

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](#)
- 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 - On Tenure Track

**Number of Full-time Instructional Staff
 With Faculty Status
 On Tenure Track**

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		1	1				2
Hispanic/Latino		1	6				7
American Indian or Alaska Native							0
Asian		1					1
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White			6				6
Two or more races							0
Race and ethnicity unknown							0
Total men	0	3	13	0	0	0	16

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien			2				2
Hispanic/Latino			4				4
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White		4	8				12
Two or more races							0
Race and ethnicity unknown			1				1
Total women	0	4	15	0	0	0	19
Total (men+women)	0	7	28	0	0	0	35
Total from prior year							37

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

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Multi-Year 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
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 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			1				1
Hispanic/Latino		1	2	5			8
American Indian or Alaska Native							0
Asian							0
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White			7	5			12
Two or more races			1				1
Race and ethnicity unknown				1			1
Total men	0	1	11	11	0	0	23

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien		1					1
Hispanic/Latino			2	7			9
American Indian or Alaska Native							0
Asian				1			1
Black or African American							0
Native Hawaiian or Other Pacific Islander							0
White			5	5			10
Two or more races							0
Race and ethnicity unknown							0
Total women	0	1	7	13	0	0	21
Total (men+women)	0	2	18	24	0	0	44
Total from prior year							51

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						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

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							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 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
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	
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)

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	4	4	8
Hispanic/Latino	22	17	39
American Indian or Alaska Native	1	0	1
Asian	3	2	5
Black or African American	1	1	2
Native Hawaiian or Other Pacific Islander	0	0	0
White	38	35	73
Two or more races	1	1	2
Race and ethnicity unknown	1	2	3
Total	71	62	133
Total from prior year			141

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>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	4	0	
Hispanic/Latino	22		
American Indian or Alaska Native	1		
Asian	3		
Black or African American	1		
Native Hawaiian or Other Pacific Islander	0		
White	38		
Two or more races	1		
Race and ethnicity unknown	1		
Total men	71	0	0

Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	4		
Hispanic/Latino	17		
American Indian or Alaska Native	0		
Asian	2		
Black or African American	1		
Native Hawaiian or Other Pacific Islander	0		
White	35		
Two or more races	1		
Race and ethnicity unknown	2		
Total women	62	0	0
Total (men+women)	133	0	0
Total from prior year	141		

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				1
Hispanic/Latino			2	7
American Indian or Alaska Native				1
Asian				
Black or African American				
Native Hawaiian or Other Pacific Islander				
White				3
Two or more races				
Race and ethnicity unknown				1
Total men	0	0	2	13

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		1	3	20
American Indian or Alaska Native				
Asian				
Black or African American				1
Native Hawaiian or Other Pacific Islander				
White		3	1	7
Two or more races				1
Race and ethnicity unknown			1	3
Total women	0	4	5	32
Total (men+women)	0	4	7	45
Total from prior year		4	8	20

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	13	6	12	4	
American Indian or Alaska Native					
Asian					
Black or African American				2	
Native Hawaiian or Other Pacific Islander					
White	8	1	4	10	1
Two or more races				1	
Race and ethnicity unknown	1			2	
Total men	23	7	16	19	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		1	1		
Hispanic/Latino	13	16	2	5	2
American Indian or Alaska Native				1	
Asian					
Black or African American	2				
Native Hawaiian or Other Pacific Islander					
White	4	1	1	4	
Two or more races			1		
Race and ethnicity unknown				2	
Total women	19	18	5	12	2

Total (men+women)	42	25	21	31	3
Total from prior year	65	31	17	37	3

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	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 staff)
Nonresident alien						6
Hispanic/Latino	37		2	25		130
American Indian or Alaska Native						2
Asian						3
Black or African American	1					4
Native Hawaiian or Other Pacific Islander						0
White	1			1		67
Two or more races						2
Race and ethnicity unknown						5
Total men	39	0	2	26	0	219

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 staff)
Nonresident alien						6
Hispanic/Latino	9		46	2		136
American Indian or Alaska Native			1			2
Asian			1			3
Black or African American						4
Native Hawaiian or Other Pacific Islander						0
White	1		7			64
Two or more races						3
			2			10

Race and ethnicity unknown						
Total women	10	0	57	2	0	228
Total (men+women)	⚠ 49	0	59	⚠ 28	⚠ 0	447
Total from prior year	18		51	58	3	456

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

Number of Full-time 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								0
Librarians and Media Collections Specialists 25-4020							4	4
Library Technicians 25-4030							7	7
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000							45	45
Management Occupations 11-0000	6						36	42
Business and Financial Operations Occupations 13-0000							25	25
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							21	21
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000							31	31
Healthcare Practitioners and Technical Occupations 29-0000							3	3
Total	6	0	0	0	0	0	172	178
Total from prior year	7			0	0		178	185

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				13		13	13
Associate professors				20		20	20
Assistant professors				27		27	27
Instructors				11		11	11
Lecturers						0	0
No academic rank						0	0
Total men	0	0	0	71	0	71	71
Total men full-time instructional staff from Part A						71	
Women							
Professors				11		11	11
Associate professors				15		15	15
Assistant professors				23		23	23
Instructors				13		13	13
Lecturers						0	0
No academic rank						0	0
Total women	0	0	0	62	0	62	62
Total women full-time instructional staff from Part A						62	
Total (men+women)	0	0	0	133	0	133	133
Total (men+women) full-time instructional staff from Part A						133	

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				
		12 months	11 months	10 months	9 months	Equated 9 months
Men						
Professors	13				883,555	883,555
Associate professors	20				1,270,050	1,270,050
Assistant professors	27				1,453,538	1,453,538
Instructors	11				513,780	513,780
Lecturers	0					0
No academic rank	0					0
Total men	71	0	0	0	4,120,923	4,120,923
Women						
Professors	11				917,333	917,333
Associate professors	15				912,658	912,658
Assistant professors	23				1,176,806	1,176,806
Instructors	13				620,627	620,627
Lecturers	0					0
No academic rank	0					0
Total women	62	0	0	0	3,627,424	3,627,424
Total (men + women)	133	0	0	0	7,748,347	7,748,347

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				Equated 9 months
		12 months	11 months	10 months	9 months	
Men						
Professors	13				67,966	67,966
Associate professors	20				63,503	63,503
Assistant professors	27				53,835	53,835
Instructors	11				46,707	46,707
Lecturers	0					
No academic rank	0					
Total men	71				58,041	58,041
Women						
Professors	11				83,394	83,394
Associate professors	15				60,844	60,844
Assistant professors	23				51,165	51,165
Instructors	13				47,741	47,741
Lecturers	0					
No academic rank	0					
Total women	62				58,507	58,507
Total (men+women)	133				58,258	58,258

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	56	2,379,664
Management Occupations 11-0000	42	4,188,838
Business and Financial Operations Occupations 13-0000	25	1,222,884
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	21	944,742
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	31	1,468,218
Healthcare Practitioners and Technical Occupations 29-0000	3	191,854
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	49	1,187,454
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	59	1,997,935
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	28	794,893
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0	

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	13		
American Indian or Alaska Native	1		
Asian			
Black or African American	1		
Native Hawaiian or Other Pacific Islander			
White	13		
Two or more races	3		
Race and ethnicity unknown	6		
Total men	38	0	0
Women			
Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	1		
Hispanic/Latino	28		
American Indian or Alaska Native	3		
Asian	1		
Black or African American			
Native Hawaiian or Other Pacific Islander			
White	37		
Two or more races	3		
Race and ethnicity unknown	2		
Total women	75	0	0
Total (men+women)	113	0	0
Total from prior year	149		

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				1	1
American Indian or Alaska Native					0
Asian					0
Black or African American					0
Native Hawaiian or Other Pacific Islander				1	1
White					0
Two or more races					0
Race and ethnicity unknown					0
Total men	0	0	0	2	2

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				1	1
American Indian or Alaska Native					0
Asian					0
Black or African American					0
Native Hawaiian or Other Pacific Islander					0
White				2	2
Two or more races					0
Race and ethnicity unknown					0
Total women	0	0	0	3	3

Total (men+women)	0	0	0	5	5
Total from prior year				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	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			2	2	
American Indian or Alaska Native			1		
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White			1		
Two or more races					
Race and ethnicity unknown					
Total men	0	0	4	3	0

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					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White			2		
Two or more races					
Race and ethnicity unknown					
Total women	0	0	2	0	0

Total (men+women)	0	0	6	3	0
Total from prior year	2	1	1	4	

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						2
Hispanic/Latino					1	19
American Indian or Alaska Native						2
Asian						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						1
White					1	15
Two or more races						3
Race and ethnicity unknown						6
Total men	0	0	0		2	49

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		2
Hispanic/Latino			3			32
American Indian or Alaska Native						3
Asian						1
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						41
Two or more races						3
Race and ethnicity unknown						2

Total women	0	0	4	0	0	84
Total (men+women)	0	0	4	2	0	133
Total from prior year	1		4	5	1	169

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	9	2		2 13
Hispanic/Latino	11	2		3 16
American Indian or Alaska Native	1			1
Asian		1		1
Black or African American	2			2
Native Hawaiian or Other Pacific Islander				0
White	11	1		1 13
Two or more races	2			2
Race and ethnicity unknown	1			1
Total men	37	6		6 49

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	12			2 14
Hispanic/Latino	30			30
American Indian or Alaska Native				0
Asian	1			1
Black or African American	2			2
Native Hawaiian or Other Pacific Islander				0
White	14			14
Two or more races				0
Race and ethnicity unknown				0
Total women	59	0		2 61
Total (men+women)	96	6		8 110
Total from prior year	89	6		26 121

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	0	0	0	10	5	0	98	113
? Exclusively credit								0
? Exclusively not-for-credit								0
Combined credit/not-for-credit				10	5		98	113
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								0
? Student and Academic Affairs and Other Education Services Occupations							5	5
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							6	6
15-0000 + 17-0000 + 19-0000								0
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations							3	3
21-0000 + 23-0000 + 27-0000								0
Healthcare Practitioners and Technical Occupations								0
29-0000								0
Total	0	0	0	10	5	0	112	127
Total from prior year	0	0		7	2		149	158

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

Total

243

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

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		1		3				4
American Indian or Alaska Native								0
Asian								0
Black or African American								0
Native Hawaiian or Other Pacific Islander								0
White		3		1				4
Two or more races								0
Race and ethnicity unknown								0
Total women	0	4	0	4	0	0	0	8
Total (men+women)	0	7	0	6	0	0	0	13

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

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	4			6
American Indian or Alaska Native	0			
Asian	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	4			3
Two or more races	0			
Race and ethnicity unknown	0			1
Total women	8	0	0	10
Total (men+women)	13	0	0	13

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	2	1	1	1	
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	2	1	1	3	
Two or more races					
Race and ethnicity unknown					
Total men	4	2	2	4	0

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				1	
Hispanic/Latino	1	1	1	1	1
American Indian or Alaska Native					
Asian					
Black or African American	1				
Native Hawaiian or Other Pacific Islander					
White	2				
Two or more races			1		
Race and ethnicity unknown				2	
Total women	4	1	3	3	1
Total (men+women)	8	3	5	7	1

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						2
Hispanic/Latino	8				4	19
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White						10
Two or more races						0
Race and ethnicity unknown						1
Total men	8	0	0	0	4	32

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						1
Hispanic/Latino	3			4	1	23
American Indian or Alaska Native						0
Asian						0
Black or African American						1
Native Hawaiian or Other Pacific Islander						0
White				1		10
Two or more races						1
						3

Race and ethnicity unknown							
Total women	3	0	5	1	0	39	
Total (men+women)	11	0	5	5	0	71	

Human Resources Survey Evaluation

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

A lot of our staff members are difficult to categorize. Our occupational categories simply do not map easily onto the IPEDS categories.

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: Lee Allard
 Email: lallard@nmhu.edu

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

3.00 Number of Staff (including yourself)

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	20.00hours	10.00hours	2.00hours	2.00hours
Other offices	5.00hours	2.00hours	0.00hours	0.00hours

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	447	133	491
Instructional Staff	133	113	171
Primary Instruction	133	113	171
Exclusively credit	0	0	0
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	133	113	171
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	56	5	58
Librarians, Curators, and Archivists SOC 25-4000	11	0	11
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	4	0	4
Library Technicians SOC 25-4030	7	0	7
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	45	5	47
Management Occupations SOC 11-0000	42	0	42
Business and Financial Operations Occupations SOC 13-0000	25	0	25
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	21	6	23
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	31	3	32
Healthcare Practitioners and Technical Occupations SOC 29-0000	3	0	3
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	49	0	49
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	59	4	60
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	28	2	29

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

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	0	0	0
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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				133	133	1,197	\$7,748,347	\$6,473
Professor				24	24	216	\$1,800,888	\$8,337
Associate professor				35	35	315	\$2,182,708	\$6,929
Assistant professor				50	50	450	\$2,630,344	\$5,845
Instructor				24	24	216	\$1,134,407	\$5,252
Lecturer								
No academic rank								

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

Human Resources

New Mexico Highlands University (187897)

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	The Equated 9 months Annual Average salaries of Lecturers (Men) 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 #1948)	Explanation	Yes	
Reason:	The salary range for lecturers varies considerably from year to year depending on a variety of factors.			
Related Screens:	G3 - Average Salaries for Instructional Staff by Academic Rank			
Perform Edits	The Equated 9 months Annual Average salaries of No academic rank (Men) 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 #1949)	Explanation	Yes	
Reason:	We have very few faculty with no academic rank, so their salaries are idiosyncratic and not necessarily consistent from year to year.			
Related Screens:	G3 - Average Salaries for Instructional Staff by Academic Rank			
Perform Edits	The Equated 9 months Annual Average salaries of Lecturers (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 #1954)	Explanation	Yes	
Reason:	The salary range for lecturers varies considerably from year to year depending on a variety of factors.			
Related Screens:	G3 - Average Salaries for Instructional Staff by Academic Rank			
Screen: B1 - FT Non-instructional, Occupation- 2				
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 have not really changed our workforce, but continue to struggle with aligning our occupational categories to IPEDS categories.			
Screen: B1 - FT Non-instructional, Occupation - 3				
Screen Entry	This number is outside the expected range of between 43 and 87 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	There have been no significant changes in our workforce, but we continue struggling to align our occupational categories with IPEDS categories.			
Screen: B1 - FT Non-instructional, Occupation - 4				
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:	There have been no significant changes in our workforce, but we continue struggling to align our occupational categories with IPEDS categories.			
Screen Entry	This number is outside the expected range of between 38 and 78 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	There have been no significant changes in our workforce, but we continue struggling to align our occupational categories with IPEDS categories.			
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:	There have been no significant changes in our workforce, but we continue struggling to align our occupational categories with IPEDS categories.			
Screen: D - PT Staff, Occupation - 3				
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:	There is no real difference here; we reported 2 last year and 0 this year.			

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:	There is no real difference here; we reported 1 last year and 0 this year.			
Screen: D - PT Staff, Occupation - 4				
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:	There is no real difference here; we reported 1 last year and 0 this year.			
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:	There is no real difference here; we reported 1 last year and 0 this year.			
Screen: D - Graduate Assistants				
Screen Entry	This number is outside the expected range of between 17 and 35 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Due to budgetary constraints and enrollment declines, we have reduced the number of graduate assistants we employ.			