

Institution: University of South Florida-St. Petersburg Campus (448840)
User ID: P4488402

Overview

Human Resources Overview

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

Data Reporting Reminders

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

Resources:

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

To access your prior year data submission for this component: [Reported Data](#)

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

Human Resources Screening Questions

Does your institution have any part-time staff?

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

Yes No

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

Yes No

Do ALL of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, **Part G** is **NOT** applicable to your institution and you will **NOT** be required to report data for **Part G**.

No Yes Are ALL of the instructional staff military personnel?

No Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

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

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

Human Resources Screening Questions

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

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

Yes

No

Part A - Employees by Assigned Position - Full-time staff

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

Primary function/ occupational activity (mutually exclusive categories)	As of November 1, 2011				Total
	Tenured	Faculty status On tenure track	Not on tenure track/ no tenure system	Without faculty status	
Primarily instruction					0
Instruction/research/public service	58	25	24		107
Primarily instruction + Instruction/research/public service	58	25	24	0	107
Primarily research					0
Primarily public service					0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	58	25	24	0	107
Executive/administrative/managerial	5	1	6	30	42
Other professionals (support/service)			10	63	73
Technical and paraprofessionals				6	6
Clerical and secretarial				35	35
Skilled crafts				8	8
Service/Maintenance				44	44
Total full time	63	26	40	186	315
Total from prior year	62	25	43	171	301

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

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

Primary function/ occupational activity (mutually exclusive categories)	As of November 1, 2011			Without faculty status	Total	Graduate assistants
	Tenured	Faculty status On tenure track	Not on tenure track/ no tenure system			
Primarily instruction					0	
Instruction/research/public service	1	2	116		119	
Primarily instruction + Instruction/research/public service	1	2	116	0	119	0
Primarily research					0	
Primarily public service					0	
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	1	2	116	0	119	0
Executive/administrative/managerial					0	
Other professionals (support/service)			1	1	2	28
Technical and paraprofessionals				0	0	
Clerical and secretarial				0	0	
Skilled crafts				0	0	
Service/Maintenance				0	0	
Total part time	1	2	117	1	121	28
Total from prior year			121	223	344	33

Part C - Employees by Assigned Position - Total number of staff**Total number of staff by employment status and primary function/occupational activity**

Primary function/occupational activity	As of November 1, 2011						Total including Graduate assistants
	Full-time	Full-time from prior year	Part-time	Part-time from prior year	Graduate assistants	Graduate assistants from prior year	
Primarily instruction	0		0		0		0
Instruction/research/public service	107	107	119	120	0		226
Primarily instruction + Instruction/research/public service	107	107	119	120	0	0	226
Primarily research	0		0		0		0
Primarily public service	0		0		0		0
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service	107	107	119	120	0	0	226
Executive/administrative/managerial	42	36	0		0		42
Other professionals (support/service)	73	70	2	50	28	33	103
Technical and paraprofessionals	6	5	0	13	0		6
Clerical and secretarial	35	32	0	160	0		35
Skilled crafts	8	9	0		0		8
Service/Maintenance	44	42	0	1	0		44
Grand total	315	301	121	344	28	33	464

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

Number of full-time instructional staff by contract length/teaching period, gender, and academic rank As of November 1, 2011

Gender and academic rank	Less-than-9-month	9/10-month	11/12-month	Total
Men				
Professors		14		14
Associate professors		23		23
Assistant professors		13	1	14
Instructors		5		5
Lecturers		2		2
No academic rank				0
Total men	0	57	1	58
Total men from prior year		62	1	
Women				
Professors		2		2
Associate professors		21		21
Assistant professors		13		13
Instructors		12		12
Lecturers		1		1
No academic rank				0
Total women	0	49	0	49
Total women from prior year		44	0	
Total (men + women)	0	106	1	107
Total from EAP				107
Total from prior year (Salaries section)		106	1	107

Part D - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions and above only ****

Number of full-time instructional staff on 9/10-month contracts/teaching periods by faculty status, gender, and academic rank

Gender and academic rank	As of November 1, 2011 Faculty status				Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
Men					
Professors	14	0	0		14
Associate Professors	23	0	0		23
Assistant Professors	0	10	3		13
Instructors	0	0	5		5
Lecturers	0	1	1		2
No academic rank					
Total men	37	11	9	0	57
Total men prior year	37	11	14	0	62
Women					
Professors	2	0	0	0	2
Associate Professors	19	2	0	0	21
Assistant Professors	0	9	4	0	13
Instructors	0	2	10	0	12
Lecturers	0	0	1	0	1
No academic rank					
Total women	21	13	15	0	49
	19	12	13	0	44

Total women prior year					
Total (men + women)	58	24	24	0	106

Part D - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Faculty status

**** Applicable to 4-year degree-granting institutions and above only ****

Number of full-time instructional staff on 11/12-month contracts/teaching periods by faculty status, gender, and academic rank

Gender and academic rank	As of November 1, 2011 Faculty status				Total from Part D (Headcount screen)
	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	
Men					
Professors					
Associate Professors					
Assistant Professors		1			1
Instructors					
Lecturers					
No academic rank					
Total men	0	1	0	0	1
Total men prior year	0	1	0	0	1
Women					
Professors					
Associate Professors					
Assistant Professors					
Instructors					
Lecturers					
No academic rank					
Total women	0	0	0	0	0
	0	0	0	0	0

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

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

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

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
Men				
Professors	14	1,571,409	112,244	113,736
Associate professors	23	2,068,225	89,923	86,567
Assistant professors	13	721,737	55,518	53,146
Instructors	5	316,600	63,320	60,832
Lecturers	2	83,774	41,887	46,390
No academic rank				
Total men	57	4,761,745	83,539	79,685
Women				
Professors	2	217,581	108,791	130,456
Associate professors	21	1,442,205	68,676	68,097
Assistant professors	13	849,033	65,310	68,699
Instructors	12	692,017	57,668	54,544
Lecturers	1	49,920	49,920	48,140
No academic rank				
Total women	49	3,250,756	66,342	66,145
Total (men + women)	106	8,012,501	75,590	74,065

Part E - Salaries - Full-time instructional staff on 11/12-month contracts/teaching periods - Salary outlays

**Salaries of full-time instructional staff on 11/12-month contracts/teaching periods by gender and academic rank
As of November 1, 2011**

Gender and academic rank	Total from Part D (Headcount screen)	Salary outlays	Average salary	Prior year Average salary
Men				
Professors				
Associate professors				
Assistant professors	1	65,420	65,420	78,501
Instructors				
Lecturers				
No academic rank				
Total men	1	65,420	65,420	78,501
Women				
Professors				
Associate professors				
Assistant professors				
Instructors				
Lecturers				
No academic rank				
Total women	0	0		
Total (men + women)	1	65,420	65,420	78,501

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

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

As of November 1, 2011

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							
Nonresident alien			1				1
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	5	1		8
Two or more races							0
Race and ethnicity unknown							0
Total men	0	0	3	5	1	0	9
Women							
Nonresident alien				1			1
Hispanic/Latino							0
American Indian or Alaska Native							0
Asian			1	1			2
Black or African American				1	1		2

Native Hawaiian or Other Pacific Islander								0
White			3	7				10
Two or more races								0
Race and ethnicity unknown								0
Total women	0	0	4	10	1	0	15	
Total (men+women)	0	0	7	15	2	0	24	
Total from EAP							24	

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

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

As of November 1, 2011

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Total
Men	
<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	0
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	0
<u>Black or African American</u>	0
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	
<u>Two or more races</u>	0
<u>Race and ethnicity unknown</u>	0
Total men	0
Women	
<u>Nonresident alien</u>	0
<u>Hispanic/Latino</u>	0
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	0
<u>Black or African American</u>	0
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	0
<u>Two or more races</u>	0
<u>Race and ethnicity unknown</u>	0
Total women	0

Total (men+women)	0
Total from EAP	0

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

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

As of November 1, 2011

	Total men	Total women	Total (men+women)
<u>Nonresident alien</u>	4	4	8
<u>Hispanic/Latino</u>	5	4	9
<u>American Indian or Alaska Native</u>	0	0	0
<u>Asian</u>	2	6	8
<u>Black or African American</u>	2	3	5
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	44	32	76
<u>Two or more races</u>	0	0	0
<u>Race and ethnicity unknown</u>	1	0	1
Total	58	49	107

Native Hawaiian or Other Pacific Islander									
White	18	29	3	17		5			72
Two or more races									0
Race and ethnicity unknown									0
Total women		22	41	5	26	0		7	101
Total (men+women)		42	73	6	35	8		44	208
Total from EAP		42	73	6	35	8		44	208

Part J - Fall Staff - Part-time professional staff

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

As of November 1, 2011

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Staff whose primary responsibility is instruction, research, and/or public service	Executive/administrative/managerial	Other professionals (support/service)
Men			
Nonresident alien			
Hispanic/Latino	2		
American Indian or Alaska Native			
Asian	2		
Black or African American	3		
Native Hawaiian or Other Pacific Islander			
White	43		
Two or more races			
Race and ethnicity unknown			
Total men	50	0	0
Women			
Nonresident alien	1		
Hispanic/Latino			
American Indian or Alaska Native			
Asian	2		
Black or African American			1
Native Hawaiian or Other Pacific Islander			
White	66		1
Two or more races			
Race and ethnicity unknown			

Total women	69	0	2
Total (men+women)	119	0	2
Total from EAP	119	0	2

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

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

As of November 1, 2011

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Technical and paraprofessionals	Clerical and secretarial	Skilled crafts	Service/Maintenance
Men				
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				
Nonresident alien				
Hispanic/Latino				
American Indian or Alaska Native				
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander		0		

White				
Two or more races				
Race and ethnicity unknown				
Total women	0	0	0	0
Total (men+women)	0	0	0	0
Total from EAP	0	0	0	0

Part J - Fall Staff - Graduate assistants and part-time grand total
 Number of part-time staff by primary function/occupational activity, gender, and race/ethnicity

As of November 1, 2011

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Total (includes Part-time Professionals and Part-time Non- professionals)	Graduate assistants	Part-time grand total (includes graduate assistants)
Men			
Nonresident alien	0	1	1
Hispanic/Latino	2		2
American Indian or Alaska Native	0		0
Asian	2		2
Black or African American	3		3
Native Hawaiian or Other Pacific Islander	0		0
White	43	13	56
Two or more races	0		0
Race and ethnicity unknown	0		0
Total men	50	14	64
Women			
Nonresident alien	1		1
Hispanic/Latino	0		0
American Indian or Alaska Native	0		0
Asian	2		2
Black or African American	1		1
Native Hawaiian or Other Pacific Islander	0		0
White	67	14	81
Two or more races	0		0
Race and ethnicity unknown	0		0

Total women	71	14	85
Total (men+women)	121	28	149
Total from EAP	121	28	149

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

Gender and race/ethnicity	Full-time men	Full-time women	Part-time men	Part-time women	Total men	Total women
<u>Nonresident alien</u>	4	4	1	1	5	5
<u>Hispanic/Latino</u>	12	10	2	0	14	10
<u>American Indian or Alaska Native</u>	1	0	0	0	1	0
<u>Asian</u>	3	15	2	2	5	17
<u>Black or African American</u>	24	17	3	1	27	18
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0
<u>White</u>	120	104	56	81	176	185
<u>Two or more races</u>	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	1	0	0	0	1	0
Grand total	165	150	64	85	229	235

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

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

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

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

Gender and race/ethnicity	Faculty status			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Men					
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					
Nonresident alien					0
Hispanic/Latino					0
American Indian or Alaska Native					0
Asian	0	0	1		1
					0

Black or African American						
Native Hawaiian or Other Pacific Islander						0
White	0	1	1			2
Two or more races						0
Race and ethnicity unknown						0
Total women	0	1	2	0		3
Total (men+women)	0	1	2	0		3

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

	Total men	Total women	Total (men+women)
<u>Nonresident alien</u>	0	0	0
<u>Hispanic/Latino</u>	1	0	1
<u>American Indian or Alaska Native</u>	0	0	0
<u>Asian</u>	0	2	2
<u>Black or African American</u>	4	1	5
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	4	5	9
<u>Two or more races</u>	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0
Grand total	9	8	17

Institution: University of South Florida-St. Petersburg Campus (448840)

User ID: P4488402

Human Resources Survey Evaluation

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

Summary

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

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2012.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or ipedshelp@rti.org.

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

Primary function/occupational activity	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	315	121	355
Professional staff	222	121	262
Staff whose primary responsibility is instruction, research, and/or public service	107	119	147
Primary instruction	0	0	0
Instruction/research/public service	107	119	147
Primarily research	0	0	0
Primarily public service	0	0	0
Executive/administrative/managerial	42	0	42
Other professionals (support/service)	73	2	74
Non-professional staff	93	0	93
Technical and paraprofessional	6	0	6
Clerical/secretarial	35	0	35
Skilled crafts	8	0	8
Service/Maintenance	44	0	44

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

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

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

Academic rank	Reported values				Equated 9-month	
	Full-time instructional staff on 9/10-month contracts		Full-time instructional staff on 11/12-month contracts			
	Number of staff	Salary outlays	Number of staff	Salary outlays	Number of staff	Average salaries
All Ranks	106	\$8,012,501	1	\$65,420	107	\$75,383
Professor	16	\$1,788,990			16	\$111,812
Associate professor	44	\$3,510,430			44	\$79,783
Assistant professor	26	\$1,570,770	1	\$65,420	27	\$60,159
Instructor	17	\$1,008,617			17	\$59,330
Lecturer	3	\$133,694			3	\$44,565
No academic rank						

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

Edit Report

Human Resources

Institution: University of South Florida-St. Petersburg Campus (448840)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The total number of employees in EAP for part-time other professionals (support/service) entered, 2, has an expected range of between 35 and 65. Please explain this difference. (Error #1518)	Explanation	Yes	Back to survey data
Reason: These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.				
Related Totals Screens:				
Perform Edits	The total number of employees in EAP for part-time technical and paraprofessionals entered, 0, has an expected range of between 1 and 30. Please explain this difference. (Error #1520)	Explanation	Yes	Back to survey data
Reason: These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.				
Related Totals Screens:				
Perform Edits		Explanation	Yes	Back to survey data

The total number of employees in EAP for part-time clerical and secretarial entered, 0, has an expected range of between 112 and 208. Please explain this difference. (Error #1522)

Reason: These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.

Related [Totals](#)
Screens:

Perform Edits	The total number of employees in EAP for part-time service/maintenance entered, 0, has an expected range of between 1 and 30. Please explain this difference. (Error #1526)	Explanation	Yes	Back to survey data

Reason: These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.

Related [Totals](#)
Screens:

Perform Edits	The total number of employees in EAP for part-time grand total entered, 121, has an expected range of between 241 and 447. Please explain this difference. (Error #1528)	Explanation	Yes	Back to survey data

Reason:

These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.

Related Screens: [Totals](#), [Graduate assistants](#)

Screen: Part Time

Screen Entry	The number entered, 1, has an expected range of between 145 and 301. Please explain this difference. (Error #1301)	Explanation	Yes	Back to survey data
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Reason: These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.

Screen Entry	The number entered, 121, has an expected range of between 224 and 464. Please explain this difference. (Error #1301)	Explanation	Yes	Back to survey data
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Reason: These part time numbers were entered incorrectly or inconsistently in the previous year. They include double counting of adjuncts and graduate assistants, and two other groups (casual Staff and undergraduate students) were included, and the directions specify against these clearly in "Who NOT to Include in this Report" • Casual staff (hired on an ad-hoc or occasional basis to meet short-term needs). • Undergraduate students.