Institution: Southwestern Oregon Community College (210155)
User ID: P2101551

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
- To access your prior year data submission for this component: Reported Data
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classfication (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.

⊙ 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, 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)?

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.

⊙ No, I will not report data by gender and race/ethnicity this year

○ 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.

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.*		
	◉ Yes	○ No

Does your institution have graduate assistants?		
*If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.*		
	○ Yes	◉ No

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2014 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, 2014? (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**.*

	◉ Yes	○ No

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

Number of Full-time Instructional Staff by Academic Rank and Tenure Status

As of November 1, 2014

		Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total	Total from prior year
With Faculty Status	Tenured	19	6	5				30	**31**
	On Tenure Track		1	5	9			15	**8**
	Not on Tenure Track								
	Multi-year, continuing, or at-will contract		3	2	5			10	
	Annual contract							⬥ 0	**15**
	Less-than-annual contract							0	
Without Faculty status									
Total		19	10	12	14			55	

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2014

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

	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Instructional staff	30	15	10	0	0	0	55
Total carried forward from previous screens	30	15	10	0	0		55
Primarily Instruction	28	14	9	0	0	0	51
❓ Exclusively credit	28	14	9				51
❓ Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service staff	2	1	1				4

Part B2 - Full-time Non-instructional Staff by Occupational Category and Tenure Status

Number of Full-time Non-instructional Staff

As of November 1, 2014

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Research staff							0
Public Service staff						21	21
Archivists, Curators, and Museum Technicians 25-4010							0
Librarians 25-4020		1					1
Library Technicians 25-4030						3	3
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						2	2
Management Occupations 11-0000						33	33
Business and Financial Operations Occupations 13-0000						2	2
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						11	11
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						1	1
Healthcare Practitioners and Technical Occupations 29-0000							0
Total	0	1	0	0	0	73	74
Total from prior year		1				80	81

Part B2 - Full-time Non-instructional Staff by Occupational Category

Number of Full-time Non-instructional Staff

As of November 1, 2014

Occupational category	Number of staff
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	22
Sales and Related Occupations 41-0000	1
Office and Administrative Support Occupations 43-0000	40
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	
Total	63
Total from prior year	**65**

Part C - Full-time Summary

Summary of Full-time Staff

As of November 1, 2014

● 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
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	28	14	9	0	0	0	51
Exclusively credit	28	14	9				51
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service staff	2	1	1				4
Research staff							0
Public Service staff						21	21
Archivists, Curators, and Museum Technicians 25-4010							0
Librarians 25-4020		1					1
Library Technicians 25-4030						3	3
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						2	2
Management Occupations 11-0000						33	33
Business and Financial Operations Occupations 13-0000						2	2
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						11	11
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						1	1
Healthcare Practitioners and Technical Occupations 29-0000							0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000							22
Sales and Related Occupations 41-0000							1
Office and Administrative Support Occupations 43-0000							40
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000							
Total							192

Part G - Salaries Worksheet

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

Annual Salary, 2014-15

- 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, non-medical school instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status
- Balance column should include instructional staff whose annual salary covers less than 9 months worked

Gender and academic rank	Months worked 12 months	11 months	10 months	9 months	Total Staff for Salary reporting	Total Number of Months	Total full-time non-medical school instructional staff from Part A	Balance (all other full-time instructional staff)
Men								
Professors			11		11	110		
Associate professors	1		4		5	52		
Assistant professors	2		3		5	54		
Instructors	2		6		8	84		
Lecturers					0	0		
No academic rank					0	0		
Total men	5	0	24	0	29	300		
Women								
Professors			8		8	80		
Associate professors	1		4		5	52		
Assistant professors		1	6		7	71		
Instructors	2		4		6	64		
Lecturers					0	0		
No academic rank					0	0		
Total women	3	1	22	0	26	267		
Total (men + women)	8	1	46	0	55	567	55	0

Part G - Salary outlays for instructional staff

<table>
<tr><td colspan="5" align="center">Salary Outlays
for <u>Full-time</u> <u>Instructional Staff</u>

Annual Salary Outlays, 2014-15</td></tr>
<tr><td colspan="5">•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</td></tr>
<tr>
<th>Gender and academic rank</th>
<th>Total staff for salary reporting (from Part G, screen 1)</th>
<th>Total Number of Months (from Part G, screen 1)</th>
<th>Total Annual Salary Outlays</th>
<th>Weighted Average Monthly Salaries</th>
</tr>
<tr><td>Men</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Professors</td><td>11</td><td>110</td><td>704,100</td><td>6,401</td></tr>
<tr><td>Associate professors</td><td>5</td><td>52</td><td>300,418</td><td>5,777</td></tr>
<tr><td>Assistant professors</td><td>5</td><td>54</td><td>296,140</td><td>5,484</td></tr>
<tr><td>Instructors</td><td>8</td><td>84</td><td>454,168</td><td>5,407</td></tr>
<tr><td>Lecturers</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>No academic rank</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>Total men</td><td>29</td><td>300</td><td>1,754,826</td><td>5,849</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Women</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Professors</td><td>8</td><td>80</td><td>548,096</td><td>6,851</td></tr>
<tr><td>Associate professors</td><td>5</td><td>52</td><td>283,938</td><td>5,460</td></tr>
<tr><td>Assistant professors</td><td>7</td><td>71</td><td>378,685</td><td>5,334</td></tr>
<tr><td>Instructors</td><td>6</td><td>64</td><td>308,468</td><td>4,820</td></tr>
<tr><td>Lecturers</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>No academic rank</td><td>0</td><td>0</td><td></td><td></td></tr>
<tr><td>Total women</td><td>26</td><td>267</td><td>1,519,187</td><td>5,690</td></tr>
<tr><td></td><td></td><td></td><td></td><td></td></tr>
<tr><td>Total (men + women)</td><td>55</td><td>567</td><td>3,274,013</td><td>5,774</td></tr>
</table>

Part G - Salary outlays for non-instructional staff

Salary Outlays for **Full-time** Non-instructional Staff		
Annual Salary Outlays, 2014-15		
Occupational category	❓ Number of full-time staff (carried forward from previous screens)	❓ Total annual salary outlays
Research staff	0	
Public Service staff	21	796,565
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	6	215,850
Management Occupations 11-0000	33	2,134,045
Business and Financial Operations Occupations 13-0000	2	115,825
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	11	518,748
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	1	44,000
Healthcare Practitioners and Technical Occupations 29-0000	0	
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	22	749,758
Sales and Related Occupations 41-0000	1	31,000
Office and Administrative Support Occupations 43-0000	40	1,442,018
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000		
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000		

Part E - Part-time Staff by Occupational Category and Tenure Status

	With Faculty status					Without Faculty status	Total

Number of Part-time Staff

As of November 1, 2014

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	0	0	0	0	0	146	146
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit						146	146
Instruction/research/public service staff							0
Research staff							0
Public Service staff						6	6
Archivists, Curators, and Museum Technicians 25-4010							0
Librarians 25-4020							0
Library Technicians 25-4030							0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						4	4
Management Occupations 11-0000							0
Business and Financial Operations Occupations 13-0000							0
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
Total	0	0	0	0	0	157	157
Total from prior year	**0**	**0**		**0**		**161**	**161**

Part E - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2014

Occupational category	Number of staff
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	10
Sales and Related Occupations 41-0000	
Office and Administrative Support Occupations 43-0000	7
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	
Total	17
PY Total	**19**

Part F - Part-time Summary

Summary of Part-time Staff

As of November 1, 2014

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	0	0	0	0	0	146	146
Exclusively credit							0
Exclusively not-for-credit							0
Combined credit/not-for-credit						146	146
Instruction/research/public service staff							0
Research staff							0
Public Service staff						6	6
Archivists, Curators, and Museum Technicians 25-4010							0
Librarians 25-4020							0
Library Technicians 25-4030							0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						4	4
Management Occupations 11-0000							0
Business and Financial Operations Occupations 13-0000							0
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							10
Sales and Related Occupations 41-0000							
Office and Administrative Support Occupations 43-0000							7
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000							
Total							174

Part H - New Hires by Occupational Category and Tenure Status

Number of Newly Hired Full-time Permanent Staff

(Hired full-time between July 1 and October 31, 2014 and still on the payroll of the institution as of November 1, 2014)

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, at-will contract	Annual contract	Less-than-annual contract		
Instructional Staff		5	2				7
Research staff							
Public Service staff							1
Library and Student and Academic Affairs and Other Education Services Occupations							
Management Occupations 11-0000							2
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							
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							2
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000							

Human Resources Survey Evaluation

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

Prepared by

This survey component was prepared by:

○ Keyholder	○ SFA Contact	○ HR Contact
○ Finance Contact	○ Academic Library Contact	◉ Other

Name: Lisa Fletcher Gordon
Email: lfletcher@socc.edu

How long did it take to prepare this survey component?	13 hours	minutes

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 2015.

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 2014			
Occupational category	**Reported values**		**FTE staff**
	Number of full-time staff	**Number of part-time staff**	
Total number of staff	192	174	250
Instructional Staff	55	146	104
Primary Instruction	51	146	100
Exclusively credit	51	0	51
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	146	49
Instruction/research/public service	4	0	4
Research Staff	0	0	0
Public Service Staff	21	6	23
Library and Student and Academic Affairs and Other Education Services Occupations SOC	6	4	7
Librarians, Curators, and Archivists SOC 25-4000	4	0	4
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	1	0	1
Library Technicians SOC 25-4030	3	0	3
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	2	4	3
Management Occupations SOC 11-0000	33	0	33
Business and Financial Operations Occupations SOC 13-0000	2	0	2
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	11	1	11
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	1	0	1
Healthcare Practitioners and Technical Occupations SOC 29-0000	0	0	0
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	22	10	25
Sales and Related Occupations SOC 41-0000	1		1
Office and Administrative Support Occupations SOC 43-0000	40	7	42
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000			

Number of staff by employment status and occupational category: Fall 2014				
Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000				

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 2014-15

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	8	1	46		55	567	$3,274,013	$5,774
Professor			19		19	190	$1,252,196	$6,591
Associate professor	2		8		10	104	$584,356	$5,619
Assistant professor	2	1	9		12	125	$674,825	$5,399
Instructor	4		10		14	148	$762,636	$5,153
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.

Edit Report

Human Resources

Southwestern Oregon Community College (210155)

Source	Description	Severity	Resolved	Options
Screen: A1 - FT Instructional, Rank and Tenure				
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:	These were not categorized correctly last year.			