

FORM **IPEDS-S**
(6-1-97)

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
1997**

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 O, 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

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.

DALTON COLLEGE
213 N COLLEGE DR
DALTON, GA 30720

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

If there are any questions about this form, contact a Bureau of the Census IPEDS representative at (800) 622-6193 or FAX number (301) 457-1540, 7:30 a.m.-4:30 p.m. EST.

RETURN TO

JOSEPH J. SZUTZ
OFFICE OF PLANNING & POLICY ANALYSIS
BOARD OF REGENTS OF UNIV. SYSTEM OF GEORGIA
244 WASHINGTON STREET, SW
ATLANTA, GA 30334
404-656-2213

Date due: November 15, 1997

1. Name of respondent Gregory J. Labyak	2. Title of respondent Dean of Academic Affairs	3. Telephone Area code, number, extension 706-272-4421
4. E-Mail address glabyak@carpet.dalton.peachnet.edu		FAX number 706-272-4588

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.

5. Name (Type or print) Gregory J. Labyak	6. Title Dean of Academic Affairs	7. Telephone (Area code, number, ext.) 706-272-4421
8. Signature <i>Gregory J. Labyak</i>		9. Date November 10, 1997

FORM IPEDS-S (6-1-97)

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, 1997

S

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				2	
2	\$25,000–29,999											1	3			1	3
3	30,000–34,999				1				1			5	6			5	8
4	35,000–39,999											16	19			16	19
5	40,000–44,999				1							9	5			9	6
6	45,000–54,999											12	7			12	7
7	55,000–64,999											2				2	
8	65,000–74,999																
9	75,000 and above																
10	TOTAL 9/10 MONTH SALARY CONTRACTS <i>(Sum of lines 1–9)</i>				2				1			47	40			47	43
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																
16	40,000–44,999																
17	45,000–54,999				1							3				3	1
18	55,000–64,999											2	1			2	1
19	65,000–74,999											3				3	
20	75,000 and above																
21	TOTAL 11/12 MONTH SALARY CONTRACTS <i>(Sum of lines 12–20)</i>				1							9	1			9	2
22	4. PART A TOTAL <i>(Sum of lines 10+11+21)</i> <i>(Same as line 107)</i>				3				1			56	41			56	45

**Part B — ALL OTHER FULL-TIME EMPLOYEES BY RACIAL/ETHNIC CATEGORY,
 SEX, PRIMARY OCCUPATIONAL ACTIVITY 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, 1997

S

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)
23	1. Executive/Administrative, and managerial 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																
29	55,000-64,999											2					2
30	65,000-74,999											1					1
31	75,000 and above											5					5
32	TOTAL EXECUTIVE/ ADMINISTRATIVE AND MANAGERIAL (Sum of lines 23-31)											6	2				6 2
33	2. Other professionals (Support/Service) Below \$25,000								1			2	6				2 7
34	\$25,000-29,999											2	10				2 10
35	30,000-34,999																
36	35,000-39,999				1							1	3				1 4
37	40,000-44,999											1	2				1 2
38	45,000-54,999											2	1				2 1
39	55,000-64,999												1				1
40	65,000-74,999											1					1
41	75,000 and above																
42	TOTAL OTHER PROFESSIONALS (SUPPORT/SERVICE) (Sum of lines 33-41)				1				1			9	23				9 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, 1997

S

FORM IPEDS-S (6-1-97)

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)
43	3. Technical and paraprofessionals Below \$16,000																
44	\$16,000–19,999												1				1
45	20,000–24,999												1				1
46	25,000–29,999												3				3
47	30,000–34,999												1	1			1 1
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																
51	\$12,000–15,999												1				1
52	16,000–19,999												18				18
53	20,000–24,999												2	6			2 6
54	25,000–29,999												2				2
55	30,000 and above													2			2
56	TOTAL CLERICAL AND SECRETARIAL <i>(Sum of lines 50–55)</i>												1	3			1 3
													3	30			3 30

**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, 1997

S

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)
57	5. Skilled crafts Below \$16,000																
58	\$16,000-19,999																
59	20,000-24,999											2				2	
60	25,000-29,999											2				2	
61	30,000-34,999											1				1	
62	35,000 and above											1				1	
63	TOTAL SKILLED CRAFTS <i>(Sum of lines 57-62)</i>											6				6	
64	6. Service/Maintenance Below \$12,000																
65	\$12,000-15,999											7	9			7	9
66	16,000-19,999											4	1			4	1
67	20,000-24,999											3				3	
68	25,000-29,999																
69	30,000 and above											1	1			1	1
70	TOTAL SERVICE/ MAINTENANCE <i>(Sum of lines 64-69)</i>											15	11			15	11
71	7. PART B TOTAL <i>(Sum of lines 32+42+49+56+63+70)</i>				1				1			43	69			43	71
72	GRAND TOTAL ALL FULL-TIME EMPLOYEES <i>(Sum lines 22+71)</i>				4				2			96	110			99	116

FORM IPEDS-S (6-1-97)

FORM IPEDS-S (6-1-97)

Part C — ADDITIONAL INFORMATION ON FULL-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, 1997

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**

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

Employees on the payroll of the Institution as of October 1, 1997

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)											5	14			5	14
78	Instruction/Research assistants																
79	Other professionals (Support/Service)											1	1			1	1
80	Technical and paraprofessionals											1	5			1	5
81	Clerical and secretarial												2				2
82	Skilled crafts																
83	Service/Maintenance	1										4	1	1		6	1
84	TOTAL PART-TIME EMPLOYEES <i>(Sum of lines 76-83)</i>	1										11	23	1		13	23
85	GRAND TOTAL ALL EMPLOYEES <i>(Sum of lines 72 and 84)</i>	1			4				2			107	133	1		139	

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 for services, either in whole or part or receives donated services, which would otherwise be provided by paid employees, by occupational activity. **DO NOT REPORT DOLLARS — ONLY INDIVIDUALS.**

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, 1997

S

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)
86	1. Faculty with tenure Professors											7	2			7	2
87	Associate professors											12	5			12	5
88	Assistant professors				1							12	3			12	4
89	Instructors																
90	Lecturers																
91	Other faculty*																
92	TOTAL FACULTY WITH TENURE (Sum of lines 86-91)				1							31	10			31	11
	2. Non-tenured faculty (Those on tenure track) Professors																
93	Associate professors																
94	Assistant professors				1				1			15	8			15	10
95	Instructors				1							4	14			4	15
96	Lecturers																
97	Other faculty*																
98	Other faculty*																
99	TOTAL NON-TENURED FACULTY (Those on tenure track) (Sum of lines 93-98)				2				1			19	22			19	25
	3. Non-tenured faculty (Those not on tenure track) Professors																
100	Associate professors											1	1			1	1
101	Assistant professors											2	1			2	1
102	Instructors											3	7			3	7
103	Lecturers																
104	Other faculty*																
105	Other faculty*																
106	TOTAL NON-TENURED FACULTY (Those not on tenure track) (Sum of lines 100-105)											6	9			6	9
107	TOTAL FACULTY (Sum of lines 92-106) (Same as line 22)				3				1			56	41			56	45

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

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

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 July 1 and Sept. 30, 1997) <input type="checkbox"/> Mark (X) if no new hires																
108	Executive, administrative, and managerial																
	Faculty																
109	a. Tenured																
110	b. Non-tenured on track																
111	c. Non-tenured not on track																
112	Other professionals (Support/Service)			1								2				1	2
113	Technical and paraprofessionals																
114	Clerical and secretarial											4					4
115	Skilled crafts																
116	Service/Maintenance			1								1	1			2	1
117	TOTAL (Sum of lines 108-116)			2								1	7			3	7