

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

## Overview

### Human Resources Overview

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

#### Data Reporting Reminders

- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

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

#### Resources:

- To download the survey materials for this component: [Survey Materials](#)
- To access your prior year data submission for this component: [Reported Data](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, frequently asked questions, and web tutorials.

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.

No

Yes

Does your institution have graduate assistants?

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

No

Yes

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

No

Yes

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.

No

Yes

Did your institution hire any **full-time permanent staff** who were included on the payroll of the institution between **July 1 and October 31, 2015** 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, 2015**? (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, you will be provided the screens to report **full-time permanent new hires** in **Part H**.

No

Yes

### 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.

No

Yes

Are ALL of the instructional staff military personnel?

No

Yes

Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

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

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Multi-Year Contract**

**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, 2015

- 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

**Men**

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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
<b>Total men</b>	0	0	0	0	0	0	0

**Women**

Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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
<b>Total women</b>	0	0	0	0	0	0	0

<b>Total (men+women)</b>	0	0	0	0	0	0	0
Total from prior year							



**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Less-Than-Annual Contract**

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

As of November 1, 2015

- 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

**Men**

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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
<b>Total men</b>	0	0	0	0	0	0	0

**Women**

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
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
<b>Total women</b>	0	0	0	0	0	0	0

**Total (men+women)**

<b>Total (men+women)</b>	0	0	0	0	0	0	0
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Total from prior year

**Part A1 - Full-time Instructional Staff - Without Faculty Status**

**Number of Full-time Instructional Staff**

**Without Faculty Status**

**As of November 1, 2015**

- 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

**Men**

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0
Two or more races	0
Race and ethnicity unknown	0
<b>Total men</b>	<b>0</b>

**Women**

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0
Two or more races	0
Race and ethnicity unknown	0
<b>Total women</b>	<b>0</b>

**Total (men+women)**

<b>Total (men+women)</b>	<b>0</b>
Total from prior year	

**Part A2 - Full-time Instructional Staff by Function**

**Number of Full-time Instructional Staff**

**As of November 1, 2015**

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

	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>Instructional staff</u>	0	74	0	0	74
Total carried forward from previous screens	0	74	0	0	74
<u>Primarily Instruction</u>	0	74	0	0	74
<input checked="" type="radio"/> Exclusively credit		74			74
<input checked="" type="radio"/> Exclusively not-for-credit					0
Combined credit/not-for-credit					0
<u>Instruction/research/public service staff</u>					0

**Part A3 - Full-time Instructional Staff - Totals**

**Total number of Full-time Instructional Staff**

**As of November 1, 2015**

Race/ethnicity	Total men	Total women	Total (men+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	1	1
Native Hawaiian or Other Pacific Islander	0	0	0
White	28	45	73
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
<b>Total</b>	28	46	74
Total from prior year			<b>74</b>



**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of **Full-time Non-instructional Staff**

by Occupational Category

As of November 1, 2015

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

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
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	28	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
<b>Total men</b>	<b>28</b>	<b>0</b>	<b>0</b>

**Women**

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
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	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	45	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
<b>Total women</b>	<b>46</b>	<b>0</b>	<b>0</b>

**Total (men+women)** 74 0 0

Total from prior year 74

**Part B1 - Full-time Non-instructional Staff by Occupational Category****Number of Full-time Non-instructional Staff****by Occupational Category****As of November 1, 2015**

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

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
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		0	0	0
Two or more races		0	0	0
Race and ethnicity unknown		0	0	0
<b>Total men</b>		0	0	0

**Women**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
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		0	1	0
Two or more races		0	0	0
Race and ethnicity unknown		0	0	0
<b>Total women</b>		0	1	0
<b>Total (men+women)</b>		0	1	0
Total from prior year			1	15

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2015

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

•Report race for non-Hispanic/Latino individuals only

**Men**

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
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	1	0	0	0
Black or African American	0	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	15	2	11	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total men</b>	<b>15</b>	<b>3</b>	<b>11</b>	<b>0</b>	<b>0</b>

**Women**

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
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	42	9	5	2	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total women</b>	<b>44</b>	<b>9</b>	<b>7</b>	<b>2</b>	<b>0</b>
<b>Total (men+women)</b>	<b>59</b>	<b>12</b>	<b>18</b>	<b>2</b>	<b>0</b>
Total from prior year	<b>59</b>	<b>9</b>	<b>13</b>	<b>2</b>	

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

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

As of November 1, 2015

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

**Men**

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)
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	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	3	0	4	9	0	73
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
<b>Total men</b>	<b>3</b>	<b>0</b>	<b>4</b>	<b>9</b>	<b>0</b>	<b>75</b>

**Women**

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)
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	2
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	3
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	23	2	1	144
Two or more races	0	0	0	0	0	0
	0	0	0	0	0	0

Race and ethnicity unknown						
<b>Total women</b>	0	0	23	2	1	150
<b>Total (men+women)</b>	3	0	27	11	1	225
Total from prior year	1		24	12	1	211

### Part B2 - Full-time Non-instructional Staff by Occupational Category and Contract Length

#### Number of Full-time Non-instructional Staff

As of November 1, 2015

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>		
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				17	17
Management Occupations 11-0000				59	59
Business and Financial Operations Occupations 13-0000				12	12
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				18	18
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
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>109</b>	<b>109</b>
Total from prior year				<b>99</b>	<b>99</b>

**Part C - Full-time Summary****Summary of Full-time Staff****As of November 1, 2015**

•Data will not be generated on this screen until the relevant screens in the previous section have been completed.

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	74	0	0	74
Exclusively credit		74			74
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				17	17
Management Occupations 11-0000				59	59
Business and Financial Operations Occupations 13-0000				12	12
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				18	18
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					27
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000					11
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000					1
<b>Total</b>					<b>225</b>

## Part G - Salaries Worksheet

### Number of Full-time Instructional Staff For Calculation of Total Number of Months

#### Annual Salary, 2015-16

- Report the number of instructional staff based on the number of months to be worked
- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include **ONLY** full-time 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 worked

Gender and academic rank	Months worked				Total staff for salary reporting	Total number of months	Total full-time instructional staff from Part A	Balance (all other full-time instructional staff)
	12 months	11 months	10 months	9 months				
<b>Men</b>								
Professors	0	0	0	7	7	63		
Associate professors	0	0	0	13	13	117		
Assistant professors	0	0	0	5	5	45		
Instructors	0	0	0	3	3	27		
Lecturers	0	0	0	0	0	0		
No academic rank	0	0	0	0	0	0		
<b>Total men</b>	0	0	0	28	28	252	28	0
<b>Women</b>								
Professors	2	0	0	11	13	123		
Associate professors	0	0	0	15	15	135		
Assistant professors	0	0	0	14	14	126		
Instructors	0	0	0	4	4	36		
Lecturers	0	0	0	0	0	0		
No academic rank	0	0	0	0	0	0		
<b>Total women</b>	2	0	0	44	46	420	46	0
<b>Total (men + women)</b>	2	0	0	72	74	672	74	0



**Part G - Salary Outlays for Instructional Staff**

**Salary Outlays  
 for Full-time Instructional Staff**

**Annual Salary Outlays, 2015-16**

•Report the TOTAL ANNUAL salary outlays for the full-time 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)	? Total annual salary outlays	? Weighted average monthly salaries
<b>Men</b>				
Professors	7	63	485,937	7,713
Associate professors	13	117	818,410	6,995
Assistant professors	5	45	304,432	6,765
Instructors	3	27	150,795	5,585
Lecturers	0	0	0	
No academic rank	0	0	0	
<b>Total men</b>	<b>28</b>	<b>252</b>	<b>1,759,574</b>	<b>6,982</b>
<b>Women</b>				
Professors	13	123	871,985	7,089
Associate professors	15	135	907,688	6,724
Assistant professors	14	126	766,682	6,085
Instructors	4	36	176,030	4,890
Lecturers	0	0	0	
No academic rank	0	0	0	
<b>Total women</b>	<b>46</b>	<b>420</b>	<b>2,722,385</b>	<b>6,482</b>
<b>Total (men + women)</b>	<b>74</b>	<b>672</b>	<b>4,481,959</b>	<b>6,670</b>

**Part G - Salary Outlays for Non-instructional Staff**

**Salary Outlays**

**for Full-time Non-instructional Staff**

**Annual Salary Outlays, 2015-16**

Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff	0	0
Public Service staff	0	0
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	18	626,317
Management Occupations 11-0000	59	3,954,554
Business and Financial Operations Occupations 13-0000	12	582,630
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	18	962,558
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	2	115,939
Healthcare Practitioners and Technical Occupations 29-0000	0	0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	3	150,241
Sales and Related Occupations 41-0000	0	0
Office and Administrative Support Occupations 43-0000	27	1,014,841
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	11	389,861
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	1	42,636

**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff by Occupational Category****As of November 1, 2015**

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

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Instructional staff	Research staff	Public Service staff
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	5	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	105	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
<b>Total men</b>	<b>111</b>	<b>0</b>	<b>0</b>

**Women**

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	1	0	0
Hispanic/Latino	4	0	0
American Indian or Alaska Native	0	0	0
Asian	2	0	0
Black or African American	2	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	135	0	0
Two or more races	4	0	0
Race and ethnicity unknown	0	0	0
<b>Total women</b>	<b>148</b>	<b>0</b>	<b>0</b>

<b>Total (men+women)</b>	<b>259</b>	<b>0</b>	<b>0</b>
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Total from prior year	<b>396</b>		
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**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff by Occupational Category****As of November 1, 2015**

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

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
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	0	0	7
Two or more races		0	0	0	0
Race and ethnicity unknown		0	0	0	0
<b>Total men</b>		0	0	0	7

**Women**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
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	0	0	13
Two or more races		0	0	0	1
Race and ethnicity unknown		0	0	0	0
<b>Total women</b>		0	0	0	14

<b>Total (men+women)</b>		0	0	0	21
Total from prior year					14

**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff****As of November 1, 2015**

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

•Report race for non-Hispanic/Latino individuals only

**Men**

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
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	3	2	0	1	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total men</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>

**Women**

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
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	2	0	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	11	3	1	1	0
Two or more races	1	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total women</b>	<b>14</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
<b>Total (men+women)</b>	<b>17</b>	<b>5</b>	<b>2</b>	<b>2</b>	<b>0</b>
Total from prior year	<b>19</b>	<b>5</b>	<b>2</b>	<b>1</b>	

**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff****As of November 1, 2015**

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

•Report race for non-Hispanic/Latino individuals only

**Men**

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 part- time staff)
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	1	0	0	1
Black or African American	0	0	1	0	0	6
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	12	0	10	9	0	149
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
<b>Total men</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>9</b>	<b>0</b>	<b>157</b>

**Women**

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 part- time staff)
Nonresident alien	0	0	0	0	0	1
Hispanic/Latino	0	0	1	0	0	5
American Indian or Alaska Native	0	0	0	0	0	0
Asian	0	0	0	0	0	2
Black or African American	1	0	1	0	0	7
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	2	0	15	2	1	184
Two or more races	1	0	0	0	0	7
Race and ethnicity unknown	0	0	0	0	0	0

<b>Total women</b>	4	0	17	2	1	206
<b>Total (men+women)</b>	16	0	29	11	1	363
Total from prior year	17		39	12	1	506

### Part E - Part-time Staff by Occupational Category and Contract Length

#### Number of Part-time Staff

As of November 1, 2015

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	259	0	259
? Exclusively credit			223		223
? Exclusively not-for-credit			35		35
Combined credit/not-for-credit			1		1
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				21	21
Management Occupations 11-0000				17	17
Business and Financial Operations Occupations 13-0000				5	5
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				2	2
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
<b>Total</b>	0	0	259	47	306
<b>Total from prior year</b>		0	396	41	437



**Part F - Part-time Summary****Summary of Part-time Staff****As of November 1, 2015**

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	259	0	259
Exclusively credit			223		223
Exclusively not-for-credit			35		35
Combined credit/not-for-credit			1		1
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				21	21
Management Occupations 11-0000				17	17
Business and Financial Operations Occupations 13-0000				5	5
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				2	2
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					16
Sales and Related Occupations 41-0000					0
Office and Administrative Support Occupations 43-0000					29
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000					11
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000					1
<b>Total</b>					<b>363</b>

**Part H - New Hires, Full-time Instructional Staff by Contract Length**  
**Number of Newly Hired Full-time Permanent Instructional Staff**

(Hired full-time between July 1 and October 31, 2015 and  
 still on the payroll of the institution as of November 1, 2015)

- 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

**Men**

Race/ethnicity	With Faculty Status			Without Faculty Status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
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
<b>Total men</b>	0	1	0	0	1

**Women**

Race/ethnicity	With Faculty Status			Without Faculty Status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
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	1	0	0	1
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
<b>Total women</b>	0	1	0	0	1

**Total (men+women)**

	0	2	0	0	2
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**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between July 1 and October 31, 2015 and still on the payroll of the institution as of November 1, 2015)

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

**Men**

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
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	1	0	0	0
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
<b>Total men</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>

**Women**

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
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	1	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
<b>Total women</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>1</b>
<b>Total (men+women)</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>1</b>

**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between July 1 and October 31, 2015 and still on the payroll of the institution as of November 1, 2015)

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

•Report race for non-Hispanic/Latino individuals only

**Men**

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
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	2	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total men</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>0</b>

**Women**

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
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	3	1	1	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total women</b>	<b>3</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>
<b>Total (men+women)</b>	<b>3</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>0</b>

**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between July 1 and October 31, 2015 and still on the payroll of the institution as of November 1, 2015)

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

**Men**

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)
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	4
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
<b>Total men</b>	0	0	1	0	0	4

**Women**

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)
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	1
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	0	0	0	6
Two or more races	0	0	0	0	0	0

Race and ethnicity unknown	0	0	0	0	0	0
<b>Total women</b>	0	0	0	0	0	7
<b>Total (men+women)</b>	0	0	1	0	0	11

### **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 2016.

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](mailto:ipedshelp@rti.org).

**Number of staff by employment status and occupational category:  
Fall 2015**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
<b>Total number of staff</b>	225	363	346
Instructional Staff	74	259	160
Primary Instruction	74	259	160
Exclusively credit	74	223	148
Exclusively not-for-credit	0	35	12
Combined credit/not-for-credit	0	1	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	18	21	25
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	17	21	24
Management Occupations SOC 11-0000	59	17	65
Business and Financial Operations Occupations SOC 13-0000	12	5	14
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	18	2	19
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	2	2	3
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	16	8
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	27	29	37
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	11	11	15



**Number of staff by employment status and occupational category:  
Fall 2015**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	1	1	1
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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 2015-16**

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				
<b>All Ranks</b>	2			72	74	672	\$4,481,959	\$6,670
Professor	2			18	20	186	\$1,357,922	\$7,301
Associate professor				28	28	252	\$1,726,098	\$6,850
Assistant professor				19	19	171	\$1,071,114	\$6,264
Instructor				7	7	63	\$326,825	\$5,188
Lecturer								
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
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**Screen: D - PT Staff, Occupation - 1**

Upload File	This number is outside the expected range of between 297 and 495 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Declining enrollment for traditional students has created a decline in the number of adjuncts needed to teach classes. In addition, there has been an increased scrutiny of the teaching records per the IPEDS definition.			

**Screen: D - PT Staff, Occupation - 4**

Perform Edits	The total number of part-time staff (men + women) reported (363) is outside the expected range of between 380 and 632 based on the prior year value. Please correct your data or explain. (Error #1575)	Explanation	Yes	
Reason:	Declining enrollment for traditional students has created a decline in the number of adjuncts needed to teach classes. In addition, there has been an increased scrutiny of the teaching records per the IPEDS definition.			

Related Screens: D - PT Staff, Occupation - 4

**Screen: E - PT Staff, Occupation and Contract Length - 1**

Upload File	This number is outside the expected range of between 297 and 495 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Declining enrollment for traditional students has created a decline in the number of adjuncts needed to teach classes. In addition, there has been an increased scrutiny of the teaching records per the IPEDS definition.			

Upload File	This number is outside the expected range of between 328 and 546 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Declining enrollment for traditional students has created a decline in the number of adjuncts needed to teach classes. In addition, there has been an increased scrutiny of the teaching records per the IPEDS definition.			