

Institution: Wake Technical Community College (199856)

User ID: P1998561

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.

- | | | |
|-------------------------------------|---------------------------|---|
| <input checked="" type="radio"/> No | <input type="radio"/> Yes | Are ALL of the instructional staff military personnel? |
| <input checked="" type="radio"/> No | <input type="radio"/> Yes | Do ALL of the instructional staff contribute their services (e.g., members of a religious order)? |
| <input checked="" type="radio"/> No | <input type="radio"/> 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.

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Human Resources Screening Questions

Does your institution have a tenure system?

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

Yes No

Does your institution have graduate assistants?

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

Yes No

Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 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

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
With Faculty Status							
<u>Multi-year contract</u>	0	0	0	0	0	0	0
<u>Annual contract</u>	0	0	0	493	0		493
<u>Less-than-annual contract</u>	0	0	0	3	0		3
Without Faculty status							1
Total	0	0	0	496	0	0	497

Part A - Full-time instructional staff by function (no tenure)

Number of full-time instructional staff by function

As of November 1, 2012

	With Faculty Status			Without Faculty status	Total
	Multi-year contract	Annual contract	Less-than-annual contract		
Total carried forward from previous screens	0	493	3	1	497
Instruction	0	493	3	1	497
Exclusively credit	0	457	3	0	460
Exclusively not-for-credit	0	18	0	1	19
Combined credit/not-for-credit	0	18	0	0	18
Instruction/research/public service	0	0	0	0	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	With Faculty Status			Without Faculty status	Total
	Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers - Research	0	0	0	0	0
Postsecondary Teachers - Public Service	0	0	0	0	0
Archivists, Curators, and Museum Technicians	0	0	0	0	0
Librarians	0	0	0	10	10
Library Technicians	0	0	0	5	5
Other Teachers and Instructional Support Staff	0	31	0	33	64
Management Occupations	0	0	0	149	149
Business and Financial Operations Occupations	0	0	0	33	33
Computer, Engineering, and Science Occupations	0	0	0	32	32
Community Service, Legal, Arts, and Media Occupations	0	0	0	39	39
Healthcare Practitioners and Technical Occupations	0	0	0	0	0

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
<u>Service Occupations</u>	20
<u>Sales and Related Occupations</u>	0
<u>Office and Administrative Support Occupations</u>	212
<u>Natural Resources, Construction, and Maintenance Occupations</u>	12
<u>Production, Transportation, and Material Moving Occupations</u>	4

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	Multi-year contract	Annual contract	Less-than-annual contract	Without Faculty status	Total
Postsecondary Teachers	0	493	3	1	497
Instruction	0	493	3	1	497
Exclusively credit	0	457	3	0	460
Exclusively not-for-credit	0	18	0	1	19
Combined credit/not-for-credit	0	18	0	0	18
Instruction/research/public service	0	0	0	0	0
Research	0	0	0	0	0
Public Service	0	0	0	0	0
Archivists, Curators, and Museum Technicians	0	0	0	0	0
Librarians	0	0	0	10	10
Library Technicians	0	0	0	5	5
Other Teachers and Instructional Support Staff	0	31	0	33	64
Management Occupations	0	0	0	149	149
Business and Financial Operations Occupations	0	0	0	33	33
Computer, Engineering, and Science Occupations	0	0	0	32	32
Community Service, Legal, Arts, and Media Occupations	0	0	0	39	39
Healthcare Practitioners and Technical Occupations	0	0	0	0	0
Service Occupations					20
Sales and Related Occupations					0
Office and Administrative Support Occupations					212
Natural Resources, Construction, and Maintenance Occupations					12
Production, Transportation, and Material Moving Occupations					4
Total					1,077

Part G - Salary Worksheet

Number of full-time, non-medical, instructional staff for calculation of total number of months

As of November 1, 2012

Gender and academic rank	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	0	0	0	0	0	0		
Associate professors	0	0	0	0	0	0		
Assistant professors	0	0	0	0	0	0		
Instructors	0	0	0	0	0	0		
Lecturers	0	0	0	0	0	0		
No academic rank	118	0	0	78	196	1,998		
Total men	118	0	0	78	196	1,998		
Women								
Professors	0	0	0	0	0	0		
Associate professors	0	0	0	0	0	0		
Assistant professors	0	0	0	0	0	0		
Instructors	0	0	0	0	0	0		
Lecturers	0	0	0	0	0	0		
No academic rank	201	0	0	95	296	2,949		
Total women	201	0	0	95	296	2,949		
Total (men + women)	319	0	0	173	492	4,947	497	5

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	0	0	0	
Associate professors	0	0	0	
Assistant professors	0	0	0	
Instructors	0	0	0	
Lecturers	0	0	0	
No academic rank	196	1,998	10,366,422	5,188
Total men	196	1,998	10,366,422	5,188
Women				
Professors	0	0	0	
Associate professors	0	0	0	
Assistant professors	0	0	0	
Instructors	0	0	0	
Lecturers	0	0	0	
No academic rank	296	2,949	14,843,609	5,033
Total women	296	2,949	14,843,609	5,033
Total (men + women)	492	4,947	25,210,031	5,096

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
<u>Postsecondary Teachers - Research</u>	0	0
<u>Postsecondary Teachers - Public Service</u>	0	0
<u>Library and Instructional Support Occupations</u>	79	3,956,763
<u>Management Occupations</u>	149	10,910,232
<u>Business and Financial Operations Occupations</u>	33	1,678,140
<u>Computer, Engineering, and Science Occupations</u>	32	1,681,320
<u>Community Service, Legal, Arts, and Media Occupations</u>	39	2,091,375
<u>Healthcare Practitioners and Technical Occupations</u>	0	0
<u>Service Occupations</u>	20	1,079,160
<u>Sales and Related Occupations</u>	0	0
<u>Office and Administrative Support Occupations</u>	212	7,562,208
<u>Natural Resources, Construction, and Maintenance Occupations</u>	12	413,910
<u>Production, Transportation, and Material Moving Occupations</u>	4	162,600

Part E - Part-time staff by contract, non-medical/medical, occupational category

**Number of part-time staff
by contract and occupational category**

As of November 1, 2012

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers	0	2	0	0	2
<u>Instruction</u>	0	2	0	0	2
Exclusively credit	0	2	0	0	2
Exclusively not-for-credit	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0
<u>Instruction/research/public service</u>	0	0	0	0	0
<u>Research</u>	0	0	0	0	0
<u>Public Service</u>	0	0	0	0	0
<u>Archivists, Curators, and Museum Technicians</u>	0	0	0	0	0
<u>Librarians</u>	0	0	0	0	0
<u>Library Technicians</u>	0	0	0	0	0
<u>Other Teachers and Instructional Support Staff</u>	0	3	0	1	4
<u>Management Occupations</u>	0	0	0	1	1
<u>Business and Financial Operations Occupations</u>	0	0	0	0	0
<u>Computer, Engineering, and Science Occupations</u>	0	0	0	0	0
<u>Community Service, Legal, Arts, and Media Occupations</u>	0	0	0	0	0
<u>Healthcare Practitioners and Technical Occupations</u>	0	0	0	0	0

Part E - Part-time staff

**Number of part-time staff
by occupational category**

As of November 1, 2012

Occupational category	Number of staff
<u>Service Occupations</u>	0
<u>Sales and Related Occupations</u>	0
<u>Office and Administrative Support Occupations</u>	1
<u>Natural Resources, Construction, and Maintenance Occupations</u>	0
<u>Production, Transportation, and Material Moving Occupations</u>	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	Multi-year contract	Annual contract	Less-than-annual contract	Without Faculty status	Total	
Postsecondary Teachers	0	2	0	0	2	2
Instruction	0	2	0	0	2	2
Exclusively credit	0	2	0	0	2	2
Exclusively not-for-credit	0	0	0	0	0	0
Combined credit/not-for-credit	0	0	0	0	0	0
Instruction/research/public service	0	0	0	0	0	0
Research	0	0	0	0	0	0
Public Service	0	0	0	0	0	0
Archivists, Curators, and Museum Technicians	0	0	0	0	0	0
Librarians	0	0	0	0	0	0
Library Technicians	0	0	0	0	0	0
Other Teachers and Instructional Support Staff	0	3	0	1	4	4
Management Occupations	0	0	0	1	1	1
Business and Financial Operations Occupations	0	0	0	0	0	0
Computer, Engineering, and Science Occupations	0	0	0	0	0	0
Community Service, Legal, Arts, and Media Occupations	0	0	0	0	0	0
Healthcare Practitioners and Technical Occupations	0	0	0	0	0	0
Service Occupations						0
Sales and Related Occupations						0
Office and Administrative Support Occupations						1
Natural Resources, Construction, and Maintenance Occupations						0
Production, Transportation, and Material Moving Occupations						0
Total						8

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	With Faculty Status			Without Faculty status	Total
	Multi-year contract	Annual contract	Less-than-annual contract		
Postsecondary Teachers					0
Instructional Staff	0	20	0	0	
Research				0	
Public Service				0	
Library and Instructional Support Occupations				5	
Management Occupations				4	
Business and Financial Operations Occupations				2	
Computer, Engineering, and Science Occupations				0	
Community Service, Legal, Arts, and Media Occupations				1	
Healthcare Practitioners and Technical Occupations				0	
Service Occupations				14	
Sales and Related Occupations				0	
Office and Administrative Support Occupations				7	

Natural Resources, Construction, and Maintenance Occupations		0
Production, Transportation, and Material Moving Occupations		1

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Human Resources Survey Evaluation

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

N/A

Institution: Wake Technical Community College (199856)

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Prepared by

This survey component was prepared by:

Keyholder SFA Contact HR Contact Finance Contact Other

Name:

Carolyn Lewis

Email:

cblewis@waketech.ed

How long did it take to prepare this survey component?

80

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	1,077	8	1,080
Postsecondary Teachers	497	2	498
Instructional Staff	497	2	498
Instruction	497	2	498
Exclusively credit	460	2	461
Exclusively not-for-credit	19	0	19
Combined credit/not-for-credit	18	0	18
Instruction/research/public service	0	0	0
Research	0	0	0
Public Service	0	0	0
Library and Instructional Support Occupations	79	4	80
Librarians, Curators, and Archivists	15	0	15
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	10	0	10
Library Technicians	5	0	5
Other Teachers and Instructional Support Staff	64	4	65
Management Occupations	149	1	149
Business and Financial Operations Occupations	33	0	33
Computer, Engineering, and Science Occupations	32	0	32
Community Service, Legal, Arts, and Media Occupations	39	0	39
Healthcare Practitioners and Technical Occupations	0	0	0
Service Occupations	20	0	20
Sales and Related Occupations	0	0	0
Office and Administrative Support Occupations	212	1	212

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

Natural Resources, Construction, and Maintenance Occupations	12	0	12
Production, Transportation, and Material Moving Occupations	4	0	4

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	319			173	492	4,947	\$25,210,031	\$5,096
Professor								
Associate professor								
Assistant professor								
Instructor								
Lecturer								
No academic rank	319			173	492	4,947	\$25,210,031	\$5,096

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.

Human Resources

Wake Technical Community College (199856)

There are no errors for the selected survey and institution.