Institution: Great Basin College (182306)
User ID: P1823062

Overview

Human Resources Overview

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

Recent changes

- New occupational categories replaced the primary function/occupational activity categories previously used in the IPEDS HR survey. The change was required to align the IPEDS HR categories with the 2010 Standard Occupational Classification (SOC) System. For additional information on the IPEDS HR survey and how it relates to the 2010 SOC system, refer to the section of the IPEDS HR instructions called, "Reporting Staff by Occupational Category."
- A few other changes were made to the IPEDS HR survey that is applicable to degree-granting institutions. These changes can be found in the section of the IPEDS HR instructions called, "Changes in Reporting."
- Survey became part of the IPEDS Spring data collection.

Resources:

- The NEW IPEDS HR/SOC Information Center can be found at the following website: http://nces.ed.gov/ipeds/resource/soc.asp. (The new center includes, but is not limited to the following links: New (2012-13) IPEDS Occupational Categories and 2010 SOC crosswalk; 2012-13 IPEDS HR survey material; Standard Occupational Classification (SOC) System material; IPEDS HR/SOC Browse Tool; and Web Tutorials.)
- To download the survey materials for this component: Survey Materials

Data reporting reminders:

- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
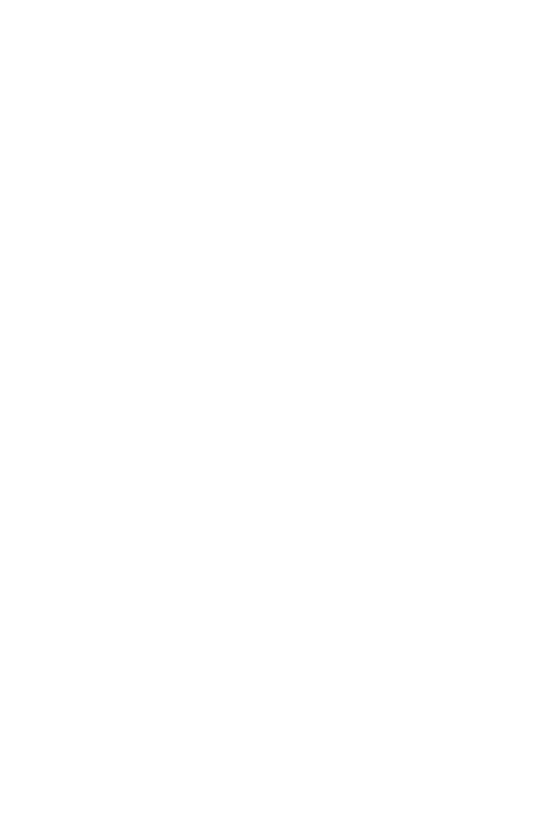
You must enter data on each displayed screen. If a screen is not applicable, you must enter at least one zero in a field on the screen.

To access your prior year data submission for this component: Reported Data

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

Human Resources Screening Questions

Does your institution have any part-time staff?

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

⦿ Yes   ○ No

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

⦿ Yes   ○ No

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

If you answer Yes to any of the questions below, the full-time instructional staff screens of Part G are NOT applicable to your institution and you will NOT be required to report data for the full-time instructional staff screens of Part G. 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)?

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

The reporting of data by gender AND race/ethnicity is optional this year as it is in even-numbered years.

Do you wish to report data by gender AND race/ethnicity this year?
If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.
If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

⦿ No, I will not report data by gender and race/ethnicity this year

○ Yes, I will report data by gender and race/ethnicity this year

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

[   ]

Human Resources Screening Questions

Does your institution have a tenure system?

*If you answer **Yes** to this question, you will be provided the screens to report some data by tenure status.*

	Yes		No
⦿	Yes	○	No

Does your institution have graduate assistants?

*If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.*

	Yes		No
○	Yes	⦿	No

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2012 either for the *first time* (new to the institution) or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2012? (Exclude persons who have returned from sabbatical leave OR full-time Postsecondary Staff who are working less-than-9-month contracts.)

*If you answer **Yes** to this question and your institution has 15 or more full-time staff, you will be provided the screens to report **full-time permanent new hires** in **Part H**.*

	Yes		No
⦿	Yes	○	No

Part A - Full-time instructional staff by Rank and Tenure status

				Number of full-time instructional staff by academic rank and tenure status				
As of November 1, 2012								
	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total	
Tenured	36							36
On Tenure Track				15				15
Not on Tenure Track								
Multi-year contract								0
Annual contract				12				12
Less-than-annual contract								0
Without Faculty status								
Total	36			27				63

Part A - Full-time instructional staff

Number of full-time instructional staff

by tenure status, and function

As of November 1, 2012

	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Total carried forward from previous screens	36	15	0	12	0		63
Instruction	36	15	0	12	0	0	63
Exclusively credit	36	15		12			63
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service							0

Part B - Full-time non-instructional staff

			Number of full-time non-instructional staff by tenure status and occupational category				

As of November 1, 2012

Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers - Research							0
Postsecondary Teachers - Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians	3					1	4
Library Technicians						1	1
Other Teachers and Instructional Support Staff						22	22
Management Occupations	4					12	16
Business and Financial Operations Occupations						5	5
Computer, Engineering, and Science Occupations						10	10
Community Service, Legal, Arts, and Media Occupations						9	9
Healthcare Practitioners and Technical Occupations						1	1

Part B - Full-time non-instructional staff

Number of full-time non-instructional staff by occupational category	
As of November 1, 2012	
Occupational category	Number of staff
Service Occupations	18
Sales and Related Occupations	0
Office and Administrative Support Occupations	38
Natural Resources, Construction, and Maintenance Occupations	10
Production, Transportation, and Material Moving Occupations	0

Part C - Full-time summary non-medical

Summary of full-time, non-medical school, staff by tenure status and occupational category As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	36	15	0	12	0	0	63
Instruction	36	15	0	12	0	0	63
Exclusively credit	36	15		12			63
Exclusively not-for-credit							0
Combined credit/not-for-credit							0
Instruction/research/public service							0
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians	3					1	4
Library Technicians						1	1
Other Teachers and Instructional Support Staff						22	22
Management Occupations	4					12	16
Business and Financial Operations Occupations						5	5
Computer, Engineering, and Science Occupations						10	10
Community Service, Legal, Arts, and Media Occupations						9	9
Healthcare Practitioners and Technical Occupations						1	1
Service Occupations							18
Sales and Related Occupations							0
Office and Administrative Support Occupations							38
Natural Resources, Construction, and Maintenance Occupations							10
Production, Transportation, and Material Moving Occupations							0
Total							197

Part G - Salary Worksheet

Gender and academic rank	Number of full-time, non-medical, instructional staff for calculation of total number of months As of November 1, 2012							
	❓ 9-Month Contract or Employment agreement	❓ 10-Month Contract or Employment agreement	❓ 11-Month Contract or Employment agreement	❓ 12-Month Contract or Employment agreement	Total employees for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	❓ Balance
Men								
Professors	19			1	20	183		
Associate professors					0	0		
Assistant professors					0	0		
Instructors	19				19	171		
Lecturers					0	0		
No academic rank					0	0		
Total men	38	0	0	1	39	354		
Women								
Professors	16				16	144		
Associate professors					0	0		
Assistant professors					0	0		
Instructors	8				8	72		
Lecturers					0	0		
No academic rank					0	0		
Total women	24	0	0	0	24	216		
Total (men + women)	62	0	0	1	63	570	63	0

Part G - Salary outlays for full-time instructional staff

	Salary outlays for full-time, non-medical, instructional staff by gender and academic rank			
	As of November 1, 2012			
Gender and academic rank	Headcount (from Part G, screen 1) OR Total employees for Salary reporting	Total Number of Months (from Part G, screen 1)	❓ Salary Outlays	Weighted average Salaries per month
Men				
Professors	20	183	1,483,124	8,105
Associate professors	0	0		
Assistant professors	0	0		
Instructors	19	171	957,013	5,597
Lecturers	0	0		
No academic rank	0	0		
Total men	39	354	2,440,137	6,893
Women				
Professors	16	144	984,127	6,834
Associate professors	0	0		
Assistant professors	0	0		
Instructors	8	72	759,329	10,546
Lecturers	0	0		
No academic rank	0	0		
Total women	24	216	1,743,456	8,072
Total (men + women)	63	570	4,183,593	7,340

Institution: Great Basin College (182306)
User ID: P1823062

Part G - Salary outlays for full-time non-instructional staff

Salary outlays for full-time, non-medical, non-instructional staff by occupational category As of November 1, 2012		
Occupational category	Number of full-time staff	Total salary outlays
Postsecondary Teachers - Research	0	0
Postsecondary Teachers - Public Service	0	0
Library and Instructional Support Occupations	27	1,289,501
Management Occupations	16	1,536,477
Business and Financial Operations Occupations	5	238,333
Computer, Engineering, and Science Occupations	10	574,613
Community Service, Legal, Arts, and Media Occupations	9	501,598
Healthcare Practitioners and Technical Occupations	1	73,196
Service Occupations	18	654,947
Sales and Related Occupations	0	0
Office and Administrative Support Occupations	38	1,550,469
Natural Resources, Construction, and Maintenance Occupations	10	455,220
Production, Transportation, and Material Moving Occupations	0	0

Institution: Great Basin College (182306)
User ID: P1823062

Part E - Part-time staff

<table>
<tr><td colspan="8" align="center">**Number of part-time staff**
by tenure status and occupational category</td></tr>
<tr><td colspan="8">**As of November 1, 2012**</td></tr>
<tr>
<th rowspan="2">Occupational category</th>
<th rowspan="2">Tenured</th>
<th rowspan="2">On Tenure Track</th>
<th colspan="3">Not on Tenure Track</th>
<th rowspan="2">Without Faculty status</th>
<th rowspan="2">Total</th>
</tr>
<tr>
<th>Multi-year contract</th>
<th>Annual contract</th>
<th>Less-than-annual contract</th>
</tr>
<tr><td>Postsecondary Teachers</td><td>0</td><td>0</td><td>0</td><td>0</td><td>140</td><td>0</td><td>140</td></tr>
<tr><td>Instruction</td><td>0</td><td>0</td><td>0</td><td>0</td><td>140</td><td>0</td><td>140</td></tr>
<tr><td>Exclusively credit</td><td></td><td></td><td></td><td></td><td>114</td><td></td><td>114</td></tr>
<tr><td>Exclusively not-for-credit</td><td></td><td></td><td></td><td></td><td>6</td><td></td><td>6</td></tr>
<tr><td>Combined credit/not-for-credit</td><td></td><td></td><td></td><td></td><td>20</td><td></td><td>20</td></tr>
<tr><td>Instruction/research/public service</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Research</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Public Service</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Archivists, Curators, and Museum Technicians</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Librarians</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Library Technicians</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Other Teachers and Instructional Support Staff</td><td></td><td></td><td></td><td></td><td></td><td>149</td><td>149</td></tr>
<tr><td>Management Occupations</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Business and Financial Operations Occupations</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Computer, Engineering, and Science Occupations</td><td></td><td></td><td></td><td></td><td></td><td>1</td><td>1</td></tr>
<tr><td>Community Service, Legal, Arts, and Media Occupations</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
<tr><td>Healthcare Practitioners and Technical Occupations</td><td></td><td></td><td></td><td></td><td></td><td></td><td>0</td></tr>
</table>

Part E - Part-time staff

Number of part-time staff by occupational category
As of November 1, 2012

Occupational category	Number of staff
Service Occupations	0
Sales and Related Occupations	0
Office and Administrative Support Occupations	5
Natural Resources, Construction, and Maintenance Occupations	0
Production, Transportation, and Material Moving Occupations	0

Part F - Part-time summary non-medical

Summary of part-time staff by tenure status and occupational category As of November 1, 2012							
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	0	0	0	0	140	0	140
Instruction	0	0	0	0	140	0	140
Exclusively credit					114		114
Exclusively not-for-credit					6		6
Combined credit/not-for-credit					20		20
Instruction/research/public service							0
Research							0
Public Service							0
Archivists, Curators, and Museum Technicians							0
Librarians							0
Library Technicians							0
Other Teachers and Instructional Support Staff						149	149
Management Occupations							0
Business and Financial Operations Occupations							0
Computer, Engineering, and Science Occupations						1	1
Community Service, Legal, Arts, and Media Occupations							0
Healthcare Practitioners and Technical Occupations							0
Service Occupations							0
Sales and Related Occupations							0
Office and Administrative Support Occupations							5
Natural Resources, Construction, and Maintenance Occupations							0
Production, Transportation, and Material Moving Occupations							0
Total							295

Part H - New Hires - Total New Hires

			Number of newly hired full-time permanent instructional and non-instructional staff by tenure status and occupational category (Hired full time between July 1 and October 31, 2012 and still on payroll of the institution as of November 1, 2012)				
Occupational category	Tenured	On Tenure Track	Not on Tenure Track			Without Faculty status	Total
			Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers							8
Instructional Staff		5		3			8
Research							
Public Service							
Library and Instructional Support Occupations							3
Management Occupations							
Business and Financial Operations Occupations							
Computer, Engineering, and Science Occupations							1
Community Service, Legal, Arts, and Media Occupations							1
Healthcare Practitioners and Technical Occupations							
Service Occupations							1
Sales and Related Occupations							
Office and Administrative Support Occupations							2

Natural Resources, Construction, and Maintenance Occupations	
Production, Transportation, and Material Moving Occupations	[input field]

Human Resources Survey Evaluation

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

Institution: Great Basin College (182306)
User ID: P1823062

Prepared by

This survey component was prepared by:

	Keyholder		SFA Contact		HR Contact		Finance Contact		Other
○		○		◉		○		○	

Name: Sonja Sibert

Email: sonja.sibert@gbcnv.ed

How long did it take to prepare this survey component?   26 hours   ____ minutes

The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

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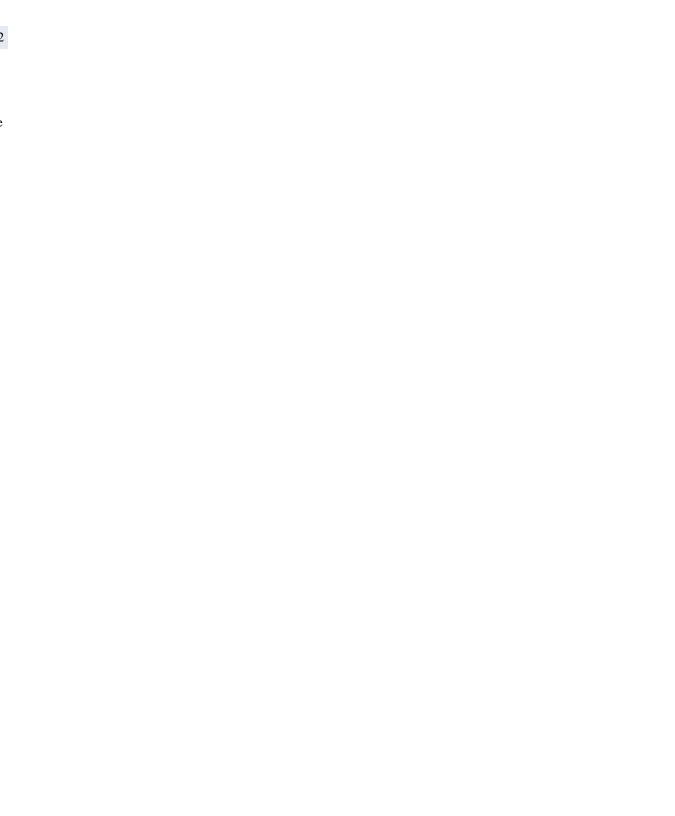
Thank you for your assistance.

Summary

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

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the ExPT and sent to your institution's CEO in November 2013.

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 2012			
Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	197	295	295
Postsecondary Teachers	63	140	110
Instructional Staff	63	140	110
Instruction	63	140	110
Exclusively credit	63	114	101
Exclusively not-for-credit	0	6	2
Combined credit/not-for-credit	0	20	7
Instruction/research/public service	0	0	0
Research	0	0	0
Public Service	0	0	0
Library and Instructional Support Occupations	27	149	77
Librarians, Curators, and Archivists	5	0	5
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	4	0	4
Library Technicians	1	0	1
Other Teachers and Instructional Support Staff	22	149	72
Management Occupations	16	0	16
Business and Financial Operations Occupations	5	0	5
Computer, Engineering, and Science Occupations	10	1	10
Community Service, Legal, Arts, and Media Occupations	9	0	9
Healthcare Practitioners and Technical Occupations	1	0	1
Service Occupations	18	0	18
Sales and Related Occupations	0	0	0
Office and Administrative Support Occupations	38	5	40

Number of staff by employment status and occupational category: Fall 2012

Natural Resources, Construction, and Maintenance Occupations	10	0	10
Production, Transportation, and Material Moving Occupations	0	0	0

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 2012-13

Academic rank	Full-time instructional staff				Total employees for Salary reporting	Total Number of Months	Salary Outlays	Weighted average Salaries per month
	9-month contracts	10-month contracts	11-month contracts	12-month contracts				
All Ranks	62			1	63	570	$4,183,593	$7,340
Professor	35			1	36	327	$2,467,251	$7,545
Associate professor								
Assistant professor								
Instructor	27				27	243	$1,716,342	$7,063
Lecturer								
No academic rank								

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

Edit Report

Human Resources

Great Basin College (182306)

There are no errors for the selected survey and institution.