

Institution: Lord Fairfax Community College (232575)
User ID: P2325751

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.

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.*

<input type="radio"/>	Yes	<input checked="" type="radio"/>	No
-----------------------	-----	----------------------------------	----

Does your institution have graduate assistants?

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

<input type="radio"/>	Yes	<input checked="" type="radio"/>	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**.*

<input checked="" type="radio"/>	Yes	<input type="radio"/>	No
----------------------------------	-----	-----------------------	----

Part A - Full-time instructional staff

Number of full-time instructional staff with faculty status who are not on tenure track
 with multi-year contract
 by academic rank, gender, and race/ethnicity

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0
Total men	0	0	0	0	0	0	0
Women							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

Part A - Full-time instructional staff

Number of full-time instructional staff with faculty status who are not on tenure track
 with annual contract
 by academic rank, gender, and race/ethnicity

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							
Nonresident alien	0	0	0	1	0	0	1
Hispanic/Latino	1	0	0	0	0	0	1
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
White	5	12	7	3	0	0	27
Two or more races	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0
Total men	6	12	7	4	0	0	29
Women							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

Native Hawaiian or Other Pacific Islander									
White	7	14	12	10	0	0			43
Two or more races	0	0	0	0	0	0			0
Race and ethnicity unknown	0	0	0	0	0	0			0
Total women	7	14	12	10	0	0			43
Total (men+women)	13	26	19	14	0	0			72

Part A - Full-time instructional staff

Number of full-time instructional staff with faculty status who are not on tenure track
 with less than annual contract
 by academic rank, gender, and race/ethnicity

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Professors	Associate professors	Assistant professors	Instructors	Lecturers	No academic rank	Total
Men							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
White	0	0	0	0	0	0	0
Two or more races	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0
Total men	0	0	0	0	0	0	0
Women							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0	0
	0	0	0	0	0	0	0

Part A - Full-time instructional staff

Number of full-time instructional staff without faculty status

by gender and race/ethnicity

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Total
Men	
<u>Nonresident alien</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
<u>Two or more races</u>	0
<u>Race and ethnicity unknown</u>	0
Total men	0
Women	
<u>Nonresident alien</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
<u>Two or more races</u>	0
<u>Race and ethnicity unknown</u>	0
Total women	0
Total (men+women)	0

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
	<u>Multi-year contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
Total carried forward from previous screens	0	72	0	0	72
Instruction	0	72	0	0	72
Exclusively credit		72			72
Exclusively not-for-credit					0
Combined credit/not-for-credit					0
Instruction/research/public service					0

Part A - Full-time instructional staff - Totals**Total number of full-time instructional staff****by gender and race/ethnicity****As of November 1, 2012**

Race/ethnicity	Total men	Total women	Total (men+women)
<u>Nonresident alien</u>	1	0	1
<u>Hispanic/Latino</u>	1	0	1
<u>American Indian or Alaska Native</u>	0	0	0
<u>Asian</u>	0	0	0
<u>Black or African American</u>	0	0	0
<u>Native Hawaiian or Other Pacific Islander</u>	0	0	0
<u>White</u>	27	43	70
<u>Two or more races</u>	0	0	0
<u>Race and ethnicity unknown</u>	0	0	0
Total	29	43	72

Part B - Full-time non-instructional staff

**Number of full-time non-instructional staff
 by occupational category, gender, and race/ethnicity**

As of November 1, 2012

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

Gender and race/ethnicity	Instructional Staff (carried forward from Part A)	Postsecondary Teachers	
		Research	Public Service
Men			
Nonresident alien	1	0	0
Hispanic/Latino	1	0	0
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	27	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total men	29	0	0
Women			
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
American Indian or Alaska Native	0	0	0
Asian	0	0	0
Black or African American	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	43	0	11
Two or more races	0	0	0

<u>Race and ethnicity unknown</u>	0	0	0
Total women	43	0	11
Total (men+women)	72	0	11

Part B - Full-time non-instructional staff

Number of full-time non-instructional staff
 by occupational category, gender, and race/ethnicity

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Archivists, Curators, and Museum Technicians	Librarians	Library Technicians	Other Teachers and Instructional Support Staff
Men				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	1	0	0
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	0	1	0	0
Women				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
	0	0	0	0

Native Hawaiian or Other Pacific Islander				
White	0	5	0	0
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total women	0	5	0	0
Total (men+women)	0	6	0	0

Part B - Full-time non-instructional staff

**Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations
Men					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	15	5	6	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	16	5	6	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	1	0	0
Black or African American	2	0	1	0	0

Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	29	7	5	1	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	2	0	0	0	0
Total women	33	7	7	1	0
Total (men+women)	49	12	13	1	0

Part B - Full-time non-instructional staff

**Number of full-time non-instructional staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Production, Transportation, and Material Moving Occupations	Grand Total (All full-time staff)
Men						
Nonresident alien	0	0	0	0	0	1
Hispanic/Latino	0	0	0	0	0	1
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	1
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	4	0	0	10	0	68
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	4	0	0	10	0	71
Women						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	1
	0	0	0	0	0	3

Black or African American							
Native Hawaiian or Other Pacific Islander	0	0	0	0	0		0
White	0	0	17	2	1		121
Two or more races	0	0	0	0	0		0
Race and ethnicity unknown	0	0	0	0	0		2
Total women		0	0	17	2	1	127
Total (men+women)		4	0	17	12	1	198

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
Postsecondary Teachers - Public Service				11	11
Archivists, Curators, and Museum Technicians					0
Librarians				6	6
Library Technicians					0
Other Teachers and Instructional Support Staff					0
Management Occupations				49	49
Business and Financial Operations Occupations				12	12
Computer, Engineering, and Science Occupations				13	13
Community Service, Legal, Arts, and Media Occupations				1	1
Healthcare Practitioners and Technical 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	Multi-year contract	Annual contract	Less-than-annual contract	Without Faculty status	Total
Postsecondary Teachers	0	72	0	11	83
Instruction	0	72	0	0	72
Exclusively credit		72			72
Exclusively not-for-credit					0
Combined credit/not-for-credit					0
Instruction/research/public service					0
Research					0
Public Service				11	11
Archivists, Curators, and Museum Technicians					0
Librarians				6	6
Library Technicians					0
Other Teachers and Instructional Support Staff					0
Management Occupations				49	49
Business and Financial Operations Occupations				12	12
Computer, Engineering, and Science Occupations				13	13
Community Service, Legal, Arts, and Media Occupations				1	1
Healthcare Practitioners and Technical Occupations					0
Service Occupations					4
Sales and Related Occupations					0
Office and Administrative Support Occupations					17
Natural Resources, Construction, and Maintenance Occupations					12
Production, Transportation, and Material Moving Occupations					1
Total					198

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 (All other full-time instructional staff)
Men								
Professors	6	0	0	0	6	54	6	0
Associate professors	12	0	0	0	12	108	12	0
Assistant professors	7	0	0	0	7	63	7	0
Instructors	4	0	0	0	4	36	4	0
Lecturers	0	0	0	0	0	0	0	0
No academic rank	0	0	0	0	0	0	0	0
Total men	29	0	0	0	29	261	29	0
Women								
Professors	7	0	0	0	7	63	7	0
Associate professors	14	0	0	0	14	126	14	0
Assistant professors	12	0	0	0	12	108	12	0
Instructors	10	0	0	0	10	90	10	0
Lecturers	0	0	0	0	0	0	0	0
No academic rank	0	0	0	0	0	0	0	0
Total women	43	0	0	0	43	387	43	0
Total (men + women)	72	0	0	0	72	648	72	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	6	54	385,338	7,136
Associate professors	12	108	749,390	6,939
Assistant professors	7	63	378,977	6,016
Instructors	4	36	187,994	5,222
Lecturers	0	0	0	
No academic rank	0	0	0	
Total men	29	261	1,701,699	6,520
Women				
Professors	7	63	433,901	6,887
Associate professors	14	126	844,204	6,700
Assistant professors	12	108	630,963	5,842
Instructors	10	90	476,733	5,297
Lecturers	0	0	0	
No academic rank	0	0	0	
Total women	43	387	2,385,801	6,165
Total (men + women)	72	648	4,087,500	6,308

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>	11	402,632
<u>Library and Instructional Support Occupations</u>	6	196,806
<u>Management Occupations</u>	49	3,292,205
<u>Business and Financial Operations Occupations</u>	12	575,040
<u>Computer, Engineering, and Science Occupations</u>	13	664,469
<u>Community Service, Legal, Arts, and Media Occupations</u>	1	45,463
<u>Healthcare Practitioners and Technical Occupations</u>	0	0
<u>Service Occupations</u>	4	202,454
<u>Sales and Related Occupations</u>	0	0
<u>Office and Administrative Support Occupations</u>	17	578,993
<u>Natural Resources, Construction, and Maintenance Occupations</u>	12	395,335
<u>Production, Transportation, and Material Moving Occupations</u>	1	37,598

Part D - Part-time staff

**Number of part-time staff
 by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Postsecondary Teachers		
	Instructional Staff	Research	Public Service
Men			
Nonresident alien	32	0	0
Hispanic/Latino	3	0	0
American Indian or Alaska Native	1	0	0
Asian	0	0	0
Black or African American	7	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	140	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total men	183	0	0
Women			
Nonresident alien	20	0	0
Hispanic/Latino	2	0	0
American Indian or Alaska Native	1	0	0
Asian	4	0	0
Black or African American	4	0	1
Native Hawaiian or Other Pacific Islander	0	0	0
White	164	0	12
Two or more races	0	0	0
Race and ethnicity unknown	1	0	0

Total women	196	0	13
Total (men+women)	379	0	13

Part D - Part-time staff

**Number of part-time non-instructional staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	<u>Archivists, Curators, and Museum Technicians</u>	<u>Librarians</u>	<u>Library Technicians</u>	<u>Other Teachers and Instructional Support Staff</u>	<u>Library and Instructional Support Occupations</u>
Men					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	0	0	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0

Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	1	0	0	1
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	0	1	0	0	1
Total (men+women)	0	1	0	0	1

Part D - Part-time staff

**Number of part-time staff
 by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations
Men					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	2	2	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	2	2	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	1	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0

Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	1	2	0	1	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	1	3	0	1	0
Total (men+women)	1	5	2	1	0

Part D - Part-time staff

**Number of part-time staff
by occupational category, gender, and race/ethnicity**

As of November 1, 2012

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	<u>Service Occupations</u>	<u>Sales and Related Occupations</u>	<u>Office and Administrative Support Occupations</u>	<u>Natural Resources, Construction, and Maintenance Occupations</u>	<u>Production, Transportation, and Material Moving Occupations</u>	Grand Total (All part-time staff)
Men						
Nonresident alien	0	0	0	0	0	32
Hispanic/Latino	0	0	1	0	0	4
American Indian or Alaska Native	0	0	0	0	0	1
Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	7
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	7	0	3	11	0	165
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	1	0	0	1
Total men	7	0	5	11	0	210
Women						
Nonresident alien	0	0	0	0	0	20
Hispanic/Latino	0	0	0	0	0	2
American Indian or Alaska Native	0	0	2	0	0	4
Asian	0	0	1	0	0	5
	0	0	0	1	0	6

Black or African American							
Native Hawaiian or Other Pacific Islander	0	0	0	0	0		0
White	4	0	17	5	1		208
Two or more races	0	0	0	0	0		0
Race and ethnicity unknown	0	1	0	0	0		2
Total women		4	1	20	6	1	247
Total (men+women)		11	1	25	17	1	457

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	0	376	16	392
<u>Instruction</u>	0	0	376	3	379
Exclusively credit			307	3	310
Exclusively not-for-credit			64		64
Combined credit/not-for-credit			5		5
<u>Instruction/research/public service</u>					0
<u>Research</u>					0
<u>Public Service</u>				13	13
Archivists, Curators, and Museum Technicians					0
Librarians				1	1
Library Technicians					0
Other Teachers and Instructional Support Staff					0
Management Occupations				1	1
Business and Financial Operations Occupations				5	5
Computer, Engineering, and Science Occupations				2	2
Community Service, Legal, Arts, and Media Occupations				1	1
Healthcare Practitioners and Technical 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	Multi-year contract	Annual contract	Less-than-annual contract	Without Faculty status	Total
Postsecondary Teachers	0	0	376	16	392
Instruction	0	0	376	3	379
Exclusively credit			307	3	310
Exclusively not-for-credit			64		64
Combined credit/not-for-credit			5		5
Instruction/research/public service					0
Research					0
Public Service				13	13
Archivists, Curators, and Museum Technicians					0
Librarians				1	1
Library Technicians					0
Other Teachers and Instructional Support Staff					0
Management Occupations				1	1
Business and Financial Operations Occupations				5	5
Computer, Engineering, and Science Occupations				2	2
Community Service, Legal, Arts, and Media Occupations				1	1
Healthcare Practitioners and Technical Occupations					0
Service Occupations					11
Sales and Related Occupations					1
Office and Administrative Support Occupations					25
Natural Resources, Construction, and Maintenance Occupations					17
Production, Transportation, and Material Moving Occupations					1
Total					457

Part H - New Hires - Full-time instructional staff

Number of newly hired full-time permanent instructional staff

by tenure status, gender, and race/ethnicity

(Hired full time between July 1 and October 31, 2012 and

still on payroll of the institution as of November 1, 2012)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	With Faculty Status			Without Faculty status	Total
	Multi-year contract	Annual contract	Less-than-annual contract		
Men					
Nonresident alien	0	1	0	0	1
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	1	0	0	1
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	2	0	0	2
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0

Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	3	0	0	3
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	0	3	0	0	3
Total (men+women)	0	5	0	0	5

Part H - New Hires - Full-time staff

**Number of newly hired full-time staff
by occupational category, gender, and race/ethnicity
(Hired full time between July 1 and October 31, 2012 and
still on payroll of the institution as of November 1, 2012)**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Instructional Staff (carried forward from Part H, screen 1)	Postsecondary Teachers		Library and Instructional Support Occupations
		Research	Public Service	
Men				
Nonresident alien	1	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	1	0	0	0
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	2	0	0	0
Women				
Nonresident alien	0	0	0	0
Hispanic/Latino	0	0	0	0
American Indian or Alaska Native	0	0	0	0
Asian	0	0	0	0
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0

White	3	0	0	0
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total women	3	0	0	0
Total (men+women)	5	0	0	0

Part H - New Hires - Full-time non-instructional staff

Number of newly hired full-time non-instructional staff
 by occupational category, gender, and race/ethnicity

(Hired full time between July 1 and October 31, 2012 and
 still on payroll of the institution as of November 1, 2012)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations	Business and Financial Operations Occupations	Computer, Engineering, and Science Occupations	Community Service, Legal, Arts, and Media Occupations	Healthcare Practitioners and Technical Occupations
Men					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	0	0	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	0	0	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0

Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	2	1	0	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	2	1	0	0	0
Total (men+women)	2	1	0	0	0

Part H - New Hires - Full-time non-instructional staff and Total New Hires

Number of newly hired full-time non-instructional staff and Total new hires
 by occupational category, gender, and race/ethnicity
 (Hired full time between July 1 and October 31, 2012 and
 still on payroll of the institution as of November 1, 2012)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Service Occupations	Sales and Related Occupations	Office and Administrative Support Occupations	Natural Resources, Construction, and Maintenance Occupations	Production, Transportation, and Material Moving Occupations	Grand Total (All full-time new hires)
Men						
Nonresident alien	0	0	0	0	0	1
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	1	0	0	0	0	2
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	1	0	0	0	0	3
Women						
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	0

Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	1	0	0	7
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	0	0	1	0	0	7
Total (men+women)	1	0	1	0	0	10

Institution: Lord Fairfax Community College (232575)

User ID: P2325751

Human Resources Survey Evaluation

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

Institution: Lord Fairfax Community College (232575)

User ID: P2325751

Prepared by

This survey component was prepared by:

Keyholder SFA Contact HR Contact Finance Contact Other

Name:

Email:

How long did it take to prepare this survey component? 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	198	457	350
Postsecondary Teachers	83	392	214
Instructional Staff	72	379	198
Instruction	72	379	198
Exclusively credit	72	310	175
Exclusively not-for-credit	0	64	21
Combined credit/not-for-credit	0	5	2
Instruction/research/public service	0	0	0
Research	0	0	0
Public Service	11	13	15
Library and Instructional Support Occupations	6	1	6
Librarians, Curators, and Archivists	6	1	6
Archivists, Curators, and Museum Technicians	0	0	0
Librarians	6	1	6
Library Technicians	0	0	0
Other Teachers and Instructional Support Staff	0	0	0
Management Occupations	49	1	49
Business and Financial Operations Occupations	12	5	14
Computer, Engineering, and Science Occupations	13	2	14
Community Service, Legal, Arts, and Media Occupations	1	1	1
Healthcare Practitioners and Technical Occupations	0	0	0

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

Service Occupations	4	11	8
Sales and Related Occupations	0	1	0
Office and Administrative Support Occupations	17	25	25
Natural Resources, Construction, and Maintenance Occupations	12	17	18
Production, Transportation, and Material Moving Occupations	1	1	1

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	72				72	648	\$4,087,500	\$6,308
Professor	13				13	117	\$819,239	\$7,002
Associate professor	26				26	234	\$1,593,594	\$6,810
Assistant professor	19				19	171	\$1,009,940	\$5,906
Instructor	14				14	126	\$664,727	\$5,276
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.

Human Resources

Lord Fairfax Community College (232575)

There are no errors for the selected survey and institution.