		3
Total women	0	0	0	17	0	0	17
Total (men+women)	0	0	0	39	0	0	39

Part A1 - Full-time Instructional Staff - Without Faculty Status

Number of Full-time Instructional Staff

Without Faculty Status

As of November 1, 2016

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

Men

Race/ethnicity	Without Faculty Status
Nonresident alien	
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	0
Total men	0

Women

Race/ethnicity	Without Faculty Status
Nonresident alien	
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	0
Total women	0

Total (men+women) 0

Total from prior year

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2016

•Report Primarily Instruction and Instruction Combined with Research and Public Service separately, as indicated below.

	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
<u>Instructional staff</u>	0	16	0		0	55
Total carried forward from previous screens	0	16	0	39	0	55
<u>Primarily Instruction</u>	0	16	0	39	0	55
? Exclusively credit		14		38		52
? Exclusively not-for-credit		2		1		3
Combined credit/not-for-credit						0
<u>Instruction/research/public service staff</u>						0

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2016

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	1	0	1
Native Hawaiian or Other Pacific Islander	1	0	1
White	21	15	36
Two or more races	8	2	10
Race and ethnicity unknown	4	3	7
Total	35	20	55
Total from prior year			58

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of **Full-time Non-instructional Staff**

by Occupational Category

As of November 1, 2016

•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> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	0		
Hispanic/Latino	0		
American Indian or Alaska Native	0		
Asian	0		
Black or African American	1		
Native Hawaiian or Other Pacific Islander	1		
White	21		
Two or more races	8		
Race and ethnicity unknown	4		
Total men	35	0	0

Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
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	15		
Two or more races	2	1	
Race and ethnicity unknown	3		
Total women	20	1	0

Total (men+women) 55 1 0

Total from prior year 58 1

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2016

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

•Report race for non-Hispanic/Latino individuals only

Men

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				
Two or more races				
Race and ethnicity unknown				
Total men	0	0	0	0

Women

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White			2	3
Two or more races				
Race and ethnicity unknown		1		
Total women	0	1	2	3
Total (men+women)	0	1	2	3
Total from prior year		1	2	1

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2016

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

•Report race for non-Hispanic/Latino individuals only

Men

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	10		8		
Two or more races	2		1		
Race and ethnicity unknown	2	1	1		
Total men	14	1	10	0	0

Women

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native	1				
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	19	4	4		
Two or more races	3				
Race and ethnicity unknown	2	1	1		
Total women	25	5	5	0	0
Total (men+women)	39	6	15	0	0
Total from prior year	43	6	14		

Part B1 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff
 by Occupational Category

As of November 1, 2016

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

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien						0
Hispanic/Latino				1		1
American Indian or Alaska Native				1		1
Asian						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						1
White	14			4		57
Two or more races	6					17
Race and ethnicity unknown	3					11
Total men	23	0	6	0	0	89

Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien						0
Hispanic/Latino				1		1
American Indian or Alaska Native						1
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander				1		1
White	9			42		98
Two or more races	4			5		15
	1			3		12

Race and ethnicity unknown						
Total women	14	0	52	0	0	128
Total (men+women)	37	0	58	0	0	217
Total from prior year	28		57			211

Part B2 - Full-time Non-instructional Staff by Occupational Category and Contract Length

Number of Full-time Non-instructional Staff

As of November 1, 2016

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff					1	1
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians 25-4020					1	1
Library Technicians 25-4030					2	2
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					3	3
Management Occupations 11-0000					39	39
Business and Financial Operations Occupations 13-0000					6	6
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					15	15
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
Total	0	0	0	1	66	67
Total from prior year		1			66	68

Part C - Full-time Summary

Summary of Full-time Staff

As of November 1, 2016

•Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	16	0	39	0	55
Exclusively credit		14		38		52
Exclusively not-for-credit		2		1		3
Combined credit/not-for-credit						0
Instruction/research/public service staff						0
Research staff					1	1
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians 25-4020				1		1
Library Technicians 25-4030					2	2
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					3	3
Management Occupations 11-0000					39	39
Business and Financial Operations Occupations 13-0000					6	6
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					15	15
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						37
Sales and Related Occupations 41-0000						0
Office and Administrative Support Occupations 43-0000						58
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						217

Part G - Salaries Worksheet

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

Annual Salary, 2016-17

- 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

Gender and academic rank	Months worked					Total Staff	Total staff for salary reporting	Total number of months
	12 months	11 months	10 months	9 months	< 9 months			
Men								
Professors						0	0	0
Associate professors						0	0	0
Assistant professors						0	0	0
Instructors			1	34		35	35	316
Lecturers						0	0	0
No academic rank						0	0	0
Total men	0	0	1	34	0	35	35	316
Total men full-time instructional staff from Part A						35		
Women								
Professors						0	0	0
Associate professors						0	0	0
Assistant professors						0	0	0
Instructors				20		20	20	180
Lecturers						0	0	0
No academic rank						0	0	0
Total women	0	0	0	20	0	20	20	180
Total women full-time instructional staff from Part A						20		
Total (men + women)	0	0	1	54	0	55	55	496
Total (men +women) full-time instructional staff from Part A						55		

Part G - Salary Outlays for Instructional Staff

**Salary Outlays
 for Full-time Instructional Staff**

Annual Salary Outlays, 2016-17

•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

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Total number of months (from Part G, screen 1)	Salary Outlays				Weighted average monthly salaries
			12 months	11 months	10 months	9 months	
Men							
Professors	0	0					
Associate professors	0	0					
Assistant professors	0	0					
Instructors	35	316			63,141	2,082,291	6,789
Lecturers	0	0					
No academic rank	0	0					
Total men	35	316	0	0	63,141	2,082,291	6,789
Women							
Professors	0	0					
Associate professors	0	0					
Assistant professors	0	0					
Instructors	20	180				1,225,826	6,810
Lecturers	0	0					
No academic rank	0	0					
Total women	20	180	0	0	0	1,225,826	6,810
Total (men + women)	55	496	0	0	63,141	3,308,117	6,797

Part G - Average Salary by academic rank

**Average Salary by academic rank
 for Full-time Instructional Staff**

Annual Average Salaries, 2016-17

Gender and academic rank	Average Salaries				Equated 9-month Average Salary
	12 months	11 months	10 months	9 months	
Men					
Professors					
Associate professors					
Assistant professors					
Instructors			63,141	61,244	61,118
Lecturers					
No academic rank					
Total men			63,141	61,244	61,118
Women					
Professors					
Associate professors					
Assistant professors					
Instructors				61,291	61,291
Lecturers					
No academic rank					
Total women				61,291	61,291
Total (men + women)			63,141	61,261	61,181

Part G - Salary Outlays for Non-instructional Staff

Salary Outlays

for Full-time Non-instructional Staff

Annual Salary Outlays, 2016-17

Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff	1	54,896
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	6	281,152
Management Occupations 11-0000	39	2,793,900
Business and Financial Operations Occupations 13-0000	6	233,085
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	15	684,320
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	37	1,207,706
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	58	2,077,581
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	0	
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0	

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2016

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

Men

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian	1		
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	42		
Two or more races	5		
Race and ethnicity unknown	5		
Total men	54	0	0

Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien			
Hispanic/Latino			
American Indian or Alaska Native			
Asian	1		
Black or African American			
Native Hawaiian or Other Pacific Islander			
White	67		
Two or more races	12		
Race and ethnicity unknown	9		
Total women	89	0	0

Total (men+women)	143	0	0
Total from prior year	156		

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2016

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

Men

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
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					0
Two or more races					0
Race and ethnicity unknown					0
Total men	0	0	0	0	0

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians</u> 25-4020	<u>Library Technicians</u> 25-4030	<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
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					0
Total women	0	0	2	0	2

Total (men+women)	0	0	2	0	2
Total from prior year			1		1

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2016

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

Men

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

Women

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

Total (men+women)	1	1	1	0	0
Total from prior year	4	1			

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2016

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

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien						0
Hispanic/Latino						1
American Indian or Alaska Native						0
Asian						1
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White	4			5		51
Two or more races				2		7
Race and ethnicity unknown	1			1		8
Total men	5	0	8	0	0	69

Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien						0
Hispanic/Latino				1		1
American Indian or Alaska Native						0
Asian						1
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	12			10		90
Two or more races				2		15
Race and ethnicity unknown	1			2		13

Total women	13	0	15	0	0	120
Total (men+women)	18	0	23	0	0	189
Total from prior year	20		28			210

Part E - Part-time Staff by Occupational Category and Contract Length

Number of Part-time Staff

As of November 1, 2016

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	0	143	0	0	143
? Exclusively credit			106	0		106
? Exclusively not-for-credit			37	0		37
Combined credit/not-for-credit						0
Instruction/research/public service staff						0
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians						0
25-4010						0
Librarians						0
25-4020						0
Library Technicians					2	2
25-4030						0
? Student and Academic Affairs and Other Education Services Occupations						0
25-2000 + 25-3000 + 25-9000						0
Management Occupations					1	1
11-0000						0
Business and Financial Operations Occupations					1	1
13-0000						0
Computer, Engineering, and Science Occupations					1	1
15-0000 + 17-0000 + 19-0000						0
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations						0
21-0000 + 23-0000 + 27-0000						0
Healthcare Practitioners and Technical Occupations						0
29-0000						0
Total	0	0	143	0	5	148
Total from prior year		0	156		6	162

Part F - Part-time Summary

Summary of Part-time Staff

As of November 1, 2016

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	0	143	0	0	143
Exclusively credit			106	0		106
Exclusively not-for-credit			37	0		37
Combined credit/not-for-credit						0
Instruction/research/public service staff						0
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians 25-4020						0
Library Technicians 25-4030					2	2
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						0
Management Occupations 11-0000					1	1
Business and Financial Operations Occupations 13-0000					1	1
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					1	1
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						18
Sales and Related Occupations 41-0000						0
Office and Administrative Support Occupations 43-0000						23
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						189

Part H - New Hires, Full-time Instructional Staff by Contract Length

Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and Public Service

Men

Race/ethnicity	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
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		2				2
Two or more races		3				3
Race and ethnicity unknown						0
Total men	0	5	0	0	0	5

Women

Race/ethnicity	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
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						0
Total women	0	2	0	0	0	2
Total (men+women)	0	7	0	0	0	7

Part H - New Hires, Full-time Staff by Occupational Category
Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

- 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> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
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	2			
Two or more races	3			
Race and ethnicity unknown	0			0
Total men	5	0	0	0

Women

Race/ethnicity	<u>Instructional Staff</u> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000
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			
Two or more races	1			
Race and ethnicity unknown	0			0
Total women	2	0	0	0
Total (men+women)	7	0	0	0

Part H - New Hires, Full-time Staff by Occupational Category

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

•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
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1			1	
Two or more races	1				
Race and ethnicity unknown		1			
Total men	2	1	1	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
Nonresident alien					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1			2	
Two or more races	1				
Race and ethnicity unknown					
Total women	2	0	2	0	0

Total (men+women)	4	1	3	0	0
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Part H - New Hires, Full-time Staff by Occupational Category

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2015 - October 31, 2016)

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

Men

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
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	2					6
Two or more races	2					6
Race and ethnicity unknown						1
Total men	4	0	0	0	0	13

Women

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
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						4
Two or more races	1			4		7
	1		1			2

Race and ethnicity unknown							
Total women	2	0	5	0	0	13	
Total (men+women)	6	0	5	0	0	26	

Human Resources Survey Evaluation

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

No employees were difficult to categorize. All placed in the best category available.

Prepared by

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input checked="" type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other

Name: Sue Cooper
Email: sue.cooper@umpqua.edu

How long did it take to prepare this survey component?	12 hours	30 minutes
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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.

Summary**Human Resources Component Summary**

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 [Data Center](#) and sent to your institution's CEO in November 2016.

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.

**Number of staff by employment status and occupational category:
Fall 2016**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	217	189	280
Instructional Staff	55	143	103
Primary Instruction	55	143	103
Exclusively credit	52	106	87
Exclusively not-for-credit	3	37	15
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	0	0
Research Staff	1	0	1
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	6	2	7
Librarians, Curators, and Archivists SOC 25-4000	3	2	4
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	1	0	1
Library Technicians SOC 25-4030	2	2	3
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	3	0	3
Management Occupations SOC 11-0000	39	1	39
Business and Financial Operations Occupations SOC 13-0000	6	1	6
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	15	1	15
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	0	0	0
Healthcare Practitioners and Technical Occupations SOC 29-0000	0	0	0
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	37	18	43
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	58	23	66
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	0	0	0

**Number of staff by employment status and occupational category:
Fall 2016**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	0	0	0
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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 2016-17**

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			1	54	55	496	\$3,371,258	\$6,797
Professor								
Associate professor								
Assistant professor								
Instructor			1	54	55	496	\$3,371,258	\$6,797
Lecturer								
No academic rank								

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.

Human Resources

Umpqua Community College (210270)

Source	Description	Severity	Resolved	Options
Screen: B2 - FT Non-instructional, Occupation and Contract Length - 1				
Screen Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Person in the Librarian category was on a probationary ANNUAL contract last year and is now on regular, continuing status.			