

**IPEDS Web-Based Data Collection, Winter 2004-2005
Edit Specifications for Employees by Assigned Position**

NOTE: The basic Employees by Assigned Position (EAP) component (full time and part time) is applicable to all institutions (4-year and above, 2-year, and less than 2-year) while the medical school pages of EAP are applicable to institutions with M.D. programs.

- Employees by Assigned Position Screening Question

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The Employees by Assigned Position (EAP) screening question follows:

- **Does your institution have any part-time employees? ___ Yes / ___ No**

If you answer Yes to the above question, you will be provided the screens to report **part-time faculty and staff**.

- Part A (Full-Time Employees)

The **subtotal and total number of full-time men and full-time women** are automatically generated based on the number of full-time employees reported by faculty status and primary function/occupational activity for each applicable part.

- Part B (Part-Time Employees)

The **subtotal and total number of part-time men and part-time women** are automatically generated based on the number of part-time employees reported by faculty status and primary function/occupational activity for each applicable part. (NOTE: Graduate assistants are not included in the subtotal.)

(IMPORTANT NOTE: Refer to the EAP **import specifications** for the line numbers associated with the primary functions/occupational activities.)

For the three faculty status columns (1 - Tenured, 2 - On tenure track, and 3 - Not on tenure track/no tenure system), the total line (line=12) for each column is now equal to lines 1 through 5 and line 7 for each applicable EAP part (non-medical full time, medical full time, non-medical part time, and/or medical part time). Line 12 of the "Without faculty status" column and line 12 of the "Graduate assistants" column (applicable to Part B only) are equal to lines 1 through 5 and lines 7 through 11 of each column.

The subtotal column for lines 1 through 5 and line 7 is automatically generated as the sum of employees reported for the three faculty status columns (1 - Tenured, 2 - On tenure track,

and 3 - Not on tenure track/no tenure system) AND the "Without faculty status" column. The subtotal column for lines 8 through 11 is also automatically generated and equals the number of employees reported as "Without faculty status" for the corresponding line numbers.

- Current Year Versus Prior Year Comparisons

The following table lists edits performed based on the total number of employees reported this year (current year - CY) compared to the total number of corresponding employees reported last year (prior year - PY). (NOTE: CY/PY edits are not performed if there is no PY data.)

Current Year (CY) / Prior Year (PY) Edits			
Total number of employees			
If CY value is	And PY value is	Expected CY range is	Action required
<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

- Winter Cross-Survey Edit Specifications

Data in EAP that are compared to data in other Winter survey components are listed in the Winter Cross-Survey Edit Specifications.
