

Institution: Berklee College of Music (164748)  
 User ID: P1647484

## Overview

### Human Resources Overview

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

#### Changes to reporting for 2019-20

There are no changes for this survey component.

#### 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, 2018 and October 31, 2019** 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, 2019. (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.

<input checked="" type="radio"/> No	<input type="radio"/> Yes	Are ALL of the instructional staff military personnel?
<input checked="" type="radio"/> No	<input type="radio"/> 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 <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track - Multi-Year Contract</u>							
As of November 1, 2019							
•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							
<b>Men</b>							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0	0	1	0	0	0	1
Hispanic/Latino	6	3	0		0	0	9
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	1	2	1	0	0	0	4
Black or African American	19	7	5		0	0	31
Native Hawaiian or Other Pacific Islander		0	0	0	0	0	0
White	98	61	22		0	0	181
Two or more races		0	0	0	0	0	0
Race and ethnicity unknown	3	1	1	0	0	0	5
<b>Total men</b>	127	74	30	0	0	0	231
<b>Women</b>							
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
Hispanic/Latino	2	1	1	0	0	0	4
American Indian or Alaska Native	0	0	0	0	0	0	0
Asian	4	3	2		0	0	9
Black or African American	3	3	2	0	0	0	8
Native Hawaiian or Other Pacific Islander	0	0	0	0	0	0	0
White	50	32	11		0	0	93
Two or more races	0	0	0	0	0	0	0
Race and ethnicity unknown	1	2	1	0	0	0	4
<b>Total women</b>	60	41	17	0	0	0	118
<b>Total (men+women)</b>	187	115	47	0	0	0	349
Total from prior year							291

## Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract

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

As of November 1, 2019

- 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
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>	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
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>	0	0	0	0	0	0	0
<b>Total (men+women)</b>	0	0	0	0	0	0	0
Total from prior year							51


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

Number of <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track - Less-than-annual Contract</u>  As of November 1, 2019							
•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							
<b>Men</b>							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						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>	0	0	0	0	0	0	0
<b>Women</b>							
Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						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>	0	0	0	0	0	0	0
<b>Total (men+women)</b>	0	0	0	0	0	0	0
Total from prior year							3

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



Number of <u>Full-time Instructional Staff</u> With <u>Faculty Status</u> <u>Not on Tenure Track - Indefinite duration contract</u>  As of November 1, 2019							
•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							
<b>Men</b>							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						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>	0	0	0	0	0	0	0
<b>Women</b>							
Gender and race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien	0						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>	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 - Without Faculty Status

Number of <u>Full-time Instructional Staff</u>	
Without Faculty Status	
As of November 1, 2019	
•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	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total men	0
Women	
Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	
American Indian or Alaska Native	
Asian	
Black or African American	
Native Hawaiian or Other Pacific Islander	
White	
Two or more races	
Race and ethnicity unknown	
Total women	0
Total (men+women)	 0
Total from prior year	4

Part A2 - Full-time Instructional Staff by Function

Number of Full-time Instructional Staff

As of November 1, 2019						
•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	349	0	0	0	0	349
Total carried forward from previous screens	349	0	0	0	0	349
Primarily Instruction	349	0	0	0	0	349
 Exclusively credit	349					349
 Exclusively not-for-credit						0
Combined credit/not-for-credit						0
Instruction/research/public service staff						0



Part A3 - Full-time Instructional Staff - Totals

Total number of Full-time Instructional Staff			
As of November 1, 2019			
Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	1	0	1
Hispanic/Latino	9	4	13
American Indian or Alaska Native	0	0	0
Asian	4	9	13
Black or African American	31	8	39
Native Hawaiian or Other Pacific Islander	0	0	0
White	181	93	274
Two or more races	0	0	0
Race and ethnicity unknown	5	4	9
Total	231	118	349
Total from prior year			349

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•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	1	0	0
Hispanic/Latino	9		
American Indian or Alaska Native	0		
Asian	4		
Black or African American	31		
Native Hawaiian or Other Pacific Islander	0		
White	181		
Two or more races	0		
Race and ethnicity unknown	5		
<b>Total men</b>	231	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	4		
American Indian or Alaska Native	0		
Asian	9		
Black or African American	8		
Native Hawaiian or Other Pacific Islander	0		
White	93		
Two or more races	0		
Race and ethnicity unknown	4		
<b>Total women</b>	118	0	0

<b>Total (men+women)</b>	349	0	0
Total from prior year	349		

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•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				
Hispanic/Latino			1	1
American Indian or Alaska Native				
Asian				1
Black or African American				
Native Hawaiian or Other Pacific Islander				
White		3	1	12
Two or more races				
Race and ethnicity unknown			1	
<b>Total men</b>	0	3	3	14

### 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				
Hispanic/Latino			1	1
American Indian or Alaska Native				
Asian				
Black or African American				1
Native Hawaiian or Other Pacific Islander				
White		2		3
Two or more races				1
Race and ethnicity unknown				
<b>Total women</b>	0	2	1	6
<b>Total (men+women)</b>	0	5	4	20
Total from prior year	1	9	3	39

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

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2019

•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			3	4	
Hispanic/Latino	8	1	4	7	
American Indian or Alaska Native					
Asian	2	2	6	8	
Black or African American	15	1	3	4	1
Native Hawaiian or Other Pacific Islander					
White	83	17	40	51	
Two or more races	0				
Race and ethnicity unknown	6	1	3	7	
<b>Total men</b>	<b>114</b>	<b>22</b>	<b>59</b>	<b>81</b>	<b>1</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	2		2	2	
Hispanic/Latino	5	4	1	6	
American Indian or Alaska Native	1				
Asian	2	2	3	5	
Black or African American	7	5		10	
Native Hawaiian or Other Pacific Islander					
White	77	29	15	61	1
Two or more races	1			2	
Race and ethnicity unknown	7		4	4	
<b>Total women</b>	<b>102</b>	<b>40</b>	<b>25</b>	<b>90</b>	<b>1</b>
<b>Total (men+women)</b>	<b>216</b>	<b>62</b>	<b>84</b>	<b>171</b>	<b>2</b>
Total from prior year	<b>202</b>	<b>91</b>	<b>84</b>	<b>114</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, 2019

•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				3		11
Hispanic/Latino			4			35
American Indian or Alaska Native						0
Asian			5			28
Black or African American	1		4			60
Native Hawaiian or Other Pacific Islander						0
White	12		34		6	440
Two or more races	1		0			1
Race and ethnicity unknown	6		6		1	36
<b>Total men</b>	<b>20</b>	<b>0</b>	<b>56</b>	<b>7</b>	<b>0</b>	<b>611</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				2		8
Hispanic/Latino	1		8			31
American Indian or Alaska Native			1			2
Asian			2			23
Black or African American			9			40
Native Hawaiian or Other Pacific Islander						0
White	1		57			339
Two or more races			2			6
			4			23

Race and ethnicity unknown						
Total women	2	0	85	0	0	472
Total (men+women)	22	0	141	7	0	1,083
Total from prior year	34		93	5		1,024

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

Number of <u>Full-time</u> Non-instructional Staff						
As of November 1, 2019						
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	0
Public Service staff					0	0
Archivists, Curators, and Museum Technicians 25-4010					0	0
Librarians and Media Collections Specialists 25-4020					5	5
Library Technicians 25-4030					4	4
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					20	20
Management Occupations 11-0000					216	216
Business and Financial Operations Occupations 13-0000					62	62
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					84	84
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					171	171
Healthcare Practitioners and Technical Occupations 29-0000					2	2
Total	0	0	0	0	564	564
Total from prior year		0			543	543

## Part C - Full-time Summary

### Summary of Full-time Staff

As of November 1, 2019

•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	349	0	0	0	0	349
Exclusively credit	349					349
Exclusively not-for-credit						0
Combined credit/not-for-credit						0
Instruction/research/public service staff						0
Research staff					0	0
Public Service staff					0	0
Archivists, Curators, and Museum Technicians 25-4010					0	0
Librarians and Media Collections Specialists 25-4020					5	5
Library Technicians 25-4030					4	4
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000					20	20
Management Occupations 11-0000					216	216
Business and Financial Operations Occupations 13-0000					62	62
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000					84	84
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					171	171
Healthcare Practitioners and Technical Occupations 29-0000					2	2
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000						22
Sales and Related Occupations 41-0000						0
Office and Administrative Support Occupations 43-0000						141
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000						7
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000						0
Total						1,083



## Part G1 - Salaries Worksheet

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

#### Annual Salary, 2019-20

- 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				127		127	127
Associate professors				74		74	74
Assistant professors				30		30	30
Instructors						0	0
Lecturers						0	0
No academic rank						0	0
Total men	0	0	0	231	0	231	231
Total men full-time instructional staff from Part A						231	
Women							
Professors				60		60	60
Associate professors				41		41	41
Assistant professors				17		17	17
Instructors						0	0
Lecturers						0	0
No academic rank						0	0
Total women	0	0	0	118	0	118	118
Total women full-time instructional staff from Part A						118	
Total (men+women)	0	0	0	349	0	349	349
Total (men+women) full-time instructional staff from Part A						349	

## Part G2 - Salary Outlays for Instructional Staff

### Salary Outlays


#### for Full-time Instructional Staff

#### Annual Salary Outlays, 2019-20




- 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				
		12 months	11 months	10 months	9 months	Equated 9 months
Men						
Professors	127				13,303,587	13,303,587
Associate professors	74				6,339,721	6,339,721
Assistant professors	30				2,376,213	2,376,213
Instructors	0					0
Lecturers	0					0
No academic rank	0					0
Total men	231	0	0	0	22,019,521	22,019,521
Women						
Professors	60				6,241,629	6,241,629
Associate professors	41				3,361,204	3,361,204
Assistant professors	17				1,137,958	1,137,958
Instructors	0					0
Lecturers	0					0
No academic rank	0					0
Total women	118	0	0	0	10,740,791	10,740,791
Total (men + women)	349	0	0	0	32,760,312	32,760,312

Part G3 - Average Salaries for Instructional Staff by Academic Rank

Average Salary by academic rank for <u>Full-time</u> Instructional Staff						
Annual Average Salaries, 2019-20						
Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Annual Average Salaries				
		12 months	11 months	10 months	9 months	 Equated 9 months
Men						
Professors	127				104,753	104,753
Associate professors	74				85,672	85,672
Assistant professors	30				79,207	79,207
Instructors	0					
Lecturers	0					
No academic rank	0					
Total men	231				95,323	95,323
Women						
Professors	60				104,027	104,027
Associate professors	41				81,981	81,981
Assistant professors	17				66,939	66,939
Instructors	0					
Lecturers	0					
No academic rank	0					
Total women	118				91,024	91,024
Total (men+women)	349				93,869	93,869

## Part G4 - Salary Outlays for Non-instructional Staff

Salary Outlays for <u>Full-time</u> Non-instructional Staff  Annual Salary Outlays, 2019-20		
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	
Public Service staff	0	
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	29	2,188,984
Management Occupations 11-0000	216	29,358,325
Business and Financial Operations Occupations 13-0000	62	5,650,835
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	84	7,423,865
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	171	11,671,679
Healthcare Practitioners and Technical Occupations 29-0000	2	66,682
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	22	1,361,344
Sales and Related Occupations 41-0000	0	
Office and Administrative Support Occupations 43-0000	141	8,276,005
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	7	 596,759
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000	0	

## Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff by Occupational Category

As of November 1, 2019

- 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	4		
Hispanic/Latino	24		
American Indian or Alaska Native	1		
Asian	12		
Black or African American	31		
Native Hawaiian or Other Pacific Islander	0		
White	232		
Two or more races	1		
Race and ethnicity unknown	20		
<b>Total men</b>	<b>325</b>	<b>0</b>	<b>0</b>

#### Women

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	7		
Hispanic/Latino	11		
American Indian or Alaska Native	1		
Asian	15		
Black or African American	14		
Native Hawaiian or Other Pacific Islander	0		
White	154		
Two or more races	1		
Race and ethnicity unknown	11		
<b>Total women</b>	<b>214</b>	<b>0</b>	<b>0</b>

<b>Total (men+women)</b>	<b>539</b>	<b>0</b>	<b>0</b>
Total from prior year	<b>531</b>		

## Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff by Occupational Category

As of November 1, 2019

•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				1	1
Hispanic/Latino				6	6
American Indian or Alaska Native				0	0
Asian				1	1
Black or African American				8	8
Native Hawaiian or Other Pacific Islander				1	1
White				23	23
Two or more races				0	0
Race and ethnicity unknown				5	5
<b>Total men</b>	0	0	0	45	45

#### 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				5	5
Hispanic/Latino				2	2
American Indian or Alaska Native				0	0
Asian				0	0
Black or African American				5	5
Native Hawaiian or Other Pacific Islander				0	0
White				6	6
Two or more races				0	0
Race and ethnicity unknown				3	3
<b>Total women</b>	0	0	0	21	21

<b>Total (men+women)</b>	0	0	0	66	66
Total from prior year				55	55

## Part D - Part-time Staff by Occupational Category

Number of Part-time Staff

As of November 1, 2019

•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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White	1	1			
Two or more races					
Race and ethnicity unknown					
<b>Total men</b>	1	1	0	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					
Hispanic/Latino					
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White		1		1	
Two or more races					
Race and ethnicity unknown					
<b>Total women</b>	0	1	0	1	0
<b>Total (men+women)</b>	1	2	0	1	0
Total from prior year	2	4		83	

## Part D - Part-time Staff by Occupational Category

### Number of Part-time Staff

As of November 1, 2019

•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						5
Hispanic/Latino						30
American Indian or Alaska Native						1
Asian						13
Black or African American						39
Native Hawaiian or Other Pacific Islander						1
White	2			4		263
Two or more races						1
Race and ethnicity unknown				1		26
<b>Total men</b>	<b>2</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>379</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						12
Hispanic/Latino				1		14
American Indian or Alaska Native						1
Asian						15
Black or African American						19
Native Hawaiian or Other Pacific Islander						0
White	3			5		170
Two or more races						1
Race and ethnicity unknown	1					15



Total women	4	0	6	0	0	247
	6	0	11	0	0	626
Total (men+women)						
Total from prior year	2		21			698

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

Number of Part-time Staff

As of November 1, 2019

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	221	316	2	0	0	539
? Exclusively credit	221	316	2			539
? 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						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					66	66
25-2000 + 25-3000 + 25-9000						
Management Occupations					1	1
11-0000						
Business and Financial Operations Occupations					2	2
13-0000						
Computer, Engineering, and Science Occupations						0
15-0000 + 17-0000 + 19-0000						
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations					1	1
21-0000 + 23-0000 + 27-0000						
Healthcare Practitioners and Technical Occupations						0
29-0000						
Total	221	316	2	0	70	609
Total from prior year	183	248	101		143	675

## Part F - Part-time Summary

### Summary of Part-time Staff

As of November 1, 2019

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	221	316	2	0	0	539
Exclusively credit	221	316	2			539
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					66	66
Management Occupations 11-0000					1	1
Business and Financial Operations Occupations 13-0000					2	2
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000						0
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000					1	1
Healthcare Practitioners and Technical Occupations 29-0000						0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000						6
Sales and Related Occupations 41-0000						0
Office and Administrative Support Occupations 43-0000						11
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000						0
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000						0
<b>Total</b>						<b>626</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 November 1, 2018 - October 31, 2019)

- 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
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian						0
Black or African American						0
Native Hawaiian or Other Pacific Islander						0
White	1					1
Two or more races						0
Race and ethnicity unknown						0
<b>Total men</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>

#### 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
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian	1					1
Black or African American	2					2
Native Hawaiian or Other Pacific Islander						0
White	1					1
Two or more races						0
Race and ethnicity unknown						0
<b>Total women</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>4</b>
<b>Total (men+women)</b>	<b>5</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5</b>

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

### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2018 - October 31, 2019)

•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			
Hispanic/Latino	0			
American Indian or Alaska Native	0			
Asian	0			
Black or African American	0			
Native Hawaiian or Other Pacific Islander	0			
White	1			1
Two or more races	0			
Race and ethnicity unknown	0			
<b>Total men</b>	1	0	0	1

#### 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			
Hispanic/Latino	0			1
American Indian or Alaska Native	0			
Asian	1			
Black or African American	2			
Native Hawaiian or Other Pacific Islander	0			
White	1			3
Two or more races	0			1
Race and ethnicity unknown	0			
<b>Total women</b>	4	0	0	5
<b>Total (men+women)</b>	5	0	0	6

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

### Number of Newly Hired Full-time Staff

(Hired full-time between November 1, 2018 - October 31, 2019)

•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			2	1	
Hispanic/Latino					
American Indian or Alaska Native					
Asian			1	4	
Black or African American	3			1	
Native Hawaiian or Other Pacific Islander					
White	4	1	5	9	
Two or more races					
Race and ethnicity unknown		1		2	
<b>Total men</b>	<b>7</b>	<b>2</b>	<b>8</b>	<b>17</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					
Hispanic/Latino	1	2		1	
American Indian or Alaska Native					
Asian	1		1	2	
Black or African American	1	1		5	
Native Hawaiian or Other Pacific Islander					
White	4	8	4	19	
Two or more races				1	
Race and ethnicity unknown			1	1	
<b>Total women</b>	<b>7</b>	<b>11</b>	<b>6</b>	<b>29</b>	<b>0</b>

<b>Total (men+women)</b>	<b>14</b>	<b>13</b>	<b>14</b>	<b>46</b>	<b>0</b>
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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, 2018 - October 31, 2019)

•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			1			4
Hispanic/Latino						0
American Indian or Alaska Native						0
Asian			1			6
Black or African American						4
Native Hawaiian or Other Pacific Islander						0
White	3		10			34
Two or more races	1					1
Race and ethnicity unknown						3
<b>Total men</b>	<b>4</b>	<b>0</b>	<b>12</b>	<b>0</b>	<b>0</b>	<b>52</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 new hires)
Nonresident alien						0
Hispanic/Latino	1		1			7
American Indian or Alaska Native						0
Asian			1			6
Black or African American			3			12
Native Hawaiian or Other Pacific Islander						0
White			16			55
Two or more races			1			3
			2			4

Race and ethnicity unknown						
Total women	1	0	24	0	0	87
Total (men+women)	5	0	36	0	0	139



**Human Resources Survey Evaluation**

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

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 checked="" type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other
Name: Mark Martino		
Email: mmartino@berklee.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	10.00hours	5.00 hours	5.00hours	hours
Other offices	20.00hours	hours	hours	hours

**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 2019.

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 2019**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
<b>Total number of staff</b>	1,083	626	1,292
Instructional Staff	349	539	529
Primary Instruction	349	539	529
Exclusively credit	349	539	529
Exclusively not-for-credit	0	0	0
Combined credit/not-for-credit	0	0	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	29	66	51
Librarians, Curators, and Archivists SOC 25-4000	9	0	9
Archivists, Curators, and Museum Technicians SOC 25-4010	0	0	0
Librarians SOC 25-4020	5	0	5
Library Technicians SOC 25-4030	4	0	4
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	20	66	42
Management Occupations SOC 11-0000	216	1	216
Business and Financial Operations Occupations SOC 13-0000	62	2	63
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	84	0	84
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	171	1	171
Healthcare Practitioners and Technical Occupations SOC 29-0000	2	0	2
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	22	6	24
Sales and Related Occupations SOC 41-0000	0	0	0
Office and Administrative Support Occupations SOC 43-0000	141	11	145
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	7	0	7

**Number of staff by employment status and occupational category:  
Fall 2019**

Production, Transportation, and Material Moving Occupations SOC 51-0000 + 53-0000	0	0	0
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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 2019-20**

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>				349	349	3,141	\$32,760,312	\$10,430
Professor				187	187	1,683	\$19,545,216	\$11,613
Associate professor				115	115	1,035	\$9,700,925	\$9,373
Assistant professor				47	47	423	\$3,514,171	\$8,308
Instructor								
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

## Berklee College of Music (164748)

Source	Description	Severity	Resolved	Options
Screen: A1 - FT Instructional, Rank and Tenure - Annual Contract				
Screen Entry	This number is outside the expected range of between 34 and 68 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	Fulltime faculty from the Conservatory received multiannual contracts.			
Screen: A1 - FT Instructional, Rank and Tenure - Less-Than-Annual Contract				
Screen Entry	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:	We moved our faculty to annual or multi-annual contracts.			
Screen: A1 - FT Instructional, Without Faculty Status				
Screen Entry	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:	Our current full time instructional staff all have faculty status.			
Screen: B1 - FT Non-instructional, Occupation- 2				
Screen Entry	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:	There was one individual in this role last year. The position was vacant as of 11/1/19.			
Screen Entry	This number is outside the expected range of between 26 and 52 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We did an overall review of SOC codes to more appropriately categorize primary roles as part of a system migration. As part of this we recategorized academic advisors to 21-1012 - Educational, Guidance, School, and Vocational Counselors.			
Screen: B1 - FT Non-instructional, Occupation - 3				
Screen Entry	This number is outside the expected range of between 75 and 153 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We did an overall review of SOC codes to more appropriately categorize primary roles as part of a system migration. This was one of the affected categories.			
Screen: B1 - FT Non-instructional, Occupation - 4				
Screen Entry	This number is outside the expected range of between 23 and 45 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We did an overall review of SOC codes to more appropriately categorize primary roles as part of a system migration. This was one of the affected categories. Some moved to the 45/47/49 series, some to 21-1012 and some to 11-1012			
Screen Entry	This number is outside the expected range of between 61 and 125 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We did an overall review of SOC codes to more appropriately categorize primary roles as part of a system migration. This was one of the affected categories. For example, we reclassified some bookkeeping people from financial occupations.			
Screen: G4 - Salary Outlays, Non-instructional Staff				
Screen Entry	The amount entered in Part G for Total annual salary outlays for Natural Resources, Construction, and Maintenance Occupations (\$596,759) is outside the expected range of between \$140,000 and \$490,000 based on an estimated average salary of between \$20,000 and \$70,000 per individual for this category. Please correct your data or explain. (Error #1379)	Explanation	Yes	
Reason:	We have a small number of workers in this category and most have significant longevity. Many lower level maintenance positions are contracted.			
Related Screens:	G - Salary Outlays, Non-instructional Staff			
Screen: D - PT Staff, Occupation - 3				
Screen Entry	This number is outside the expected range of between 54 and 112 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:				

	We realized many of these workers, such as musical accompanists, are actually casual workers and re-categorized them as such. This included 74 workers at the Conservatory alone.			
Screen: E - PT Staff, Occupation and Contract Length - 1				
Screen Entry	This number is outside the expected range of between 66 and 136 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We moved most faculty off of less-than-annual contracts.			
Screen Entry	This number is outside the expected range of between 93 and 193 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason:	We realized many 2018 workers in the 21-000 + 23-000 + 27-0000 category, such as musical accompanists, are actually casual workers and re-categorized them as such.			