

Institution: New Mexico Highlands University (187897)
User ID: P1878971

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

		Associate Professors	Assistant professors	Instructors	Lecturers	No academic rank	Total	Total from prior year
<u>With Faculty Status</u>	<u>Tenured</u>	31	26	1			58	58
	<u>On Tenure Track</u>		2	32			34	38
	<u>Not on Tenure Track</u>						0	
	<u>Multi-year, continuing, or at-will contract</u>						0	
	<u>Annual contract</u>	1	1	16	9	18	45	36
	<u>Less-than-annual contract</u>				1	2	3	1
<u>Without Faculty status</u>							0	11
Total		32	29	49	10	20	140	

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	58	34	0	45	3	0	140
Total carried forward from previous screens	58	34	0	45	3	0	140
<u>Primarily Instruction</u>	58	34	0	45	3	0	140
Exclusively credit	58	34		45	3		140
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
<u>Instruction/research/public service staff</u>							0

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 <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		
Research staff							0
Public Service staff							0
Archivists, Curators, and Museum Technicians 25-4010							0
Librarians 25-4020						5	5
Library Technicians 25-4030						10	10
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000						55	55
Management Occupations 11-0000	6	1				31	38
Business and Financial Operations Occupations 13-0000						22	22
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						11	11
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000						46	46
Healthcare Practitioners and Technical Occupations 29-0000						3	3
Total	6	1	0	0	0	183	190
Total from prior year	7					193	200

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	62
<u>Sales and Related Occupations</u> 41-0000	
<u>Office and Administrative Support Occupations</u> 43-0000	68
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	17
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	2
Total	149
Total from prior year	138

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				17	17	153		
Associate professors				21	21	189		
Assistant professors				27	27	243		
Instructors				5	5	45		
Lecturers					0	0		
No academic rank				8	8	72		
Total men	0	0	0	78	78	702		
Women								
Professors				14	14	126		
Associate professors				8	8	72		
Assistant professors				22	22	198		
Instructors				4	4	36		
Lecturers					0	0		
No academic rank				9	9	81		
Total women	0	0	0	57	57	513		
Total (men + women)	0	0	0	135	135	1,215	140	5

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	17	153	1,157,176	7,563
Associate professors	21	189	1,268,245	6,710
Assistant professors	27	243	1,369,494	5,636
Instructors	5	45	205,836	4,574
Lecturers	0	0		
No academic rank	8	72	422,468	5,868
Total men	78	702	4,423,219	6,301
Women				
Professors	14	126	936,115	7,429
Associate professors	8	72	462,307	6,421
Assistant professors	22	198	1,106,757	5,590
Instructors	4	36	168,427	4,679
Lecturers	0	0		
No academic rank	9	81	451,107	5,569
Total women	57	513	3,124,713	6,091
Total (men + women)	135	1,215	7,547,932	6,212

Part G - Salary outlays for non-instructional staff

Salary Outlays

for Full-time Non-instructional Staff

Annual Salary Outlays, 2014-15

Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff	0	
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	70	3,000,217
Management Occupations 11-0000	38	3,254,166
Business and Financial Operations Occupations 13-0000	22	979,727
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	11	645,261
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	46	1,983,724
Healthcare Practitioners and Technical Occupations 29-0000	3	135,098
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	62	1,413,138
Sales and Related Occupations 41-0000		
Office and Administrative Support Occupations 43-0000	68	2,142,413
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	17	523,920
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	2	58,255

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		
<u>Primarily Instruction</u>	0	0	0	11	3	133	147
? Exclusively credit				11	3	133	147
? Exclusively not-for-credit							0
Combined credit/not-for-credit							0
<u>Instruction/research/public service staff</u>							0
<u>Research staff</u>				2			2
<u>Public Service staff</u>							0
<u>Archivists, Curators, and Museum Technicians</u> 25-4010							0
<u>Librarians</u> 25-4020						1	1
<u>Library Technicians</u> 25-4030							0
? <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000						8	8
<u>Management Occupations</u> 11-0000							0
<u>Business and Financial Operations Occupations</u> 13-0000							0
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000							0
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000						1	1
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000							0
Total	0	0	0	13	3	143	159
Total from prior year	0	0		8	1	154	163

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	3
<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	8
PY Total	10
Graduate Assistants	116
PY Graduate Assistants	131
Teaching	91
Research	7
Management	
Business and Financial Operations	
Computer, Engineering, and Science	
Community Service, Legal, Arts, and Media	14
Library and Student and Academic Affairs and Other Education Services Occupations	4
Healthcare Practitioners and Technical	

Part F - Part-time Summary**Summary of Part-time Staff****As of November 1, 2014**

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	0	0	0	11	3	133	147
Exclusively credit				11	3	133	147
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service staff							0
Research staff				2			2
Public Service staff							0
Archivists, Curators, and Museum Technicians							0
25-4010							
Librarians						1	1
25-4020							
Library Technicians							0
25-4030							
Student and Academic Affairs and Other Education Services Occupations						8	8
25-2000 + 25-3000 + 25-9000							
Management Occupations							0
11-0000							
Business and Financial Operations Occupations							0
13-0000							
Computer, Engineering, and Science Occupations							0
15-0000 + 17-0000 + 19-0000							
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations						1	1
21-0000 + 23-0000 + 27-0000							
Healthcare Practitioners and Technical Occupations							0
29-0000							
Service Occupations							3
31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000							
Sales and Related Occupations							
41-0000							
Office and Administrative Support Occupations							5
43-0000							
Natural Resources, Construction, and Maintenance Occupations							
45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations							
51-0000 + 53-0000							
Graduate Assistants							116
Teaching							91
25-1191							
Research							7
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		14
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000		4
Healthcare Practitioners and Technical Occupations 29-0000		
Total		283

Part H - New Hires by Occupational Category and Tenure Status

Number of Newly Hired Full-time Permanent Staff

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

Occupational category	With Faculty status					Without Faculty status	Total
	Tenured	On Tenure Track	Not on Tenure Track				
			Multi-year, continuing, at-will contract	Annual contract	Less-than-annual contract		
Instructional Staff		5				16	21
Research staff							
Public Service staff							
Library and Student and Academic Affairs and Other Education Services Occupations							1
Management Occupations							
11-0000							
Business and Financial Operations Occupations							1
13-0000							
Computer, Engineering, and Science Occupations							
15-0000 + 17-0000 + 19-0000							
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations							10
21-0000 + 23-0000 + 27-0000							
Healthcare Practitioners and Technical Occupations							1
29-0000							
Service Occupations							2
31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000							
Sales and Related Occupations							
41-0000							
Office and Administrative Support Occupations							4
43-0000							
Natural Resources, Construction, and Maintenance Occupations							
45-0000 + 47-0000 + 49-0000							
Production, Transportation, and Material Moving Occupations							
51-0000 + 53-0000							

Human Resources Survey Evaluation

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

Prepared by

This survey component was prepared by:

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

Name: Donna Castro
Email: dcastro@nmhu.edu

How long did it take to prepare this survey component?	9 hours	20 minutes
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The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

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

Thank you for your assistance.

Summary**Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 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	479	167	535
Instructional Staff	140	147	189
Primary Instruction	140	147	189
Exclusively credit	140	147	189
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	2	1
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	70	9	73
Librarians, Curators, and Archivists SOC 25-4000	15	1	15
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	5	1	5
Library Technicians SOC 25-4030	10	0	10
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	55	8	58
Management Occupations SOC 11-0000	38	0	38
Business and Financial Operations Occupations SOC 13-0000	22	0	22
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	11	0	11
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	46	1	46
Healthcare Practitioners and Technical Occupations SOC 29-0000	3	0	3
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	62	3	63
Sales and Related Occupations SOC 41-0000			
Office and Administrative Support Occupations SOC 43-0000	68	5	70
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	17		17

**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				135	135	1,215	\$7,547,932	\$6,212
Professor				31	31	279	\$2,093,291	\$7,503
Associate professor				29	29	261	\$1,730,552	\$6,630
Assistant professor				49	49	441	\$2,476,251	\$5,615
Instructor				9	9	81	\$374,263	\$4,621
Lecturer								
No academic rank				17	17	153	\$873,575	\$5,710

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

New Mexico Highlands University (187897)

Source	Description	Severity	Resolved	Options
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Screen: A1 - FT Instructional, Rank and Tenure

Screen Entry	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The university did not have full-time instructional staff without faculty status (fall 2014).			

Screen: G - Salaries Worksheet

Screen Entry	The calculated total number of staff (men+women) in the Balance column of the Salaries Worksheet screen in Part G is greater than or equal to the number of full-time instructional staff reported on Less-than-annual contracts in Part A. The Balance column should only include staff whose annual salary covers fewer than 9 months worked. Please confirm that the data reported are correct. (Error #1390)	Confirmation	Yes	
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Related Screens:	A2 - FT Instructional, Function, G - Salaries Worksheet
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