

Institution: Lord Fairfax Community College (232575)
User ID: P2325756

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](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2018 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.
- 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.

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 **November 1, 2017 and October 31, 2018** either for the **first time** (new to the institution) or **after a break in service**? Do not exclude persons who were no longer on the payroll as of November 1, 2018. (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 Contract**

As of November 1, 2018

- 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
Total men	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
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 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, 2018

- 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
Total men	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
Total women	0	0	0	0	0	0	0

Total (men+women)

Total (men+women)	0	0	0	0	0	0	0
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Total from prior year

Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Indefinite duration contract

**Number of Full-time Instructional Staff
 With Faculty Status
 Not on Tenure Track - Indefinite duration contract**

As of November 1, 2018

- 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
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
Total men	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
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
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 - Without Faculty Status

Number of Full-time Instructional Staff

Without Faculty Status

As of November 1, 2018

- 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
Total men	0

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
Total women	0

Total (men+women)

Total (men+women)	0
Total from prior year	

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2018

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

	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Instructional staff	0	71	0	0	0	71
Total carried forward from previous screens	0	71	0	0	0	71
<u>Primarily Instruction</u>	0	71	0	0	0	71
Exclusively credit		71				71
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, 2018

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	2	1	3
Native Hawaiian or Other Pacific Islander	0	0	0
White	25	43	68
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total	27	44	71
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, 2018

•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	2	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	25	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total men	27	0	0

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	43	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total women	44	0	0

Total (men+women) 71 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, 2018

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

•Report race for non-Hispanic/Latino individuals only

Men

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

Women

Race/ethnicity	<u>Archivists, Curators, and Museum Technicians 25-4010</u>	<u>Librarians and Media Collections Specialists 25-4020</u>	<u>Library Technicians 25-4030</u>	<u>Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000</u>
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	9
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total women	0	0	0	9
Total (men+women)	0	0	0	9
Total from prior year				10

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•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	13	1	9	0	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	13	1	9	0	0

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	43	11	5	2	0
Two or more races	1	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	46	11	7	2	0
Total (men+women)	59	12	16	2	0
Total from prior year	57	14	16	2	

Part B1 - Full-time Non-instructional Staff by Occupational CategoryNumber of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2018

•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	1	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	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	2	0	5	8	0	63
Two or more races	0	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0	0
Total men	3	0	5	8	0	66

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	1	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	1	0	0	4
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	21	3	1	138
Two or more races	0	0	0	0	0	1
	0	0	0	0	0	0

Race and ethnicity unknown						
Total women	1	0	22	3	1	146
Total (men+women)	4	0	27	11	1	212
Total from prior year	4		26	11	1	215

Part B2 - Full-time Non-instructional Staff by Occupational Category and Contract Length**Number of Full-time Non-instructional Staff****As of November 1, 2018**

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians and Media Collections Specialists 25-4020						0
Library Technicians 25-4030						0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					9	9
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					16	16
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
Total	0	0	0	0	98	98
Total from prior year					99	99

Part C - Full-time Summary**Summary of Full-time Staff****As of November 1, 2018**

•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	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	71	0	0	0	71
Exclusively credit		71				71
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 and Media Collections Specialists 25-4020						0
Library Technicians 25-4030						0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					9	9
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					16	16
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						4
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
Total						212

Part G1 - Salaries Worksheet

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

Annual Salary, 2018-19

- 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

Gender and academic rank	Months worked					Total Staff	Total staff for salary reporting
	12 months	11 months	10 months	9 months	< 9 months		
Men							
Professors	0	0	0	7	0	7	7
Associate professors	0	0	0	9	0	9	9
Assistant professors	1	0	0	5	0	6	6
Instructors	0	0	0	5	0	5	5
Lecturers	0	0	0	0	0	0	0
No academic rank	0	0	0	0	0	0	0
Total men	1	0	0	26	0	27	27
Total men full-time instructional staff from Part A						27	
Women							
Professors	1	0	1	9	0	11	11
Associate professors	1	0	0	15	0	16	16
Assistant professors	4	0	0	11	0	15	15
Instructors	2	0	0	0	0	2	2
Lecturers	0	0	0	0	0	0	0
No academic rank	0	0	0	0	0	0	0
Total women	8	0	1	35	0	44	44
Total women full-time instructional staff from Part A						44	
Total (men+women)	9	0	1	61	0	71	71
Total (men+women) full-time instructional staff from Part A						71	

Part G2 - Salary Outlays for Instructional Staff**Salary Outlays****for Full-time Instructional Staff****Annual Salary Outlays, 2018-19**

•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, Part G1 – Salaries Worksheet

•Using the TOTAL ANNUAL salary outlays data provided, the system will calculate the Equated 9 months by academic rank and gender.

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Salary Outlays					Equated 9 months
		12 months	11 months	10 months	9 months		
Men							
Professors	7	0	0	0	503,399	503,399	
Associate professors	9	0	0	0	577,863	577,863	
Assistant professors	6	72,842	0	0	311,330	365,962	
Instructors	5	0	0	0	261,591	261,591	
Lecturers	0	0	0	0	0	0	
No academic rank	0	0	0	0	0	0	
Total men	27	72,842	0	0	1,654,183	1,708,815	
Women							
Professors	11	87,173	0	78,420	616,909	752,867	
Associate professors	16	81,825	0	0	940,124	1,001,493	
Assistant professors	15	207,847	0	0	628,284	784,169	
Instructors	2	120,759	0	0	0	90,569	
Lecturers	0	0	0	0	0	0	
No academic rank	0	0	0	0	0	0	
Total women	44	497,604	0	78,420	2,185,317	2,629,098	
Total (men + women)	71	570,446	0	78,420	3,839,500	4,337,913	

Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank for Full-time Instructional Staff

Annual Average Salaries, 2018-19

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				Equated 9 months
		12 months	11 months	10 months	9 months	
Men						
Professors	7				71,914	71,914
Associate professors	9				64,207	64,207
Assistant professors	6	72,842			62,266	60,994
Instructors	5				52,318	52,318
Lecturers	0					
No academic rank	0					
Total men	27	72,842			63,622	63,289
Women						
Professors	11	87,173		78,420	68,545	68,442
Associate professors	16	81,825			62,675	62,593
Assistant professors	15	51,962			57,117	52,278
Instructors	2	60,380				45,285
Lecturers	0					
No academic rank	0					
Total women	44	62,201		78,420	62,438	59,752
Total (men+women)	71	63,383		78,420	62,943	61,097

Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays

for Full-time Non-instructional Staff

Annual Salary Outlays, 2018-19

Occupational category	Number of full-time staff (carried forward from the Part B - FT, non-instructional staff 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	9	308,728
Management Occupations 11-0000	59	4,044,737
Business and Financial Operations Occupations 13-0000	12	633,072
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	16	885,366
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	2	109,492
Healthcare Practitioners and Technical Occupations 29-0000	0	0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	4	195,810
Sales and Related Occupations 41-0000	0	0
Office and Administrative Support Occupations 43-0000	27	1,084,733
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	11	415,151
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	1	43,915

Part D - Part-time Staff by Occupational Category

Number of Part-time Staff by Occupational Category

As of November 1, 2018

- 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	0	0	0
Hispanic/Latino	2	0	0
American Indian or Alaska Native	0	0	0
Asian	2	0	0
Black or African American	6	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	111	0	0
Two or more races	0	0	0
Race and ethnicity unknown	0	0	0
Total men	121	0	0
Women			
Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	0	0	0
Hispanic/Latino	5	0	0
American Indian or Alaska Native	0	0	0
Asian	1	0	0
Black or African American	2	0	0
Native Hawaiian or Other Pacific Islander	0	0	0
White	150	0	0
Two or more races	1	0	0
Race and ethnicity unknown	0	0	0
Total women	159	0	0
Total (men+women)	280	0	0
Total from prior year	279		

Part D - Part-time Staff by Occupational Category**Number of Part-time Staff by Occupational Category**

As of November 1, 2018

•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 and Media Collections Specialists 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	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	1	1
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	0	0	0	1	1

Women

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians and Media Collections Specialists 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	0
Hispanic/Latino	0	0	0	1	1
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	2	2
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	0	0	0	8	8
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	0	0	0	11	11

Total (men+women)	0	0	0	12	12
Total from prior year				11	11

Part D - Part-time Staff by Occupational Category**Number of Part-time Staff**

As of November 1, 2018

•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	2	4	1	2	0
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total men	2	4	1	2	0

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	1	1	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	13	14	1	0	0
Two or more races	1	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	14	15	2	0	0

Total (men+women)	16	19	3	2	0
Total from prior year	16	19	2		1

Part D - Part-time Staff by Occupational Category**Number of Part-time Staff****As of November 1, 2018**

•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	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	2
Black or African American	1	0	0	0	1	8
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	17	0	5	7	1	151
Two or more races	1	0	0	0	0	1
Race and ethnicity unknown	0	0	0	0	0	0
Total men	19	0	5	8	1	164

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	0
Hispanic/Latino	0	0	0	0	0	6
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	6
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	5	0	20	2	0	213
Two or more races	0	0	1	0	0	3
Race and ethnicity unknown	0	0	0	0	0	0

Total women	5	0	21	2	0	229
Total (men+women)	24	0	26	10	1	393
Total from prior year	24		29	13	1	395

Part E - Part-time Staff by Occupational Category and Contract Length**Number of Part-time Staff****As of November 1, 2018**

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	0	280	0	0	280
? Exclusively credit			247			247
? Exclusively not-for-credit			29			29
Combined credit/not-for-credit			4			4
Instruction/research/public service staff						0
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians						0
25-4010						0
Librarians and Media Collections Specialists						0
25-4020						0
Library Technicians						0
25-4030						0
? Student and Academic Affairs and Other Education Services Occupations					12	12
25-2000 + 25-3000 + 25-9000						
Management Occupations					16	16
11-0000						
Business and Financial Operations Occupations					19	19
13-0000						
Computer, Engineering, and Science Occupations					3	3
15-0000 + 17-0000 + 19-0000						
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations					2	2
21-0000 + 23-0000 + 27-0000						
Healthcare Practitioners and Technical Occupations						0
29-0000						
Total	0	0	280	0	52	332
Total from prior year		0	279		49	328

Part F - Part-time Summary

Summary of Part-time Staff

As of November 1, 2018

Occupational category	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
Primarily Instruction	0	0	280	0	0	280
Exclusively credit			247			247
Exclusively not-for-credit			29			29
Combined credit/not-for-credit			4			4
Instruction/research/public service staff						0
Research staff						0
Public Service staff						0
Archivists, Curators, and Museum Technicians 25-4010						0
Librarians and Media Collections Specialists 25-4020						0
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					16	16
Business and Financial Operations Occupations 13-0000					19	19
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					3	3
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						24
Sales and Related Occupations 41-0000						0
Office and Administrative Support Occupations 43-0000						26
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000						10
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000						1
Total						393

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

(Hired full-time between November 1, 2017 - October 31, 2018)

- 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	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
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 men	0	3	0	0	0	3

Women

Race/ethnicity	With Faculty Status				Without Faculty Status	Total
	Multi-year	Annual contract	Less-than-annual contract	Indefinite duration (continuing or at-will)		
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	0	1
Total (men+women)	0	4	0	0	0	4

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

Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2017 - October 31, 2018)

- 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> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 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	3	0	0	0
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total men	3	0	0	0

Women

Race/ethnicity	<u>Instructional Staff</u> (from Part H, screen 1)	<u>Research staff</u>	<u>Public Service staff</u>	<u>Library and Student and Academic Affairs and Other Education Services Occupations</u> 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	1
Two or more races	0	0	0	0
Race and ethnicity unknown	0	0	0	0
Total women	1	0	0	1
Total (men+women)	4	0	0	1

Part H - New Hires, Full-time Staff by Occupational Category**Number of Newly Hired Full-time Staff**

(Hired full-time between November 1, 2017 - October 31, 2018)

•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	1	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

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	2	1	0	0	0
Two or more races	1	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
Total women	3	1	0	0	0

Total (men+women)	3	1	1	0	0
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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 November 1, 2017 - October 31, 2018)

•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	0	0	0	4
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	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	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0
White	0	0	0	0	0	5
Two or more races	0	0	0	0	0	1
	0	0	0	0	0	0

Race and ethnicity unknown								
Total women	0	0	0	0	0	0	0	6
Total (men+women)	0	0	0	0	0	0	0	10

Human Resources Survey Evaluation

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

No.

Prepared by

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.

This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input checked="" type="radio"/> Other
Name: Janet Ping		
Email: jping@lfcc.edu		

How many staff from your institution only were involved in the data collection and reporting process of this survey component?

4.00	Number of Staff (including yourself)
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How many hours did you and others from your institution only spend on each of the steps below when responding to this survey component?

Exclude the hours spent collecting data for state and other reporting purposes.

Staff member	Collecting Data Needed	Revising Data to Match IPEDS Requirements	Entering Data	Revising and Locking Data
Your office	hours	hours	hours	5.00hours
Other offices	hours	hours	hours	1.00hours

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 2018.

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 2018**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
Total number of staff	212	393	343
Instructional Staff	71	280	164
Primary Instruction	71	280	164
Exclusively credit	71	247	153
Exclusively not-for-credit	0	29	10
Combined credit/not-for-credit	0	4	1
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	9	12	13
Librarians, Curators, and Archivists SOC 25-4000	0	0	0
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	0	0	0
Library Technicians SOC 25-4030	0	0	0
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	9	12	13
Management Occupations SOC 11-0000	59	16	64
Business and Financial Operations Occupations SOC 13-0000	12	19	18
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	16	3	17
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	4	24	12
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	27	26	36
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	11	10	14

**Number of staff by employment status and occupational category:
Fall 2018**

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 2018-19**

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	9		1	61	71	667	\$4,488,366	\$6,729
Professor	1		1	16	18	166	\$1,285,901	\$7,746
Associate professor	1			24	25	228	\$1,599,812	\$7,017
Assistant professor	5			16	21	204	\$1,220,303	\$5,982
Instructor	2			5	7	69	\$382,350	\$5,541
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
Screen: D - PT Staff, Occupation - 3				
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:	Previous year's total was 1. That employee had a position change.			