

Institution: Western Carolina University (200004)
User ID: P2000041

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 2018 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, Frequently Asked Questions, and Web Tutorials.
- To access your prior year data submission for this component: [Reported Data](#)

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

Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff.

No

Yes

Does your institution have graduate assistants?

If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.

No

Yes

Does your institution have 15 or more full-time staff?

No

Yes

Does your institution have a tenure system?

If you answer **Yes** to this question, you will be provided the screens to report some data by tenure status.

No

Yes

Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **November 1, 2017 and October 31, 2018** either for the **first time** (new to the institution) or **after a break in service**? Do not exclude persons who were no longer on the payroll as of November 1, 2018. (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 - Annual Contract

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

As of November 1, 2018

- 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			3	1			4
Hispanic/Latino							0
American Indian or Alaska Native			1	1			2
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White			9	18	3		30
Two or more races			1				1
Race and ethnicity unknown			2				2
Total men	0	0	16	20	3	0	39

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							0
Hispanic/Latino			1	1			2
American Indian or Alaska Native							0
Asian					2		2
Black or African American			2				2
Native Hawaiian or Other Pacific Islander							0
White		1	49	19	3		72
Two or more races			1				1
Race and ethnicity unknown			1				1
Total women	0	1	54	22	3	0	80
Total (men+women)	0	1	70	42	6	0	119
Total from prior year							114

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, 2018

- 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			4	2			6
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	4	2	0	0	6

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			3				3
Two or more races							0
Race and ethnicity unknown							0
Total women	0	0	3	0	0	0	3
Total (men+women)	0	0	7	2	0	0	9
Total from prior year							3

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, 2018

- 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	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	0	0

Women

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien						0	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 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 - Without Faculty Status

Number of Full-time Instructional Staff

Without Faculty Status

As of November 1, 2018

- 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	0
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

Women

Race/ethnicity	Without Faculty Status
Nonresident alien	0
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 women	0

Total (men+women)	0
Total from prior year	

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2018

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	9	6	15
Hispanic/Latino	10	3	13
American Indian or Alaska Native	2	0	2
Asian	15	5	20
Black or African American	4	4	8
Native Hawaiian or Other Pacific Islander	1	0	1
White	201	222	423
Two or more races	2	4	6
Race and ethnicity unknown	8	2	10
Total	252	246	498
Total from prior year			488

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

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

by Occupational Category

As of November 1, 2018

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

•Report race for non-Hispanic/Latino individuals only

Men

Race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Nonresident alien	9	0	0
Hispanic/Latino	10		
American Indian or Alaska Native	2		
Asian	15		
Black or African American	4		
Native Hawaiian or Other Pacific Islander	1		
White	201		
Two or more races	2		
Race and ethnicity unknown	8		
Total men	252	0	0

Women

Race/ethnicity	Instructional Staff (carried forward from Part A)	Research staff	Public Service staff
Nonresident alien	6	0	0
Hispanic/Latino	3		
American Indian or Alaska Native	0		
Asian	5		
Black or African American	4		
Native Hawaiian or Other Pacific Islander	0		
White	222		
Two or more races	4		
Race and ethnicity unknown	2		
Total women	246	0	0

Total (men+women) 498 0 0

Total from prior year **488**

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•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 and Media Collections Specialists</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
Nonresident alien				
Hispanic/Latino				1
American Indian or Alaska Native				1
Asian				
Black or African American				1
Native Hawaiian or Other Pacific Islander				
White	1	1		23
Two or more races				1
Race and ethnicity unknown	1			
Total men	2	1	0	27

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u> 25-4010	<u>Librarians and Media Collections Specialists</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
Nonresident alien				
Hispanic/Latino				2
American Indian or Alaska Native				1
Asian				
Black or African American				2
Native Hawaiian or Other Pacific Islander				
White	1	14		40
Two or more races				5
Race and ethnicity unknown				1
Total women	1	14	0	51
Total (men+women)	3	15	0	78
Total from prior year	2	16		75

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•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			1		
Hispanic/Latino	3		2		2
American Indian or Alaska Native	1	1			1
Asian	1		1		1
Black or African American	3	1			6
Native Hawaiian or Other Pacific Islander					
White	48	27	35	61	5
Two or more races			2		
Race and ethnicity unknown		1			1
Total men	56	30	41	72	5

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		1			1
American Indian or Alaska Native					2
Asian	1		1		
Black or African American	3		2		2
Native Hawaiian or Other Pacific Islander					
White	31	49	12	39	13
Two or more races		1			
Race and ethnicity unknown				1	1
Total women	35	51	15	45	14
Total (men+women)	91	81	56	117	19
Total from prior year	92	69	55	112	18

Race and ethnicity unknown						
Total women	66	1	173	15	7	734
Total (men+women)	173	2	205	137	19	1,494
Total from prior year	172	3	203	138	17	1,460

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

Number of <u>Full-time</u> Non-instructional Staff								
As of November 1, 2018								
Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Not on Tenure Track					
			Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff								0
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010							3	3
Librarians and Media Collections Specialists 25-4020	6	7					2	15
Library Technicians 25-4030								0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000			14				64	78
Management Occupations 11-0000	21	2	5	1			62	91
Business and Financial Operations Occupations 13-0000			1				80	81
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000			6				50	56
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000			21	1		1	94	117
Healthcare Practitioners and Technical Occupations 29-0000							19	19
Total	27	9	47	2	1	0	374	460
Total from prior year	28	8	62	2	2		337	439

Part G1 - Salaries Worksheet

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

Annual Salary, 2018-19

- 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
	12 months	11 months	10 months	9 months	< 9 months		
Men							
Professors	10	0	4	56		70	70
Associate professors	7	0	3	58		68	68
Assistant professors	6	1	3	76		86	86
Instructors	4	0	2	18		24	24
Lecturers	1	0	0	3		4	4
No academic rank						0	0
Total men	28	1	12	211	0	252	252
Total men full-time instructional staff from Part A						252	
Women							
Professors	3	0	0	29		32	32
Associate professors	5	1	3	58		67	67
Assistant professors	7	0	4	108		119	119
Instructors	1	0	3	21		25	25
Lecturers	0	0	0	3		3	3
No academic rank						0	0
Total women	16	1	10	219	0	246	246
Total women full-time instructional staff from Part A						246	
Total (men+women)	44	2	22	430	0	498	498
Total (men+women) full-time instructional staff from Part A						498	

Part G2 - Salary Outlays for Instructional Staff

Salary Outlays

for Full-time Instructional Staff

Annual Salary Outlays, 2018-19


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

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays					Equated 9 months
		12 months	11 months	10 months	9 months		
Men							
Professors	70	1,222,283	0	285,673	5,494,618	6,668,436	
Associate professors	68	675,849	0	259,609	4,372,991	5,113,526	
Assistant professors	86	602,312	45,000	202,988	5,026,615	5,697,848	
Instructors	24	196,565	0	98,500	844,564	1,080,638	
Lecturers	4	58,000	0	0	129,140	172,640	
No academic rank	0					0	
Total men	252	2,755,009	45,000	846,770	15,867,928	18,733,088	
Women							
Professors	32	308,390	0	0	2,751,727	2,983,020	
Associate professors	67	460,450	68,331	219,341	4,032,786	4,631,425	
Assistant professors	119	544,435	0	281,774	6,806,859	7,468,782	
Instructors	25	59,000	0	150,283	963,211	1,142,716	
Lecturers	3	0	0	0	155,160	155,160	
No academic rank	0					0	
Total women	246	1,372,275	68,331	651,398	14,709,743	16,381,102	
Total (men + women)	498	4,127,284	113,331	1,498,168	30,577,671	35,114,190	

Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank for Full-time Instructional Staff

Annual Average Salaries, 2018-19

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Men						
Professors	70	122,228		71,418	98,118	95,263
Associate professors	68	96,550		86,536	75,396	75,199
Assistant professors	86	100,385	45,000	67,663	66,140	66,254
Instructors	24	49,141		49,250	46,920	45,027
Lecturers	4	58,000			43,047	43,160
No academic rank	0					
Total men	252	98,393	45,000	70,564	75,203	74,338
Women						
Professors	32	102,797			94,887	93,219
Associate professors	67	92,090	68,331	73,114	69,531	69,126
Assistant professors	119	77,776		70,444	63,026	62,763
Instructors	25	59,000		50,094	45,867	45,709
Lecturers	3				51,720	51,720
No academic rank	0					
Total women	246	85,767	68,331	65,140	67,168	66,590
Total (men+women)	498	93,802	56,666	68,099	71,111	70,510

Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays

for Full-time Non-instructional Staff

Annual Salary Outlays, 2018-19

Occupational category	Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	Total annual salary outlays
Research staff	0	
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	96	4,987,256
Management Occupations 11-0000	91	10,292,949
Business and Financial Operations Occupations 13-0000	81	4,568,399
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	56	4,347,575
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	117	6,433,843
Healthcare Practitioners and Technical Occupations 29-0000	19	1,207,904
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	173	6,168,350
Sales and Related Occupations 41-0000	2	66,254
Office and Administrative Support Occupations 43-0000	205	7,527,505
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	137	6,523,912
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	19	615,658

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2018

- 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	1		
Hispanic/Latino	1		
American Indian or Alaska Native			
Asian	3		
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	99		
Two or more races	1		
Race and ethnicity unknown	3		
Total men	109	0	0

Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	1		
Hispanic/Latino	3		
American Indian or Alaska Native			
Asian	1		
Black or African American	4		
Native Hawaiian or Other Pacific Islander			
White	123		
Two or more races	1		
Race and ethnicity unknown	3		
Total women	136	0	0

Total (men+women)	245	0	0
Total from prior year	218		

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2018

- 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 and Media Collections Specialists 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
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	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
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					0
Race and ethnicity unknown					0
Total women	0	0	0	1	1

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

Part D - Part-time Staff by Occupational CategoryNumber of Part-time Staff

As of November 1, 2018

•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	2		1		1
Two or more races					
Race and ethnicity unknown					
Total men	2	0	1	0	1

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	2	1	1		1
Two or more races					
Race and ethnicity unknown					
Total women	2	2	1	0	1

Total (men+women)	4	2	2	0	2
Total from prior year	5			1	1

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2018

- 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						1	
Hispanic/Latino						1	
American Indian or Alaska Native						0	
Asian						3	
Black or African American						1	
Native Hawaiian or Other Pacific Islander						0	
White					1	104	
Two or more races						1	
Race and ethnicity unknown						3	
Total men	0	0	0		1	0	114

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						1
Hispanic/Latino				1		4
American Indian or Alaska Native						1
Asian						1
Black or African American				1		5
Native Hawaiian or Other Pacific Islander						0
White				6		135
Two or more races				1		2
Race and ethnicity unknown						3

Total women	0	0	9	0	0	152
Total (men+women)	0	0	9	1	0	266
Total from prior year			8	1		235

Part D - Graduate assistants

Number of Graduate Assistants

As of November 1, 2018

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

•Report race for non-Hispanic/Latino individuals only

Men

Race/ethnicity	Teaching 25-9044	Research	Other 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
Nonresident alien	1	4		5
Hispanic/Latino	1	4		5
American Indian or Alaska Native				0
Asian				0
Black or African American		2		2
Native Hawaiian or Other Pacific Islander				0
White	38	30		68
Two or more races	2	3		5
Race and ethnicity unknown				0
Total men	42	43	0	85

Women

Race/ethnicity	Teaching 25-9044	Research	Other 11-0000, 13-0000, 15-0000, 17-0000, 19-0000, 21-0000, 23-0000, 27-0000, 25-4000, 25-4010, 25-4020, 25-4030, 25-2000, 25-3000, 25-9000, 29-0000	Total
Nonresident alien		2		2
Hispanic/Latino	7	2		9
American Indian or Alaska Native	2	1		3
Asian	1	1		2
Black or African American	2			2
Native Hawaiian or Other Pacific Islander				0
White	70	64		134
Two or more races	2	1		3
Race and ethnicity unknown				0
Total women	84	71	0	155
Total (men+women)	126	114	0	240
Total from prior year	137	116		253

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

Number of Part-time Staff

As of November 1, 2018

Occupational category	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Not on Tenure Track			Indefinite duration (continuing or at-will)		
			Multi-year contract	Annual contract	Less-than-annual contract			
Primarily Instruction	5	0	8	28	202	0	2	245
? Exclusively credit	5		8	28	202		2	245
? Exclusively not-for-credit								0
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 Librarians and Media Collections Specialists								0
25-4020 Library Technicians								0
25-4030 ? Student and Academic Affairs and Other Education Services Occupations							1	1
25-2000 + 25-3000 + 25-9000 Management Occupations	3		1					4
11-0000 Business and Financial Operations Occupations			1				1	2
13-0000 Computer, Engineering, and Science Occupations							2	2
15-0000 + 17-0000 + 19-0000 Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations								0
21-0000 + 23-0000 + 27-0000 Healthcare Practitioners and Technical Occupations			1				1	2
29-0000								
Total	8	0	11	28	202	0	7	256
Total from prior year	5	1	10	32	175		3	226

23-0000, 27-0000, 25-4000,
25-4010, 25-4020, 25-4030,
25-2000, 25-3000, 25-9000,
29-0000

Total

506

Part H - New Hires, Full-time Instructional Staff by Tenure Status
Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full-time between November 1, 2017 - October 31, 2018)

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

Men

Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Nonresident alien		2		2				4
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	1	5		11	4			21
Two or more races				1				1
Race and ethnicity unknown								0
Total men	1	8	0	14	4	0	0	27

Women

Race/ethnicity	With Faculty Status						Without Faculty Status	Total
	Tenured	On Tenure Track	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				1				1
Native Hawaiian or Other Pacific Islander								0
White		3		11	1			15
Two or more races								0
Race and ethnicity unknown								0
Total women	0	3	0	12	1	0	0	16
Total (men+women)	1	11	0	26	5	0	0	43

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

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2017 - October 31, 2018)

- 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	4			
Hispanic/Latino	0			
American Indian or Alaska Native	0			
Asian	0			
Black or African American	1			1
Native Hawaiian or Other Pacific Islander	0			
White	21			4
Two or more races	1			
Race and ethnicity unknown	0			1
Total men	27	0	0	6

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	1			1
Native Hawaiian or Other Pacific Islander	0			
White	15			7
Two or more races	0			1
Race and ethnicity unknown	0			1
Total women	16	0	0	10
Total (men+women)	43	0	0	16

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

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2017 - October 31, 2018)

•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	1				
Black or African American				3	
Native Hawaiian or Other Pacific Islander					
White	1	3	3	14	2
Two or more races					
Race and ethnicity unknown					
Total men	2	3	4	17	2

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		1		1	
American Indian or Alaska Native				1	
Asian			1		
Black or African American				1	
Native Hawaiian or Other Pacific Islander					
White	3	7	1	11	3
Two or more races		1			
Race and ethnicity unknown					
Total women	3	9	2	14	3

Total (men+women)	5	12	6	31	5
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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, 2017 - October 31, 2018)

- 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						4
Hispanic/Latino					1	2
American Indian or Alaska Native						0
Asian						1
Black or African American	2			1		8
Native Hawaiian or Other Pacific Islander						0
White	14			7	9	79
Two or more races						1
Race and ethnicity unknown						1
Total men	16	0	8	10	1	96

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						2
American Indian or Alaska Native						1
Asian						1
Black or African American	1					4
Native Hawaiian or Other Pacific Islander						0
White	6			18		72
Two or more races						2
						1

Race and ethnicity unknown							
Total women	7	0	18	0	1	83	
Total (men+women)	23	0	26	10	2	179	

Human Resources Survey Evaluation

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

no

Prepared by

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input checked="" type="radio"/> Other
Name: Diane Marian		
Email: demarian@northcarolina.edu		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

Number of Staff (including yourself)	
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How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	hours	hours	hours	hours
Other offices	hours	hours	hours	hours

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 2018.

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 2018**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	1,494	266	1,583
Instructional Staff	498	245	580
Primary Instruction	498	245	580
Exclusively credit	498	245	580
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	0	0
Research Staff	0	0	0
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	96	1	96
Librarians, Curators, and Archivists SOC 25-4000	18	0	18
Archivists, Curators, and Museum Technicians SOC 25-4010	3	0	3
Librarians SOC 25-4020	15	0	15
Library Technicians SOC 25-4030	0	0	0
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	78	1	78
Management Occupations SOC 11-0000	91	4	92
Business and Financial Operations Occupations SOC 13-0000	81	2	82
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	56	2	57
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	117	0	117
Healthcare Practitioners and Technical Occupations SOC 29-0000	19	2	20
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	173	0	173
Sales and Related Occupations SOC 41-0000	2	0	2
Office and Administrative Support Occupations SOC 43-0000	205	9	208
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	137	1	137

**Number of staff by employment status and occupational category:
Fall 2018**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	19	0	19
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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 2018-19**

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	44	2	22	430	498	4,640	\$36,316,454	\$7,827
Professor	13		4	85	102	961	\$10,062,691	\$10,471
Associate professor	12	1	6	116	135	1,259	\$10,089,357	\$8,014
Assistant professor	13	1	7	184	205	1,893	\$13,509,983	\$7,137
Instructor	5		5	39	49	461	\$2,312,123	\$5,015
Lecturer	1			6	7	66	\$342,300	\$5,186
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

Western Carolina University (200004)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The Equated 9 months Annual Average salaries of No academic rank (Women) reported in Part G3 - Average Salaries for Instructional Staff by Academic Rank has changed significantly since last year. Please review your data and make any necessary corrections, or explain the discrepancy. (Error #1955)	Explanation	Yes	
Reason:	We had 26 female faculty employees that were coded as "visitors" last year which automatically placed them in the "no academic rank" category. All of those employees are no longer coded as "visitors" and are now counted in one of the following categories: associate professor, professor, instructor, lecturer. Therefore, the salaries that had been allocated to non-academic rank are now allocated among the other various academic rank categories.			
Related Screens:	G3 - Average Salaries for Instructional Staff by Academic Rank			
Screen: D - PT Staff, Occupation - 3				
Upload File	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:	Prior year value of 1 and current year 0 are confirmed as accurate.			
Screen: E - PT Staff, Occupation and Tenure - 1				
Upload File	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:	Prior year value of 1 and current year 0 are confirmed as accurate.			