

IPEDS 2023-24 Data Collection System

IPEDS HELP DESK (877) 225-2568 | ipedshelp@rti.org
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User ID: P1878971

Human Resources 2023-24

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 data to accurately reflect the time period corresponding with the IPEDS survey component, even if such reporting is seemingly inconsistent with prior-year reporting.
- 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 – which will have basic reporting concepts that will assist you in completing the Human Resources survey component.

Changes in reporting

The following changes were implemented for the 2023-24 data collection period:

- Rephrased "remedial education" terminology in survey materials to "developmental education," including Glossary terms
- Added FAQ regarding staff who provide instruction or services to incarcerated students.

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**.

Institution: New Mexico Highlands University (187897)

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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 persons for full-time permanent employment either for the first time (new to the institution) or after a break in service on the payroll as of November 1, 2023?*(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 box below to provide additional context for the data you have reported above.

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Tenured

Number of Full-time Instructional Staff With Faculty Status Tenured

As of November 1, 2023

- 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		
<u>U.S. Nonresident</u>							0
<u>Hispanic/Latino</u>	6	2	2				10
<u>American Indian or Alaska Native</u>							0
<u>Asian</u>		4					4
<u>Black or African American</u>		1					1
<u>Native Hawaiian or Other Pacific Islander</u>							0
<u>White</u>	5	1					6
Two or more races							0
<u>Race and ethnicity unknown</u>	4	3					7
Total men	15	11	2	0	0	0	28

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
<u>U.S. Nonresident</u>							0
<u>Hispanic/Latino</u>	1	4	1				6
<u>American Indian or Alaska Native</u>							0
<u>Asian</u>	1						1
<u>Black or African American</u>	1						1
<u>Native Hawaiian or Other Pacific Islander</u>							0
<u>White</u>	7	6					13
Two or more races	1						1
<u>Race and ethnicity unknown</u>		1					1
Total women	11	11	1	0	0	0	23
Total (men+women)	26	22	3	0	0	0	51
Total from prior year							45

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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, 2023

- 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		
<u>U.S. Nonresident</u>							0
<u>Hispanic/Latino</u>		1	5	1			7
<u>American Indian or Alaska Native</u>							0
<u>Asian</u>			2				2
<u>Black or African American</u>		1	1				2
<u>Native Hawaiian or Other Pacific Islander</u>							0
<u>White</u>		2	8	3			13
Two or more races							0
<u>Race and ethnicity unknown</u>			3				3
Total men	0	4	19	4	0	0	27

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
<u>U.S. Nonresident</u>							0
<u>Hispanic/Latino</u>			5	2			7
<u>American Indian or Alaska Native</u>				1			1
<u>Asian</u>		1	2				3
<u>Black or African American</u>							0
<u>Native Hawaiian or Other Pacific Islander</u>							0
<u>White</u>		1	6	1			8
Two or more races							0
<u>Race and ethnicity unknown</u>		1	1				2
Total women	0	3	14	4	0	0	21
Total (men+women)	0	7	33	8	0	0	48
Total from prior year							38

Institution: New Mexico Highlands University (187897)

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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, 2023

- 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		
<u>U.S. Nonresident</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	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		
<u>U.S. Nonresident</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

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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, 2023

- 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		
<u>U.S. Nonresident</u>							0
<u>Hispanic/Latino</u>				5			5
<u>American Indian or Alaska Native</u>				1			1
<u>Asian</u>				1			1
<u>Black or African American</u>							0
<u>Native Hawaiian or Other Pacific Islander</u>							0
<u>White</u>	2	1		4			7
Two or more races							0
<u>Race and ethnicity unknown</u>				4			4
Total men	2	1	0	15	0	0	18

Women

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
<u>U.S. Nonresident</u>							0
<u>Hispanic/Latino</u>				4			4
<u>American Indian or Alaska Native</u>							0
<u>Asian</u>				1			1
<u>Black or African American</u>							0
<u>Native Hawaiian or Other Pacific Islander</u>							0
<u>White</u>	1		1	8		1	11
Two or more races							0
<u>Race and ethnicity unknown</u>			1	3			4
Total women	1	0	2	16	0	1	20
Total (men+women)	3	1	2	31	0	1	☒ 38
Total from prior year							40

Institution: New Mexico Highlands University (187897)

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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, 2023

- 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		
<u>U.S. Nonresident</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	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		
<u>U.S. Nonresident</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

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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, 2023

- 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		
<u>U.S. Nonresident</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	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		
<u>U.S. Nonresident</u>	0	0	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	0	0	0	0
<u>American Indian or Alaska Native</u>	0	0	0	0	0	0	0
<u>Asian</u>	0	0	0	0	0	0	0
<u>Black or African American</u>	0	0	0	0	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0	0	0
<u>White</u>	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0	0	0	0	0
Total women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

Institution: New Mexico Highlands University (187897)

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Part A1 - Full-time Instructional Staff - Without Faculty Status

Number of Full-time Instructional Staff Without Faculty Status

As of November 1, 2023

- 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
<u>U.S. Nonresident</u>	0
<u>Hispanic/Latino</u>	0
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	0
<u>Black or African American</u>	0
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	0
Two or more races	0
<u>Race and ethnicity unknown</u>	0
Total men	0

Women

Race/ethnicity	Without Faculty Status
<u>U.S. Nonresident</u>	0
<u>Hispanic/Latino</u>	0
<u>American Indian or Alaska Native</u>	0
<u>Asian</u>	0
<u>Black or African American</u>	0
<u>Native Hawaiian or Other Pacific Islander</u>	0
<u>White</u>	0
Two or more races	0
<u>Race and ethnicity unknown</u>	0
Total women	0

Total (men+women)	0
Total from prior year	

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Part A2 - Full-time Instructional Staff by Function

Number of **Full-time Instructional Staff**

As of November 1, 2023

- 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
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>					
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	<u>Indefinite duration (continuing or at-will)</u>		
<u>Instructional staff</u>	51	48	0	38	0	0	0	137
Total carried forward from previous screens	51	48	0	38	0	0	0	137
<u>Primarily Instruction</u>	51	48	0	38	0	0	0	137
 Exclusively credit								0
 Exclusively not-for-credit								0
Combined credit/not-for-credit	51	48	0	38	0	0	0	137
<u>Instruction/research/public service staff</u>								0

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Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2023

Race/ethnicity	Total men	Total women	Total (men+women)
<u>U.S. Nonresident</u>	0	0	0
<u>Hispanic/Latino</u>	22	17	39
<u>American Indian or Alaska Native</u>	1	1	2
<u>Asian</u>	7	5	12
<u>Black or African American</u>	3	1	4
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	26	32	58
Two or more races	0	1	1
<u>Race and ethnicity unknown</u>	14	7	21
Total	73	64	137
Total from prior year			123

Institution: New Mexico Highlands University (187897)

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

Number of **Full-time Non-instructional Staff by Occupational Category**

As of November 1, 2023

- 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>
<u>U.S. Nonresident</u>	0	0	0
<u>Hispanic/Latino</u>	22	0	0
<u>American Indian or Alaska Native</u>	1	0	0
<u>Asian</u>	7	0	0
<u>Black or African American</u>	3	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	26	0	0
Two or more races	0	0	0
<u>Race and ethnicity unknown</u>	14	0	0
Total men	73	0	0

Women

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>	0	0	0
<u>Hispanic/Latino</u>	17	0	0
<u>American Indian or Alaska Native</u>	1	0	0
<u>Asian</u>	5	0	0
<u>Black or African American</u>	1	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	32	0	0
Two or more races	1	0	0
<u>Race and ethnicity unknown</u>	7	0	0
Total women	64	0	0
Total (men+women)	137	0	0
Total from prior year	123	3	

Institution: New Mexico Highlands University (187897)

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

Number of **Full-time** Non-instructional Staff by Occupational Category

As of November 1, 2023

- 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	i <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000
<u>U.S. Nonresident</u>	0			
<u>Hispanic/Latino</u>	0	2		1
<u>American Indian or Alaska Native</u>	0			
<u>Asian</u>	0			
<u>Black or African American</u>	0			
<u>Native Hawaiian or Other Pacific Islander</u>	0			
<u>White</u>	0	1		1
Two or more races	0			
<u>Race and ethnicity unknown</u>	0		1	
Total men	0	3	1	2

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
<u>U.S. Nonresident</u>				
<u>Hispanic/Latino</u>		1		1
<u>American Indian or Alaska Native</u>			1	
<u>Asian</u>				
<u>Black or African American</u>				
<u>Native Hawaiian or Other Pacific Islander</u>				
<u>White</u>		2		1
Two or more races				
<u>Race and ethnicity unknown</u>				
Total women	0	3	1	2
Total (men+women)	0	6	2	4
Total from prior year		9	2	5

Institution: New Mexico Highlands University (187897)

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

Number of **Full-time** Non-instructional Staff by Occupational Category

As of November 1, 2023

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

Men

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>	17	2	5	10	
<u>American Indian or Alaska Native</u>	1				
<u>Asian</u>				1	
<u>Black or African American</u>				3	
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	8	3	1	9	
Two or more races	1			1	
<u>Race and ethnicity, unknown</u>					
Total men	27	5	6	24	0

Women

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>	18	11	3	9	
<u>American Indian or Alaska Native</u>			1		
<u>Asian</u>		1			
<u>Black or African American</u>	2			2	
<u>Native Hawaiian or Other Pacific Islander</u>	1			1	
<u>White</u>	13	1	1	4	
Two or more races	1				
<u>Race and ethnicity, unknown</u>	3				
Total women	38	13	5	16	0
Total (men+women)	65	18	11	☒ 40	0
Total from prior year	77	11	20	28	

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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

Number of **Full-time** Non-instructional Staff by Occupational Category

As of November 1, 2023

- 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)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>	56		23	9	4	151
<u>American Indian or Alaska Native</u>	1					3
<u>Asian</u>			2			10
<u>Black or African American</u>	1		1	1		9
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>	1		9			59
Two or more races	1					3
<u>Race and ethnicity, unknown</u>	1		1			17
Total men	61	0	36	10	4	252

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)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>	9		57			126
<u>American Indian or Alaska Native</u>			1			4
<u>Asian</u>			1			7
<u>Black or African American</u>			2			7
<u>Native Hawaiian or Other Pacific Islander</u>			1			3
<u>White</u>	2		6			62
Two or more races			3			5
<u>Race and ethnicity, unknown</u>			4			14
Total women	11	0	75	0	0	228
Total (men+women)	72	0	111	10	4	480
Total from prior year	105		156	2	8	549

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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

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

As of November 1, 2023

Occupational category	With <u>Faculty Status</u>						Without Faculty Status	Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>					
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	<u>Indefinite duration (continuing or at-will)</u>		
<u>Research staff</u>							0	0
<u>Public Service staff</u>							0	0
<u>Archivists, Curators, and Museum Technicians</u> 25-4010								0
<u>Librarians and Media Collections Specialists</u> 25-4020							6	6
<u>Library Technicians</u> 25-4030							2	2
i <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000							4	4
<u>Management Occupations</u> 11-0000							65	65
<u>Business and Financial Operations Occupations</u> 13-0000							18	18
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000							11	11
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000							40	40
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000								0
Total	0	0	0	0	0	0	146	146
Total from prior year	4	1					150	155

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part C - Full-time Summary

Summary of Full-time Staff

As of November 1, 2023

- Data will not be generated on this screen until the relevant screens in the previous section have been completed.

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)		
Primarily Instruction		51	48	0	38	0	0	0	137
	Exclusively credit								0
	Exclusively not-for-credit								0
	Combined credit/not-for-credit	51	48	0	38	0	0	0	137
Instruction/research/public service staff									0
Research staff								0	0
Public Service staff								0	0
Archivists, Curators, and Museum Technicians 25-4010									0
Librarians and Media Collections Specialists 25-4020								6	6
Library Technicians 25-4030								2	2
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000								4	4
Management Occupations 11-0000								65	65
Business and Financial Operations Occupations 13-0000								18	18
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								40	40
Healthcare Practitioners and Technical Occupations 29-0000									0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000									72
Sales and Related Occupations 41-0000									0
Office and Administrative Support Occupations 43-0000									111
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000									10
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000									4
Total									480

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part G1 - Salaries Worksheet

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

Annual Salary, 2023-24

- 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

Men

Academic Rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors				17		17	17
Associate professors				16		16	16
Assistant professors				21		21	21
Instructors				19		19	19
Lecturers						0	0
No academic rank						0	0
Total men	0	0	0	73	0	73	73
Total men full-time instructional staff from Part A						73	

Women

Academic Rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Professors				12		12	12
Associate professors				14		14	14
Assistant professors				17		17	17
Instructors				20		20	20
Lecturers						0	0
No academic rank				1		1	1
Total women	0	0	0	64	0	64	64
Total women full-time instructional staff from Part A						64	
Total (men+women)	0	0	0	137	0	137	137
Total (men+women) full-time instructional staff from Part A						137	

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part G2 - Salary Outlays for Instructional Staff

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

Annual Salary Outlays, 2023-24

- 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.

Men

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
Professors	17				1,177,647	1,177,647
Associate professors	16				1,060,076	1,060,076
Assistant professors	21				1,065,798	1,065,798
Instructors	19				1,180,494	1,180,494
Lecturers	0					0
No academic rank	0					0
Total men	73	0	0	0	4,484,015	4,484,015

Women

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
Professors	12				1,032,195	1,032,195
Associate professors	14				1,349,108	1,349,108
Assistant professors	17				876,644	876,644
Instructors	20				1,574,683	1,574,683
Lecturers	0					0
No academic rank	1				58,246	58,246
Total women	64	0	0	0	4,890,876	4,890,876
Total (men + women)	137	0	0	0	9,374,891	9,374,891

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank for **Full-time Instructional Staff**

Annual Average Salaries, 2023-24

Men

Academic Rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Professors	17				69,273	69,273
Associate professors	16				66,255	66,255
Assistant professors	21				50,752	50,752
Instructors	19				62,131	62,131
Lecturers	0					
No academic rank	0					
Total men	73				61,425	61,425

Women

Academic Rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Professors	12				86,016	86,016
Associate professors	14				96,365	96,365
Assistant professors	17				51,567	51,567
Instructors	20				78,734	78,734
Lecturers	0					
No academic rank	1				58,246	58,246
Total women	64				76,420	76,420
Total (men+women)	137				68,430	68,430

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays for **Full-time** Non-instructional Staff

Annual Salary Outlays, 2023-24

Occupational category	 Number of full-time staff (carried forward from the Part B - FT, non-instructional staff screens)	 Total annual salary outlays
<u>Research staff</u>	0	0
<u>Public Service staff</u>	0	0
<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 25-4000 + 25-2000 + 25-3000 + 25-9000	12	☒ 2,091,058
<u>Management Occupations</u> 11-0000	65	5,907,263
<u>Business and Financial Operations Occupations</u> 13-0000	18	1,807,167
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	11	1,085,764
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	40	2,363,527
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	0	
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	72	3,434,591
<u>Sales and Related Occupations</u> 41-0000	0	
<u>Office and Administrative Support Occupations</u> 43-0000	111	7,380,537
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	10	576,249
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	4	199,680
Total	343	24,845,836
Total from prior year	426	23,358,910

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part D - Part-time Staff by Occupational Category

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

As of November 1, 2023

- 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>	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>			
<u>Hispanic/Latino</u>	15		
<u>American Indian or Alaska Native</u>	1		
<u>Asian</u>			
<u>Black or African American</u>	1		
<u>Native Hawaiian or Other Pacific Islander</u>	1		
<u>White</u>	9		
Two or more races			
<u>Race and ethnicity unknown</u>	13		
Total men	40	0	0

Women

Race/ethnicity	<u>Instructional staff</u>	<u>Research staff</u>	<u>Public Service staff</u>
<u>U.S. Nonresident</u>			
<u>Hispanic/Latino</u>	23		
<u>American Indian or Alaska Native</u>	1		
<u>Asian</u>			
<u>Black or African American</u>	2		
<u>Native Hawaiian or Other Pacific Islander</u>			
<u>White</u>	13		
Two or more races			
<u>Race and ethnicity unknown</u>	8		
Total women	47	0	0

Total (men+women)	87	0	0
Total from prior year	85		

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part D - Part-time Staff by Occupational Category

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

As of November 1, 2023

- 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	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
<u>U.S. Nonresident</u>	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	18	18
<u>American Indian or Alaska Native</u>	0	0	0	1	1
<u>Asian</u>	0	0	0	0	0
<u>Black or African American</u>	0	0	0	1	1
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	1	1
<u>White</u>	0	0	0	11	11
Two or more races	0	0	0	0	0
<u>Race and ethnicity, unknown</u>	0	0	0	16	16
Total men	0	0	0	48	48

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	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u>
<u>U.S. Nonresident</u>	0	0	0	0	0
<u>Hispanic/Latino</u>	0	0	0	45	45
<u>American Indian or Alaska Native</u>	0	0	0	4	4
<u>Asian</u>	0	0	0	0	0
<u>Black or African American</u>	0	0	0	1	1
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0	0	0
<u>White</u>	0	0	0	12	12
Two or more races	0	0	0	1	1
<u>Race and ethnicity, unknown</u>	0	0	0	16	16
Total women	0	0	0	79	79

Total (men+women)	0	0	0	☒ 127	☒ 127
Total from prior year		19		21	40

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2023

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

Men

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>	1				
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	1			2	
Two or more races					
<u>Race and ethnicity, unknown</u>					
Total men	2	0	0	2	0

Women

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>	1	0	1	1	
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>					
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>					
Two or more races					
<u>Race and ethnicity, unknown</u>	1				
Total women	2	0	1	1	0

Total (men+women)	4	0	1	☒ 3	0
Total from prior year	21	1	5	29	

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part D - Part-time Staff by Occupational Category

Number of **Part-time Staff**

As of November 1, 2023

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

Men

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related</u> <u>Occupations</u> 41-0000	<u>Office and Administrative Support</u> <u>Occupations</u> 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	Grand Total (All part-time staff)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>	1			3	6	44
<u>American Indian or Alaska Native</u>						2
<u>Asian</u>						0
<u>Black or African American</u>	1					3
<u>Native Hawaiian or Other Pacific Islander</u>						2
<u>White</u>						23
Two or more races						0
<u>Race and ethnicity, unknown</u>						29
Total men	2	0	0	3	6	103

Women

Race/ethnicity	<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	<u>Sales and Related</u> <u>Occupations</u> 41-0000	<u>Office and Administrative Support</u> <u>Occupations</u> 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	Grand Total (All part-time staff)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>			2			73
<u>American Indian or Alaska Native</u>						5
<u>Asian</u>						0
<u>Black or African American</u>						3
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>						25
Two or more races						1
<u>Race and ethnicity, unknown</u>						25
Total women	0	0	2	0	0	132

Total (men+women)	2	0	☒ 2	3	6	☒ 235
Total from prior year	24		255		2	462

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part D - Graduate assistants

Number of Graduate Assistants

As of November 1, 2023

- 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
<u>U.S. Nonresident</u>				0
<u>Hispanic/Latino</u>			9	9
<u>American Indian or Alaska Native</u>			1	1
<u>Asian</u>			3	3
<u>Black or African American</u>			9	9
<u>Native Hawaiian or Other Pacific Islander</u>				0
<u>White</u>			10	10
Two or more races				0
<u>Race and ethnicity unknown</u>			8	8
Total men	0	0	40	40

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
<u>U.S. Nonresident</u>				0
<u>Hispanic/Latino</u>			28	28
<u>American Indian or Alaska Native</u>			3	3
<u>Asian</u>			2	2
<u>Black or African American</u>			6	6
<u>Native Hawaiian or Other Pacific Islander</u>			1	1
<u>White</u>			14	14
Two or more races				0
<u>Race and ethnicity unknown</u>			13	13
Total women	0	0	67	67

Total (men+women)	☒ 0	0	107	107
Total from prior year	28		108	136

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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

Number of **Part-time Staff**

As of November 1, 2023

Occupational category		With <u>Faculty Status</u>						Without Faculty Status	Total
		<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>					
				<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	<u>Indefinite duration (continuing or at-will)</u>		
<u>Primarily Instruction</u>		0	0	0	0	0	0	0	0
	 Exclusively credit								0
	 Exclusively not-for-credit								0
	Combined credit/not-for-credit								0
<u>Instruction/research/public service staff</u>						82		5	87
<u>Research staff</u>									0
<u>Public Service staff</u>									0
<u>Archivists, Curators, and Museum Technicians</u> <u>25-4010</u>									0
<u>Librarians and Media Collections Specialists</u> <u>25-4020</u>									0
<u>Library Technicians</u> <u>25-4030</u>									0
 <u>Student and Academic Affairs and Other Education Services Occupations</u> <u>25-2000 + 25-3000 + 25-9000</u>								127	127
<u>Management Occupations</u> <u>11-0000</u>								4	4
<u>Business and Financial Operations Occupations</u> <u>13-0000</u>									0
<u>Computer, Engineering, and Science Occupations</u> <u>15-0000 + 17-0000 + 19-0000</u>								1	1
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> <u>21-0000 + 23-0000 + 27-0000</u>								3	3
<u>Healthcare Practitioners and Technical Occupations</u> <u>29-0000</u>									0
Total		0	0	0	0	☒ 82	0	140	222
Total from prior year		0	1		0			180	181

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Part F - Part-time Summary

Summary of Part-time Staff

As of November 1, 2023

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		
Primarily Instruction		0	0	0	0	0	0	0
	Exclusively credit							0
	Exclusively not-for-credit							0
	Combined credit/not-for-credit							0
Instruction/research/public service staff						82	5	87
Research staff								0
Public Service staff								0
Archivists, Curators, and Museum Technicians 25-4010								0
Librarians and Media Collections Specialists 25-4020								0
Library Technicians 25-4030								0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000							127	127
Management Occupations 11-0000							4	4
Business and Financial Operations Occupations 13-0000								0
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000							1	1
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000							3	3
Healthcare Practitioners and Technical Occupations 29-0000								0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000								2
Sales and Related Occupations 41-0000								0
Office and Administrative Support Occupations 43-0000								2
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000								3
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000								6
Graduate Assistants								107
	Teaching 25-9044							0
	Research							0
	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,							107

	25-2000, 25-3000, 25-9000, 29-0000	
Total		342

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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, 2022 - October 31, 2023 and on the payroll as of November 1, 2023)

- 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 <u>Faculty Status</u>							Without Faculty Status	Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>						
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	<u>Indefinite duration (continuing or at-will)</u>			
<u>U.S. Nonresident</u>									0
<u>Hispanic/Latino</u>									0
<u>American Indian or Alaska Native</u>									0
<u>Asian</u>				1					1
<u>Black or African American</u>		1							1
<u>Native Hawaiian or Other Pacific Islander</u>									0
<u>White</u>		3							3
Two or more races									0
<u>Race and ethnicity unknown</u>		1							1
Total men	0	5	0	1	0	0	0	0	6

Women

Race/ethnicity	With <u>Faculty Status</u>							Without Faculty Status		Total
	<u>Tenured</u>	<u>On Tenure Track</u>	<u>Not on Tenure Track</u>							
			<u>Multi-year</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>	<u>Indefinite duration (continuing or at-will)</u>				
<u>U.S. Nonresident</u>										0
<u>Hispanic/Latino</u>		1								1
<u>American Indian or Alaska Native</u>										0
<u>Asian</u>				1						1
<u>Black or African American</u>										0
<u>Native Hawaiian or Other Pacific Islander</u>										0
<u>White</u>		1		3						4
Two or more races										0
<u>Race and ethnicity unknown</u>				1						1
Total women	0	2	0	5	0	0	0	0	0	7
Total (men+women)	0	7	0	6	0	0	0	0	0	13

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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

Number of **Newly Hired Full-time Permanent Non-instructional Staff**

(Hired full-time between November 1, 2022 - October 31, 2023 and on the payroll as of November 1, 2023)

- 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
<u>U.S. Nonresident</u>	0			
<u>Hispanic/Latino</u>	0			
<u>American Indian or Alaska Native</u>	0			
<u>Asian</u>	1			
<u>Black or African American</u>	1			
<u>Native Hawaiian or Other Pacific Islander</u>	0			
<u>White</u>	3	0		
Two or more races	0			
<u>Race and ethnicity unknown</u>	1			
Total men	6	0	0	0

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
<u>U.S. Nonresident</u>	0			
<u>Hispanic/Latino</u>	1			1
<u>American Indian or Alaska Native</u>	0			
<u>Asian</u>	1			
<u>Black or African American</u>	0			
<u>Native Hawaiian or Other Pacific Islander</u>	0			
<u>White</u>	4			2
Two or more races	0			
<u>Race and ethnicity unknown</u>	1			
Total women	7	0	0	3
Total (men+women)	13	0	0	3

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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

Number of **Newly Hired Full-time Permanent Non-instructional Staff**

(Hired full-time between November 1, 2022 - October 31, 2023 and on the payroll as of November 1, 2023)

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

Men

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>				2	
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>			0		
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>		1	1		
Two or more races					
<u>Race and ethnicity, unknown</u>					
Total men	0	1	1	2	0

Women

Race/ethnicity	<u>Management Occupations</u> 11-0000	<u>Business and Financial Operations Occupations</u> 13-0000	<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	<u>Healthcare Practitioners and Technical Occupations</u> 29-0000
<u>U.S. Nonresident</u>					
<u>Hispanic/Latino</u>	2	2			
<u>American Indian or Alaska Native</u>					
<u>Asian</u>					
<u>Black or African American</u>	2				
<u>Native Hawaiian or Other Pacific Islander</u>					
<u>White</u>	2	1	1		
Two or more races	1				
<u>Race and ethnicity, unknown</u>					
Total women	7	3	1	0	0
Total (men+women)	7	4	2	2	0

Institution: New Mexico Highlands University (187897)

User ID: P1878971

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

Number of Newly Hired Full-time Permanent Non-instructional Staff

(Hired full-time between November 1, 2022 - October 31, 2023 and on the payroll as of November 1, 2023)

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

Men

Race/ethnicity	<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> 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	Grand Total (All full-time new hires)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>	5		1			8
<u>American Indian or Alaska Native</u>						0
<u>Asian</u>						1
<u>Black or African American</u>						1
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>	1					6
Two or more races						0
<u>Race and ethnicity, unknown</u>						1
Total men	6	0	1	0	0	17

Women

Race/ethnicity	<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> 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	Grand Total (All full-time new hires)
<u>U.S. Nonresident</u>						0
<u>Hispanic/Latino</u>	1		5			12
<u>American Indian or Alaska Native</u>						0
<u>Asian</u>						1
<u>Black or African American</u>						2
<u>Native Hawaiian or Other Pacific Islander</u>						0
<u>White</u>			1			11
Two or more races						1
<u>Race and ethnicity, unknown</u>						1
Total women	1	0	6	0	0	28
Total (men+women)	7	0	7	0	0	45

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Human Resources Survey Evaluation

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

Prepared by

Prepared by

Reporting Reminders:

- 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:

☐	Keyholder	☐	SFA Contact	☒	HR Contact
☐	Finance Contact	☐	Academic Library Contact	☐	Other

Name:

Email:

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

Number of Staff (including yourself)

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	5.00 hours	30.00 hours	6.00 hours	6.00 hours
Other offices	hours	hours	hours	hours

Institution: New Mexico Highlands University (187897)

User ID: P1878971

Summary

Human Resources Component Summary

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 institution's Data Feedback Report (DFR). In addition, all data reported in IPEDS survey components become publicly available through the [IPEDS Use the Data](#) and appear as aggregated statistics in various Department of Education reports. [College Navigator](#) is updated approximately three months after the data collection period closes and DFRs will be available through the [IPEDS Use the Data](#) and sent to your institution's CEO at the end of 2024.

Please review your data for accuracy. If you have questions about the data displayed below or 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 2023					
Occupational category			Reported values		FTE staff
			Number of full-time staff	Number of part-time staff	
Total number of staff			480	235	558
	Instructional Staff		137	87	166
		Primarily Instruction	137	0	137
		Exclusively credit	0	0	0
		Exclusively not-for-credit	0	0	0
		Combined credit/not-for-credit	137	0	137
		Instruction/research/public service staff	0	87	29
	Research staff		0	0	0
	Public Service staff		0	0	0
	Library and Student and Academic Affairs and Other Education Services Occupations SOC		12	127	54
		Librarians, Curators, and Archivists SOC 25-4000	8	0	8
		Archivists, Curators, and Museum Technicians 25-4010	0	0	0
		Librarians and Media Collections Specialists 25-4020	6	0	6
		Library Technicians 25-4030	2	0	2
		Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	4	127	46
	Management Occupations 11-0000		65	4	66
	Business and Financial Operations Occupations 13-0000		18	0	18
	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000		11	1	11
	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000		40	3	41
	Healthcare Practitioners and Technical Occupations 29-0000		0	0	0
	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000		72	2	73
	Sales and Related Occupations 41-0000		0	0	0
	Office and Administrative Support Occupations 43-0000		111	2	112
	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000		10	3	11
	Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000		4	6	6
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.					

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 2023-24								
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	0	0	0	137	137	1,233	9,374,891	7,603
Professors	0	0	0	29	29	261	2,209,842	8,467
Associate professors	0	0	0	30	30	270	2,409,184	8,923
Assistant professors	0	0	0	38	38	342	1,942,442	5,680
Instructors	0	0	0	39	39	351	2,755,177	7,850
Lecturers	0	0	0	0	0	0	0	
No academic rank	0	0	0	1	1	9	58,246	6,472

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.

Salary Outlays for Full-time Non-instructional Staff		
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	0
Public Service staff	0	0
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	12	2,091,058
Management Occupations 11-0000	65	5,907,263
Business and Financial Operations Occupations 13-0000	18	1,807,167
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	11	1,085,764
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	40	2,363,527
Healthcare Practitioners and Technical Occupations 29-0000	0	
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	72	3,434,591
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	111	7,380,537
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	10	576,249
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	4	199,680
Total	343	24,845,836

Number of Graduate Assistants by occupational category: Fall 2023		
Occupational category		Number of part-time staff
Graduate Assistants		107
	Teaching 25-9044	0
	Research	0

	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	107
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Number of Newly Hired Full-time Permanent Staff (Hired full-time between November 1, 2022 - October 31, 2023 and on the payroll as of November 1, 2023)	
	Number of staff
Newly Hired Full-time Permanent Staff	45

[Edit Report](#)

Human Resources

Source	Description	Severity	Resolved	Options
Global Edits				
Perform Edits	You reported full-time women (9 months) Instructors earning \$78,734 average per year. In the the prior year you reported full-time women (9 months) Instructors earning \$50,999 average per year. These two average salaries per year are very different. Please review your data and make any necessary corrections or explain the discrepancy. (Error #1636)	Explanation	Yes	
Reason	Verified by employment records			
Related Screens	Part G3 - Average Salaries for Instructional Staff by Academic Rank			
Perform Edits	The Equated 9 months Annual Average salaries of Associate professors (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 #1951)	Explanation	Yes	
Reason	Verified by employment records			
Related Screens	G3 - Average Salaries for Instructional Staff by Academic Rank			
Perform Edits	The Equated 9 months Annual Average salaries of Instructors (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 #1953)	Explanation	Yes	
Reason	Verified by employment documents			
Related Screens	G3 - Average Salaries for Instructional Staff by Academic Rank			
Screen: A1 - FT Instructional, Rank and Tenure - Annual Contract				
Screen Entry	The percent of these staff (men + women) whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1302)	Explanation	Yes	
Reason	missed an entry			
Screen: B1 - FT Non-instructional, Occupation - 3				
Screen Entry	This number(40) is outside the expected range of between 19 and 37 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	Data was verified by report			
Screen: G4 - 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 (\$2,091,058) is outside the expected range of between \$300,000 and \$1,020,000 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	confirmed by report			
Related Screens	G - Salary Outlays, Non-instructional Staff			
Screen: D - PT Staff, Occupation - 2				
Screen Entry	This number(127) is outside the expected range of between 0 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	Verified per report			
Screen Entry	This number(127) is outside the expected range of between 26 and 54 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	confirmed per report			
Screen: D - PT Staff, Occupation - 3				
Screen Entry	This number(3) is outside the expected range of between 19 and 39 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	

Reason	Verified per report			
Screen: D - PT Staff, Occupation - 4				
Screen Entry	This number(2) is outside the expected range of between 166 and 344 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	verified per report			
Screen Entry	The percentage of part-time staff (men + women) reported across all occupational categories whose race/ethnicity is unknown is greater than expected. Please correct your data or explain. (Error #1358)	Explanation	Yes	
Reason	verified per report			
Related Screens	D - PT Staff, Occupation - 4			
Screen Entry	The total number of part-time staff (men + women) reported (235) is outside the expected range of between 347 and 577 based on the prior year value. Please correct your data or explain. (Error #1575)	Explanation	Yes	
Reason	verified per report			
Related Screens	D - PT Staff, Occupation - 4			
Screen: D - Graduate Assistants				
Screen Entry	This number(0) is outside the expected range of between 19 and 37 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	Data in new system does not identify teaching GA's			
Screen: E - PT Staff, Occupation and Tenure - 1				
Screen Entry	This number(82) is outside the expected range of between 0 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason	per course faculty			