Human Resources (HR)
Survey Component Overview
Tutorial Script
2022-23 Data Collection Cycle

On behalf of the National Center for Education Statistics, NCES, and the Association for Institutional Research, AIR, welcome to this tutorial on the IPEDS Human Resources survey component, also called HR.

The HR component is part of the Spring collection of IPEDS surveys, which opens in early December. Data entry must be completed and considered final by the end of the collection period, in early April, when the keyholder locks their data.

IPEDS coordinators have an additional two weeks to review the data and lock the survey component.

Data collected through the IPEDS surveys provides a basis for postsecondary education analysis and consumer information. The Higher Education Act of 1965, as amended, requires that institutions that participate in federal student aid programs report data on enrollments, program completions, graduation rates, faculty and staff, finances, institutional costs, and student financial aid and stipulates, "…institutions will complete surveys conducted as part of the Integrated Postsecondary Education Data System (IPEDS)…in a timely manner and to the satisfaction of the Secretary."

Institutions receiving Title IV funding (student financial aid) must complete the IPEDS surveys. Currently, there are over 6,000 institutions that submit IPEDS surveys, with a number doing so voluntarily. NCES is required to provide a list of noncompliant institutions to the Office of Federal Student Aid. Non-compliance can result in warnings and costly fines, or even loss of Title IV funding. More information about fines can be found on the Statutory Requirements page (https://surveys.nces.ed.gov/ipeds/ViewIPEDSStatutoryRequirement.aspx).

The period of reporting is intended to provide a snapshot of your human resources/payroll data at one point in the fall. Report those persons on the payroll of the institution as of November 1st of the reporting year. Beginning with the 2016-2017 collection year the data are now collected annually by race/ethnicity and gender.

The primary purpose of the Human Resources (HR) component that is applicable to degree-granting institutions and related administrative offices that have 15 or more full-time staff is to collect the number of staff by employment status (full-time and part-time), occupational category, and, for some staff, by faculty status, tenure status, contract length, and academic rank.

Degree-granting institutions with 15 or more-full-time staff will also report data on new hires based on the number of persons who were hired for full-time permanent employment either for the first time (new to the institution) or after a break in service of persons that are on the payroll of the institution as of November 1, 2022.Data on newly hired full-time permanent instructional staff are reported by faculty status, tenure status, and contract length. In addition, data on newly hired full-time permanent non-instructional staff are reported by occupational category.

In addition, all degree-granting institutions must repot data on:

- Full-time, non-medical school, instructional staff, and
- Full-time, non-medical school, non-instructional staff.

For four-year and above degree-seeking institutions, some data are also collected by medical/non-medical school status. The reporting on these data applies to institutions with M.D. and D.O. programs.

The primary purpose of the Human Resources (HR) component that is applicable to non-degree granting institutions and related administrative offices is to collect the number of staff by employment status (full-time and part-time) and occupational category.

Institutions must categorize staff according to the 2018 Standard Occupational Classification system (or SOC). Most of the occupational data in IPEDS will be collected at the higher, major 2-digit level. However, there are a few instances where data will be collected at a lower level such as Educational and Library and Instructional Support Occupations and Graduate Teaching Assistants

SOC codes are provided at the IPEDS Human Resources/SOC Information Center. In addition, AIR has several online tutorials that provide further detail about the SOC system.

For some items, context boxes are provided so keyholders may provide text to explain or clarify data entries. For example, the context box called "Human Resources Survey Evaluation" is located at the end of the HR component and is used to assess whether future changes should be made to definitions, instructions, or items collected. It can also be used by institutions to report any staff that are difficult to categorize. Notes from the context boxes may be displayed on College Navigator.

College Navigator was developed to provide comparable information to the public about postsecondary institutions and is used by students, parents, counselors, researchers and administrators from other institutions, and others.

It is always a good idea to begin the IPEDS reporting cycle early and seek help, when needed, from the IPEDS Help Desk. The knowledgeable Help Desk staff is eager to help. Response time may be longer near the end of the collection cycle. In addition, the IPEDS Report Your Data page contains frequently asked questions, a link to the glossary, data tip sheets, an archive of survey instruments, and other relevant information.