

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 staff.

Recent changes

There are no changes in reporting for 2013-14. However, clarifications have been made to screens and instructions, to address respondent questions. Also, check out the new FAQs.

Several Occupational Categories have been renamed, to better describe who should be reported in them:

- **New:** Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations (21-0000 + 23-0000 + 27-0000)
- **Old:** Community Service, Legal, Arts, and Media Occupations

- **New:** Student and Academic Affairs and Other Education Services Occupations (25-2000 + 25-3000 + 25-9000)
- **Old:** Other Teaching and Instructional Support Occupations

One contract type category has been expanded:

- **New:** Multi-year or continuing or at-will contract
- **Old:** Multi-year contract

See the instructions for the **NEW Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources component.

Resources:

- To download the survey materials for this component: [Survey Materials](#)
- The IPEDS HR/SOC Information Center can be found at the following website: <http://nces.ed.gov/ipeds/resource/soc.asp>. (The resource center includes the IPEDS/SOC crosswalk, SOC information, the IPEDS HR/SOC Browse Tool, and web tutorials.

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.

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, 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.

- | | | |
|-------------------------------------|---------------------------|---|
| <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? |

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
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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
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Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2013 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, 2013? (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 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
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Part A1 - Full-time Instructional Staff

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Multi-Year or Continuing or At-will Contract**

As of November 1, 2013

- 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

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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
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 women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

Part A1 - Full-time Instructional Staff

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Annual Contract**

As of November 1, 2013

- 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

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Men							
Nonresident alien	0	0	0	1	0	0	1
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	8	10	6	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	8	10	6	4	0	0	28
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
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
White	9	15	11	8	4	0	47
Two or more races	0	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0	0
Total women		9	15	11	8	4	0 47
Total (men+women)		17	25	17	12	4	0 75
Total from prior year							72

Part A1 - Full-time Instructional Staff

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Less Than Annual Contract**

As of November 1, 2013

- 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

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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
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 women	0	0	0	0	0	0	0
Total (men+women)	0	0	0	0	0	0	0
Total from prior year							

Part A1 - Full-time Instructional Staff

Number of Full-time Instructional Staff

Without Faculty Status

As of November 1, 2013

- 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

Gender and race/ethnicity	Without Faculty Status
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
Total from prior year	

Part A2 - Full-time Instructional Staff

Number of Full-time Instructional Staff

As of November 1, 2013

•Report Primarily Instruction and Instruction Combined with Research and Public Service separately, as indicated below.

	With <u>Faculty Status</u>			Without Faculty status	Total
	<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
Total carried forward from previous screens	0	75	0	0	75
Primarily Instruction	0	75	0	0	75
Exclusively credit		75			75
Exclusively not-for-credit					0
Combined credit/not-for-credit					0
Instruction/research/public service staff					0

Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff

As of November 1, 2013

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	1	0	1
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	27	47	74
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total	28	47	75

Part B1 - Full-time Non-instructional staff

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

As of November 1, 2013

•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)	Research staff	Public Service staff
Men			
Nonresident alien	1	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	27	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total men	28	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	47	0	0
Two or more races	0	0	0

Race and ethnicity unknown	0	0	0
Total women	47	0	0
Total (men+women)	75	0	0
Total from prior year			11

Part B1 - Full-time Non-instructional staff

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

As of November 1, 2013

•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> 25-4010	<u>Librarians</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
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	1
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	1
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	0	0	0	2
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	0	1	0	10
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total women	0	1	0	10
Total (men+women)	0	1	0	12
Total from prior year		6		

Part B1 - Full-time Non-instructional staff

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

As of November 1, 2013

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

•Report race for non-Hispanic/Latino individuals only

Gender and race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27- 0000	Healthcare Practitioners and Technical Occupations 29-0000
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	1	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	14	5	5	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	14	5	6	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	1	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian					

	0	0	1	0	0	
Black or African American	1	0	1	0	0	
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	
White	35	8	5	2	0	
Two or more races	0	0	0	0	0	
Race and ethnicity unknown	0	0	0	0	0	
Total women		37	8	7	2	0
Total (men+women)		51	13	13	2	0
Total from prior year		49	12	13	1	

Part B1 - Full-time Non-instructional staff

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

As of November 1, 2013

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

•Report race for non-Hispanic/Latino individuals only

Gender and 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)
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	2
Black or African American	0	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	3	0	2	10	0	67
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	3	0	2	10	0	70
Women						
Nonresident alien	0	0	0	0	0	0
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	1

Black or African American	0	0	0	0	0	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	21	2	1	132
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	0	0	21	2	1	136
Total (men+women)	3	0	23	12	1	206
Total from prior year	4		17	12	1	198

Part B2 - Full-time non-instructional staff

Number of Full-time Non-instructional Staff

As of November 1, 2013

Occupational category	With Faculty Status			Without Faculty status	Total
	<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
<u>Research staff</u>					0
<u>Public Service staff</u>					0
<u>Archivists, Curators, and Museum Technicians</u> 25-4010					0
<u>Librarians</u> 25-4020				1	1
<u>Library Technicians</u> 25-4030					0
<u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000				12	12
<u>Management Occupations</u> 11-0000				51	51
<u>Business and Financial Operations Occupations</u> 13-0000				13	13
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000				13	13
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000				2	2
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000					0
Total	0	0	0	92	92
Total from prior year				92	92

Part C - Full-time summary non-medical

Summary of Full-time Non-medical School Staff

As of November 1, 2013

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	0	75	0	0	75
Exclusively credit		75			75
Exclusively not-for-credit					0
Combined credit/not-for-credit					0
Instruction/research/public service staff					0
Research staff					0
Public Service staff					0
Archivists, Curators, and Museum Technicians 25-4010					0
Librarians 25-4020				1	1
Library Technicians 25-4030					0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000				12	12
Management Occupations 11-0000				51	51
Business and Financial Operations Occupations 13-0000				13	13
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				13	13
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				2	2
Healthcare Practitioners and Technical Occupations 29-0000					0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000					3
Sales and Related Occupations 41-0000					0
Office and Administrative Support Occupations 43-0000					23
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000					12
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000					1

Part G - Salary Worksheet

**Number of Full-time Non-medical Instructional Staff
 For Calculation of Total Number of Months**

Annual Salary, 2013-14

- Report number of instructional staff by the number of months to be worked.
- Months reported should correspond with the number of months worked (which may differ from the number of months they are paid).
- Include **ONLY** full-time, non-medical instructional staff.
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status.
- Balance column should include instructional staff whose annual salary covers less than 9 months.

Gender and academic rank	Months worked				Total Staff for Salary reporting	Total Number of Months	Total full-time, non-medical, instructional staff from Part A	Balance (All other full-time instructional staff)
	12 months	11 months	10 months	9 months				
Men								
Professors	0	0	0	8	8	72		
Associate professors	0	0	0	10	10	90		
Assistant professors	0	0	0	6	6	54		
Instructors	0	0	0	4	4	36		
Lecturers	0	0	0	0	0	0		
No academic rank	0	0	0	0	0	0		
Total men	0	0	0	28	28	252	28	0
Women								
Professors	0	0	0	9	9	81		
Associate professors	0	0	0	15	15	135		
Assistant professors	0	0	0	11	11	99		
Instructors	0	0	0	8	8	72		
Lecturers	0	0	0	4	4	36		
No academic rank	0	0	0	0	0	0		
	0	0	0	47	47	423	47	0

Total women										
Total (men + women)	0	0	0	75	75	675	75	0		

Part G - Salary outlays for instructional staff

Salary Outlays

for Full-time Non-medical Instructional Staff

Annual Salary Outlays, 2013-14

•Report ANNUAL salary outlays for the full-time, non-medical, instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen.

Gender and academic rank	Total Staff for Salary reporting (from Part G, screen 1)	Total Number of Months (from Part G, screen 1)	Salary Outlays	Weighted Average Monthly Salaries
Men				
Professors	8	72	531,918	7,388
Associate professors	10	90	643,134	7,146
Assistant professors	6	54	341,379	6,322
Instructors	4	36	193,636	5,379
Lecturers	0	0	0	
No academic rank	0	0	0	
Total men	28	252	1,710,067	6,786
Women				
Professors	9	81	580,664	7,169
Associate professors	15	135	916,206	6,787
Assistant professors	11	99	584,356	5,903
Instructors	8	72	394,861	5,484
Lecturers	4	36	147,737	4,104
No academic rank	0	0	0	
Total women	47	423	2,623,824	6,203
Total (men + women)	75	675	4,333,891	6,421

Part G - Salary outlays for non-instructional staff

Salary Outlays

For Full-time Non-medical Non-instructional Staff

Annual Salary Outlays, 2013-14

Occupational category	Number of full-time staff (carried forward from previous screens)	Total 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	13	450,481
<u>Management Occupations</u> 11-0000	51	3,423,269
<u>Business and Financial Operations Occupations</u> 13-0000	13	625,750
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000	13	681,945
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000	2	108,157
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000	0	0
<u>Service Occupations</u> 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	3	173,294
<u>Sales and Related Occupations</u> 41-0000	0	0
<u>Office and Administrative Support Occupations</u> 43-0000	23	795,883
<u>Natural Resources, Construction, and Maintenance Occupations</u> 45-0000 + 47-0000 + 49-0000	12	400,357
<u>Production, Transportation, and Material Moving Occupations</u> 51-0000 + 53-0000	1	38,350

Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

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

Gender and race/ethnicity	Primarily Instruction and Instruction/Research/Public Service Staff	Research staff	Public Service staff
Men			
Nonresident alien	21	0	0
Hispanic/Latino	2	0	0
American Indian or Alaska Native	1	0	0
Asian	2	0	0
Black or African American	6	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	134	0	0
Two or more races	1	0	0
Race and ethnicity unknown	0	0	0
Total men	167	0	0
Women			
Nonresident alien	10	0	0
Hispanic/Latino	3	0	0
American Indian or Alaska Native	1	0	0
Asian	4	0	0
Black or African American	6	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	192	0	0
Two or more races	5	0	0

Race and ethnicity unknown	0	0	0
Total women	221	0	0
Total (men+women)	388	0	0
Total from prior year	379		13

Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

•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> 25-4010	<u>Librarians</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>
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	5	5
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	0	0	5	5
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	0	0	13	13
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	0	0	0	13	13
Total (men+women)	0	0	0	18	18
Total from prior year		1			1

Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

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

Gender and race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27- 0000	Healthcare Practitioners and Technical Occupations 29-0000
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	0	2	3	1	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	1	2	3	1	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	7	2	1	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	7	3	1	0	0
Total (men+women)	8	5	4	1	0
Total from prior year	1	5	2	1	

Part D - Part-time staff

Number of Part-time Staff

As of November 1, 2013

- 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> 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 part-time staff)
Men						
Nonresident alien	0	0	0	0	0	21
Hispanic/Latino	0	0	1	0	0	3
American Indian or Alaska Native	0	0	0	0	0	1
Asian	0	0	0	0	0	2
Black or African American	0	0	0	0	0	7
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	11	0	6	7	0	169
Two or more races	0	0	1	0	0	2
Race and ethnicity unknown	0	0	0	0	0	0
Total men	11	0	8	7	0	205
Women						
Nonresident alien	0	0	0	0	0	10
Hispanic/Latino	0	0	0	0	0	3
American Indian or Alaska Native	0	0	0	0	0	2
Asian	0	0	0	0	0	4
	1	0	0	0	0	7

Black or African American							
Native Hawaiian or Other Pacific Islander	0	0	0	0	0		0
White	3	0	23	3	1		245
Two or more races	0	0	2	0	0		7
Race and ethnicity unknown	0	0	0	0	0		0
Total women	4	0	25	3	1		278
Total (men+women)	15	0	33	10	1		483
Total from prior year	11	1	25	17	1		457

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

Number of Part-time Staff

As of November 1, 2013

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	0	0	388	0	388
? Exclusively credit			355		355
? Exclusively not-for-credit			33		33
Combined credit/not-for-credit					0
Instruction/research/public service staff					0
Research staff					0
Public Service staff					0
Archivists, Curators, and Museum Technicians 25-4010					0
Librarians 25-4020					0
Library Technicians 25-4030					0
? Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000				18	18
Management Occupations 11-0000				8	8
Business and Financial Operations Occupations 13-0000				5	5
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				4	4
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations				1	1

21-0000 + 23-0000 + 27-0000					
Healthcare Practitioners and Technical Occupations 29-0000					0
Total	0	0	388	36	424
Total from prior year		0	376	26	402

Part F - Part-time summary non-medical

Summary of Part-time Staff

As of November 1, 2013

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	0	0	388	0	388
Exclusively credit			355		355
Exclusively not-for-credit			33		33
Combined credit/not-for-credit					0
Instruction/research/public service staff					0
Research staff					0
Public Service staff					0
Archivists, Curators, and Museum Technicians 25-4010					0
Librarians 25-4020					0
Library Technicians 25-4030					0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000				18	18
Management Occupations 11-0000				8	8
Business and Financial Operations Occupations 13-0000				5	5
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				4	4
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				1	1
Healthcare Practitioners and Technical Occupations 29-0000					0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000					15
Sales and Related Occupations 41-0000					0
Office and Administrative Support Occupations 43-0000					33
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000					10
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000					1

Part H - New Hires - Full-time instructional staff

Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013)

- 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 Public Service

Gender and race/ethnicity	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
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	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	2	0	0	2
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	0	2	0	0	2
Total (men+women)	0	2	0	0	2

Part H - New Hires - Full-time staff

Number of Newly Hired Full-time Staff

(Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013)

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

Gender and race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000
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	1
Black or African American	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0
White	0	0	0	1
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	0	0	0	2
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
	0			

Black or African American		<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Native Hawaiian or Other Pacific Islander	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
White	2	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Two or more races	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Race and ethnicity unknown	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total women	2	0	0	0
Total (men+women)	2	0	0	2

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

Number of Newly Hired Full-time Non-instructional Staff

(Hired full time between July 1 and October 31, 2013 and still on payroll of the institution as of November 1, 2013)

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

Gender and race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27- 0000	Healthcare Practitioners and Technical Occupations 29-0000
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	1	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	1	0	0
Women					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
	0	0	0	0	0

American Indian or Alaska Native					
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	0	0	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	1	0	0	0	0
Total (men+women)	1	0	1	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

(Hired full time between July 1 and October 31, 2013 and
 still on payroll of the institution as of November 1, 2013)

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

Gender and 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 new hires)
Men						
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	2
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	0	1	0	2
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	0	0	0	1	0	4
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	0	0	0	3
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total women	0	0	0	0	0	3
Total (men+women)	0	0	0	0	1	7

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.

Summary**Human Resources Component Summary**

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 [Data Center](#) and sent to your institution's CEO in November 2014.

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 2013**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	206	483	367
Instructional Staff	75	388	204
Primary Instruction	75	388	204
Exclusively credit	75	355	193
Exclusively not-for-credit	0	33	11
Combined credit/not-for-credit	0	0	0
Instruction/research/public service	0	0	0
Research Staff	0	0	0
Public Service Staff	0	0	0
Library and Student and Academic Affairs and Other Education Services Occupations SOC	13	18	19
Librarians, Curators, and Archivists SOC 25-4000	1	0	1
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	1	0	1
Library Technicians SOC 25-4030	0	0	0
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	12	18	18
Management Occupations SOC 11-0000	51	8	54

**Number of staff by employment status and occupational category:
Fall 2013**

Business and Financial Operations Occupations SOC 13-0000	13	5	15
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	13	4	14
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	2	1	2
Healthcare Practitioners and Technical Occupations SOC 29-0000	0	0	0
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	3	15	8
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	23	33	34
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	12	10	15
Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	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 2013-14**

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				75	75	675	\$4,333,891	\$6,421
Professor				17	17	153	\$1,112,582	\$7,272
Associate professor				25	25	225	\$1,559,340	\$6,930
Assistant professor				17	17	153	\$925,735	\$6,051
Instructor				12	12	108	\$588,497	\$5,449
Lecturer				4	4	36	\$147,737	\$4,104
No academic rank								

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.

Human Resources

Lord Fairfax Community College (232575)

Source	Description	Severity	Resolved	Options
Screen: FT Non-instructional R/E/G - 1				
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The Virginia Community College System is not able to accurately document the number of public service employees due to its reliance on using jobcode in PeopleSoft HRMS. Last year's data were compiled with an approach that was found to be incomplete. Corrections implemented this year have improved the data somewhat but not completely, so this discrepancy between years appears.			
Screen: PT staff by Occupation and R/E/G - 1				
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The Virginia Community College System is not able to accurately document the number of public service employees due to its reliance on using jobcode in PeopleSoft HRMS. Last year's data were compiled with an approach that was found to be incomplete. Corrections implemented this year have improved the data somewhat but not completely, so this discrepancy between years appears.			
Screen: PT staff by Occupation and R/E/G - 2				
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The Virginia Community College System is not able to accurately document the number of librarian staff due to its reliance on using jobcode in PeopleSoft HRMS. Last year's data were compiled with an approach that was found to be incomplete. Corrections implemented this year have improved the data somewhat but not completely, so this discrepancy between years appears.			
Screen: PT staff by Occupation and R/E/G - 4				
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The Virginia Community College System is not able to accurately document the number of sales and related staff employees due to its reliance on using jobcode in PeopleSoft HRMS. Last year's data were compiled with an approach that was found to be incomplete. Corrections implemented this year have improved the data somewhat but not completely, so this discrepancy between years appears.			
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The Virginia Community College System is not able to accurately document the number of office and admin employees due to its reliance on using jobcode in PeopleSoft HRMS. Last year's data were compiled with an approach that was found to be incomplete. Corrections implemented this year have improved the data somewhat but not completely, so this discrepancy between years appears.			
Screen: PT staff by Contract and Occupation - 1				
Upload File	This number is outside the expected range of between 17 and 35 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	The Virginia Community College System is not able to accurately document the number of part-time employees and their faculty status due to its reliance on using jobcode in PeopleSoft HRMS. Last year's data were compiled with an approach that was found to be incomplete. Corrections implemented this year have improved the data somewhat but not completely, so this discrepancy between years appears.			

