

Institution: Naval Postgraduate School (119678)
User ID: P1196781

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 Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, frequently asked questions, and web tutorials.

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

Human Resources Screening Questions

Does your institution have any part-time staff?

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

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
<u>With Faculty Status</u>	<u>Tenured</u>	74	70					144	155
	<u>On Tenure Track</u>	7	25	35				67	73
	<u>Not on Tenure Track</u>								
	<u>Multi-year, continuing, or at-will contract</u>							0	
	<u>Annual contract</u>					124		124	114
	<u>Less-than-annual contract</u>							0	
<u>Without Faculty status</u>								0	
Total		81	95	35		124		335	

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 <u>Faculty status</u>					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	144	67	0	124	0	0	335
Total carried forward from previous screens	144	67	0	124	0	0	335
<u>Primarily Instruction</u>	0	0	0	112	0	0	112
Exclusively credit							0
Exclusively not-for-credit						0	0
Combined credit/not-for-credit				112			112
<u>Instruction/research/public service staff</u>	144	67		12			223

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				194			194
Public Service staff							0
Archivists, Curators, and Museum Technicians 25-4010						1	1
Librarians 25-4020						8	8
Library Technicians 25-4030						12	12
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000				24		14	38
Management Occupations 11-0000	26			14			40
Business and Financial Operations Occupations 13-0000						71	71
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						31	31
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						11	11
Healthcare Practitioners and Technical Occupations 29-0000						1	1
Total	26	0	0	232	0	149	407
Total from prior year	25	2		234		144	405

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
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	4
<u>Sales and Related Occupations</u> 41-0000	
<u>Office and Administrative Support Occupations</u> 43-0000	184
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	5
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	2
Total	195
Total from prior year	241

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				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)
	12 months	11 months	10 months	9 months				
Men								
Professors	70				70	840		
Associate professors	71				71	852		
Assistant professors	26				26	312		
Instructors					0	0		
Lecturers	91				91	1,092		
No academic rank	0	0			0	0		
Total men	258	0	0	0	258	3,096		
Women								
Professors	11				11	132		
Associate professors	24				24	288		
Assistant professors	9				9	108		
Instructors					0	0		
Lecturers	23				23	276		
No academic rank					0	0		
Total women	67	0	0	0	67	804		
Total (men + women)	325	0	0	0	325	3,900	335	10

Part G - Salary outlays for instructional staff

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

Annual Salary Outlays, 2014-15

•Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Total Number of Months (from Part G, screen 1)	? Total Annual Salary Outlays	? Weighted Average Monthly Salaries
Men				
Professors	70	840	11,800,480	14,048
Associate professors	71	852	11,469,569	13,462
Assistant professors	26	312	3,635,807	11,653
Instructors	0	0		
Lecturers	91	1,092	15,176,356	13,898
No academic rank	0	0	0	
Total men	258	3,096	42,082,212	13,592
Women				
Professors	11	132	1,870,002	14,167
Associate professors	24	288	3,770,712	13,093
Assistant professors	9	108	1,155,766	10,702
Instructors	0	0		
Lecturers	23	276	2,950,738	10,691
No academic rank	0	0		
Total women	67	804	9,747,218	12,123
Total (men + women)	325	3,900	51,829,430	13,290

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	194	23,764,053
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	59	5,091,347
Management Occupations 11-0000	40	6,824,037
Business and Financial Operations Occupations 13-0000	71	5,281,578
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	31	2,886,732
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	11	1,014,964
Healthcare Practitioners and Technical Occupations 29-0000	1	89,235
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	4	329,250
Sales and Related Occupations 41-0000		0
Office and Administrative Support Occupations 43-0000	184	13,027,912
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	5	107,064
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	2	117,502

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

Number 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	1	0	54	0	3	58
? Exclusively credit		1		54		3	58
? Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service staff				3			3
Research staff				31			31
Public Service staff							0
Archivists, Curators, and Museum Technicians							0
25-4010							0
Librarians							0
25-4020							0
Library Technicians						1	1
25-4030							0
? Student and Academic Affairs and Other Education Services Occupations							0
25-2000 + 25-3000 + 25-9000							0
Management Occupations							0
11-0000							0
Business and Financial Operations Occupations							0
13-0000							0
Computer, Engineering, and Science Occupations							0
15-0000 + 17-0000 + 19-0000							0
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations						1	1
21-0000 + 23-0000 + 27-0000							0
Healthcare Practitioners and Technical Occupations							0
29-0000							0
Total	0	1	0	88	0	5	94
Total from prior year	3	1		125		7	136

Part E - Part-time Staff by Occupational Category
Number of Part-time Staff

As of November 1, 2014

Occupational category	Number of staff
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	1
<u>Sales and Related Occupations</u> 41-0000	
<u>Office and Administrative Support Occupations</u> 43-0000	5
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	
Total	6
PY Total	10

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	Multi-year, continuing, at -will contract	Annual contract	Less-than-annual contract		
<u>Instructional Staff</u>							0
<u>Research staff</u>							
<u>Public Service staff</u>							
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>							
<u>Management Occupations</u>							
11-0000							
<u>Business and Financial Operations Occupations</u>							2
13-0000							
<u>Computer, Engineering, and Science Occupations</u>							1
15-0000 + 17-0000 + 19-0000							
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u>							1
21-0000 + 23-0000 + 27-0000							
<u>Healthcare Practitioners and Technical Occupations</u>							
29-0000							
<u>Service Occupations</u>							
31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000							
<u>Sales and Related Occupations</u>							
41-0000							
<u>Office and Administrative Support Occupations</u>							1
43-0000							
<u>Natural Resources, Construction, and Maintenance Occupations</u>							
45-0000 + 47-0000 + 49-0000							
<u>Production, Transportation, and Material Moving Occupations</u>							
51-0000 + 53-0000							

Human Resources Survey Evaluation

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

No

Prepared by

This survey component was prepared by:

<input checked="" 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 type="radio"/> Other

Name: Alida Laney
Email: ahlaney@nps.edu

How long did it take to prepare this survey component?	20hours	0minutes
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The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

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

Thank you for your assistance.

Summary**Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 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	937	100	970
Instructional Staff	335	61	355
Primary Instruction	112	58	131
Exclusively credit	0	58	19
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	112	0	112
Instruction/research/public service	223	3	224
Research Staff	194	31	204
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	59	1	59
Librarians, Curators, and Archivists SOC 25-4000	21	1	21
Archivists, Curators, and Museum Technicians SOC 25-4010	1	0	1
Librarians SOC 25-4020	8	0	8
Library Technicians SOC 25-4030	12	1	12
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	38	0	38
Management Occupations SOC 11-0000	40	0	40
Business and Financial Operations Occupations SOC 13-0000	71	0	71
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	31	0	31
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	11	1	11
Healthcare Practitioners and Technical Occupations SOC 29-0000	1	0	1
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	4	1	4
Sales and Related Occupations SOC 41-0000			
Office and Administrative Support Occupations SOC 43-0000	184	5	186
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	5		5

**Number of staff by employment status and occupational category:
Fall 2014**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	2		2
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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 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	325				325	3,900	\$51,829,430	\$13,290
Professor	81				81	972	\$13,670,482	\$14,064
Associate professor	95				95	1,140	\$15,240,281	\$13,369
Assistant professor	35				35	420	\$4,791,573	\$11,409
Instructor								
Lecturer	114				114	1,368	\$18,127,094	\$13,251
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

Naval Postgraduate School (119678)

Source	Description	Severity	Resolved	Options
Screen: B2 - FT Non-instructional, Occupation and Tenure - 1				
Screen Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We do not have any "On Tenure Track" full-time Non-instructional faculty under these categories.			
Screen: G - Salary Outlays, Non-instructional Staff				
Screen Entry	The amount entered in Part G for Total annual salary outlays for Research staff (\$23,764,053) is outside the expected range of between \$6,208,000 and \$21,340,000 based on an estimated average salary of between \$32,000 and \$110,000 per individual for this category. Please correct your data or explain. (Error #1368)	Explanation	Yes	
Reason:	Research staff are faculty level and have high salaries due to locality.			
Related Screens:	G - Salary Outlays, Non-instructional Staff			
Screen Entry	The amount entered in Part G for Total annual salary outlays for Library and Student and Academic Affairs and Other Education Services Occupations (\$5,091,347) is outside the expected range of between \$1,475,000 and \$5,015,000 based on an estimated average salary of between \$25,000 and \$85,000 per individual for this category. Please correct your data or explain. (Error #1370)	Explanation	Yes	
Reason:	Salaries at NPS are high due to locality pay. Individuals in this category are high level. We also believe there was a miscalculation last year.			
Related Screens:	G - Salary Outlays, Non-instructional Staff			
Screen Entry	The amount entered in Part G for Total annual salary outlays for Service Occupations (\$329,250) is outside the expected range of between \$80,000 and \$280,000 based on an estimated average salary of between \$20,000 and \$70,000 per individual for this category. Please correct your data or explain. (Error #1376)	Explanation	Yes	
Reason:	Salaries at NPS are high due to locality pay.			
Related Screens:	G - Salary Outlays, Non-instructional Staff			
Perform Edits	The amount entered in Part G for Total annual salary outlays for Office and Administrative Support Occupations (\$13,027,912) is outside the expected range of between \$3,680,000 and \$12,880,000 based on an estimated average salary of between \$20,000 and \$70,000 per individual for this category. Please correct your data or explain. (Error #1378)	Explanation	Yes	
Reason:	Salaries at NPS are high due to locality pay.			
Related Screens:	G - Salary Outlays, Non-instructional Staff			
Screen: E - PT Staff, Occupation and Tenure - 1				
Screen Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	All of our tenured faculty are full-time.			