

FORM **IPEDS-S**
10-1-95

U.S. DEPARTMENT OF COMMERCE
BUREAU OF THE CENSUS
ACTING AS COLLECTING AGENT FOR THE
U.S. DEPARTMENT OF EDUCATION
NATIONAL CENTER FOR EDUCATION STATISTICS

**INTEGRATED POSTSECONDARY
EDUCATION DATA SYSTEM**

**FALL STAFF SURVEY
1995**

NOTE - The completion of this survey, in a timely and accurate manner, is **MANDATORY** for all institutions which participate or are applicants for participation in any Federal financial assistance program authorized by Title IV of the Higher Education Act of 1965, as amended. The completion of this survey is mandated by 20 U.S.C. 1094(a)(17).

This report is also mandated by P.L. 88-352, Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972 (29 CFR 1602, subparts G, P, and Q).

The collection and reporting of racial/ethnic data on the Fall Staff survey are **MANDATORY** for all institutions which receive, are applicants for, or expect to be applicants for Federal financial assistance as defined in the Department of Education (ED) regulations implementing Title VI of the Civil Rights Act of 1964 (34 CFR 100.13).

For those institutions not required to submit racial/ethnic data on the basis of the above requirements, the completion of this survey is voluntary and authorized by P.L. 103-382, National Education Statistics Act of 1994, Sec. 404(a).



139463-11

DALTON COLLEGE
213 N COLLEGE DR
DALTON, GA 30720

Please correct any errors in the name, address, and ZIP Code.

Please read the accompanying instructions before completing this survey form. Report data **ONLY** for the institution in the address label. If data for any other institutions or branch campuses are included in this report because they **CANNOT** be reported separately, please provide a list of these schools.

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 622-6193 or FAX number (301) 457-1542.

RETURN TO

LARRY G. JONES
INSTITUTE OF HIGHER EDUCATION
THE UNIVERSITY OF GEORGIA
CANDLER HALL
ATHENS, GA 30602-1772
706-542-0573

Date due: November 15, 1995

1. Name of respondent Wayne E. Bell	2. Title of respondent Academic Dean	3. Telephone (Area code, number, ext.) (706) 272-4421
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PURPOSE OF THE SURVEY

The National Center for Education Statistics (NCES), collects these data biennially to obtain and report a comprehensive picture of staff in institutions of postsecondary education, by their full-time or part-time status and by the type of work they do. The survey is being conducted in compliance with the Center's mission "to collect, analyze, and disseminate statistics and other information related to education in the United States. . . ." (P.L. 103-382, National Education Statistics Act of 1994, Sec 404(a)).

USES OF DATA

Collection of these data over a period of time will produce insights into the use of full-time and part-time faculty and staff in postsecondary education. It will also allow comparisons of staffing patterns by institutional type and control and will permit analysis of the relationship between financial resources and staff resources.

CERTIFICATION - I certify that the information given in this report is correct and true to the best of my knowledge and was prepared in accordance with accompanying instructions. Willfully false statements on this report are punishable by law, U.S. Code, Title 18, Section 1001.

Name (Type or print) James A. Burran	5. Title President	6. Telephone (Area code, number, ext.) (706) 272-4438
7. Signature 	8. Date	

COMPLIANCE REQUIREMENTS

The Office for Civil Rights (OCR) and the National Center for Education Statistics (NCES), with the approval of the Office of Management and Budget, cooperate in the collection of racial/ethnic information from all postsecondary institutions for the Fall Staff survey, Section 100.6(b) of the regulations implementing Title VI of the Civil Rights Act of 1964, set forth below, and similar provisions of the Title VI regulations of other Federal agencies, authorize collection of this information.

100.6(b) **Compliance Reports** – Each recipient shall keep records and submit to the responsible Department official or his designee timely, complete and accurate compliance reports at such times and in such form and containing such information as the responsible Department official or his designee may determine to be necessary to enable him to ascertain whether the recipient has complied or is complying with this part. For example, recipients should have available for the Department racial and ethnic data showing the extent to which members of minority groups are beneficiaries of and participants in federally-assisted programs. In the case of any program under which a primary recipient extends Federal financial assistance to any other recipient, such other recipient shall also submit such compliance reports to the primary recipient as may be necessary to enable the primary recipient to carry out its obligations under this part.

The time required to complete this information collection is estimated to vary from 1.0 hour to 10.0 hours per response, with an average of 5.0 hours, including the time to review instructions, search existing data resources, gather and maintain the data needed, and complete and review the information collection. **If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to:** U.S. Department of Education, Information Management Team, Washington, DC 20202-4652. **If you have any comments or concerns regarding the status of your individual submission of this form, write directly to:**

**National Center for Education Statistics/IPEDS
U.S. Department of Education
555 New Jersey Avenue, NW
Washington, DC 20208-5652**

The definitions and instructions for compiling IPEDS data have been designed to minimize comparability problems. However, postsecondary education institutions differ widely among themselves. As a result of these differences, comparisons of data provided by individual institutions may be misleading.

DO NOT RETURN INSTRUCTIONS

UNITID 139463
FICE = 003956

DALTON COLLEGE
SECTOR = 04

COMBINED DATA FOR MORE THAN ONE INSTITUTION OR BRANCH

S

Note: If the institution or administrative unit named on this report is including Fall Staff survey data for other institutions or branches in this report, list the following information for the additional institutions or branches.

If information has been preprinted (based on last year's report) — Verify that the information is correct for the current year. Please make any corrections in RED.

UNITID	Institution name	Address	City	State	ZIP Code

Notes (Reference part, line, and column)

Part A — FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) EMPLOYEES BY RACIAL/ETHNIC CATEGORY, SEX, CONTRACT LENGTH AND SALARY CLASS INTERVALS
(Exclude casual employees or students in the College Work-Study Program)
Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by contract length and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
1	1. 9/10 month salary contracts																
	Below \$25,000											2	1			2	2
2	\$25,000-29,999				1				1		1	21	18			21	21
3	30,000-34,999				1							13	4			13	4
4	35,000-39,999											10	1			10	1
5	40,000-44,999											3	5			3	5
6	45,000-54,999																
7	55,000-64,999																
8	65,000-74,999																
9	75,000 and above																
10	TOTAL 9/10 MONTH SALARY CONTRACTS (Sum of lines 1-9)				2				1		1	49	29			49	33
11	2. Less than 9/10 month salary contracts															0	0
12	3. 11/12 month salary contracts																
	Below \$25,000																
13	\$25,000-29,999																
14	30,000-34,999												1				1
15	35,000-39,999											1				1	
16	40,000-44,999											2				2	
17	45,000-54,999											5	1			5	1
18	55,000-64,999																
19	65,000-74,999																
20	75,000 and above																
21	TOTAL 11/12 MONTH SALARY CONTRACTS (Sum of lines 12-20)											8	2			8	2
22	4. PART A TOTAL (Sum of lines 10+11+21) (See also line 107)				2				1		1	57	31			7	35

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**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS**

5

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	1. Executive/Administrative, and managerial																
23	Below \$25,000																
24	\$25,000-29,999																
25	30,000-34,999																
26	35,000-39,999																
27	40,000-44,999																
28	45,000-54,999												1				1
29	55,000-64,999											1	1			1	1
30	65,000-74,999											3				3	
31	75,000 and above											2				2	
32	TOTAL EXECUTIVE/ ADMINISTRATIVE AND MANAGERIAL <i>(Sum of lines 23-31)</i>											6	2			6	2
	2. Other professionals (Support/Service)																
33	Below \$25,000									1		2	10			2	11
34	\$25,000-29,999												8				8
35	30,000-34,999				1								2				3
36	35,000-39,999											3	1			3	1
37	40,000-44,999												1				1
38	45,000-54,999												1				1
39	55,000-64,999																
40	65,000-74,999																
41	75,000 and above																
2	TOTAL OTHER PROFESSIONALS (SUPPORT/SERVICE) <i>(Sum of lines 33-41)</i>				1					1		5	23			5	25

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, PRIMARY OCCUPATIONAL ACTIVITY AND SALARY CLASS INTERVALS — Continued**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity and salary class intervals	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	3. Technical and paraprofessionals																
43	Below \$16,000												2				2
44	\$16,000-19,999											1				1	
45	20,000-24,999											3	1			3	1
46	25,000-29,999																
47	30,000-34,999																
48	35,000 and above																
49	TOTAL TECHNICAL AND PARAPROFESSIONALS <i>(Sum of lines 43-48)</i>											4	3			4	3
	4. Clerical and secretarial																
50	Below \$12,000				1								6				7
51	\$12,000-15,999											1	15			1	15
52	16,000-19,999												3				3
53	20,000-24,999												3				3
54	25,000-29,999												1				1
55	30,000 and above																
56	TOTAL CLERICAL AND SECRETARIAL <i>(Sum of lines 50-55)</i>				1							1	28			1	29

**Part C — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX, AND PRIMARY OCCUPATIONAL ACTIVITY**

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES		
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)	
ADDITIONAL INFORMATION (FULL-TIME STAFF ONLY)																		
73	Executive, administrative, and managerial personnel with academic rank and/or tenure												3				3	
74	Full-time staff paid in full from "soft money" sources																	
75	Nonresident aliens (included in line 22)																	

**Part D — PART-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
SEX AND PRIMARY OCCUPATIONAL ACTIVITY**

S

(Exclude casual employees or students in the College Work-Study Program)

Employees on the payroll of the Institution as of October 1, 1995

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
76	PART-TIME EMPLOYEES Executive, administrative, and managerial																
77	Faculty (Instruction/Research/Public Service)									1	1	11	18			12	19
78	Instruction/Research assistants																
79	Other professionals (Support/Service)											1	1			1	1
80	Technical and paraprofessionals												2				2
31	Clerical and secretarial																
32	Skilled crafts																
33	Service/Maintenance			1													
4	TOTAL PART-TIME EMPLOYEES <i>(Sum of lines 76-83)</i>			1						1	1	15	21			4	
5	GRAND TOTAL ALL EMPLOYEES <i>(Sum of lines 72 and 84)</i>			1	3					1	1	4	111	114			113 122

Part E - CONTRACTED OR DONATED SERVICES

This part requests information on any services that are contracted for by the institution or donated to the institution, whether or not they were provided in part by employees reported in Parts A, B, and D,

Report the number of full- and part-time individuals who are contracting with outside firms or donating services, by occupational activity.

Mark (X) if no services are contracted or donated and SKIP to Part F.

Enter "0" in both columns if there are no contracted or donated services in that occupational activity category.

Line No.	Occupational activity	Full-time	Part-time
01	Executive/administrative and managerial		
02	Faculty (instruction, research, public service)		
03	Other professionals		
04	Technical/paraprofessionals		
05	Clerical and secretarial		
06	Skilled crafts		
07	Service/maintenance		
08	Total contracted and donated services (Sum of lines 01-07)	-0-	-0-

Remarks

Part F — TENURE OF FULL-TIME FACULTY (INSTRUCTION/RESEARCH/PUBLIC SERVICE) BY RACIAL/ETHNIC CATEGORY, SEX AND ACADEMIC RANK

(Include only those employees reported in "Faculty", line 22, part A.)

Employees on the payroll of the Institution as of October 1, 1995

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Line No.	Faculty by tenure and academic rank	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	1. Faculty with tenure																
		OMIT IF NO EXISTING TENURE PROGRAM															
86	Professors											6	2			6	2
87	Associate professors											10	3			10	3
88	Assistant professors				1							10	3			10	4
89	Instructors																
90	Lecturers																
91	Other faculty*																
92	TOTAL FACULTY WITH TENURE (Sum of lines 86—91)				1							26	8			26	9
	2. Non-tenured faculty (Those on tenure track)																
		OMIT IF NO EXISTING TENURE PROGRAM															
93	Professors																
94	Associate professors											1				1	
95	Assistant professors								1		1	19	7			19	9
96	Instructors				1							6	13			6	14
97	Lecturers																
98	Other faculty*															26	23
99	TOTAL NON-TENURED FACULTY (Those on tenure track) (Sum of lines 93—98)				1				1		1	26	20			26	23
	3. Non-tenured faculty (Those not on tenure track)																
		COMPLETE FOR ALL FACULTY NOT IN A TENURE PROGRAM															
100	Professors																
101	Associate professors											1				1	
102	Assistant professors											2	1			2	1
103	Instructors											2	2			2	2
104	Lecturers																
105	Other faculty*																
106	TOTAL NON-TENURED FACULTY (Those not on tenure track) (Sum of lines 100—105)											5	3			5	3
07	TOTAL FACULTY (Sum of lines 92, 99, 106) (Same as line 22)				2				1		1	57	31			57	35

Institutions without standard academic ranks should report full-time faculty here.

Part G - NEW HIRES BY RACIAL/ETHNIC CATEGORY, SEX, AND PRIMARY OCCUPATIONAL ACTIVITY

FORM PEOS-S (6-1-95)

Line No.	Employees by primary occupational activity	Nonresident alien		Black non-Hispanic		American Indian or Alaskan Native		Asian or Pacific Islander		Hispanic		White non-Hispanic		Race/ethnicity unknown		GRAND TOTAL ALL EMPLOYEES	
		Men (1)	Women (2)	Men (3)	Women (4)	Men (5)	Women (6)	Men (7)	Women (8)	Men (9)	Women (10)	Men (11)	Women (12)	Men (13)	Women (14)	Men (15)	Women (16)
	NEW HIRES (Full-time between 1 July and 30 Sept.) <input type="checkbox"/> Mark (X) if no new hires																
		PERMANENT FULL TIME ONLY															
108	Executive, administrative, and managerial																
	Faculty																
109	a. Tenured																
110	b. Non-tenured on track								1			3				3	1
111	c. Non-tenured not on track											2	1			2	1
112	Other professionals (Support/Service)												2				
113	Technical and paraprofessionals												1				1
114	Clerical and secretarial																
115	Skilled crafts											2					2
116	Service/Maintenance																
117	TOTAL (Sum lines 108-116)								1			7	4			7	5