

**Maryland Higher Education Commission  
Data Dictionary**

***ELEMENT TITLE:***

**Principal Occupational Assignment**

**DEFINITION:** The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity.

**FORMAT:** Numeric – 2 digits

**CODES: New Principal Occupational Assignments as of 2012 Submission** (Do not use codes 01 – 10 previously used)

**00 = Unknown**

**11 = Management Occupations**

**12 = Business and Financial Operations Occupations**

**13 = Computer, Engineering, and Sciences Occupations**

*Renamed  
Category 2013-14* **14 = Community, *Social Service*, Legal, Arts, *Design*,  
*Entertainment, Sports*, and Media Occupations**

*Renamed  
Category 2013-14* **15 = *Primarily* Instruction**

**16 = Instruction combined with research and/or public  
service (I/R/PS)**

**17 = Research**

**18 = Public Service**

**19 = Graduate Assistants – Teaching**

~~**20 = Graduate Assistants – Research (I/R/PS)**~~ **removed by IPEDS**

**21 = Archivists, Curators, and Museum Technicians**

**22 = Librarians**

**23 = Library Technicians**

*Renamed  
Category 2013-14* **24 = *Student and Academic Affairs and Other Education  
Services Occupations*. ~~Other Teachers and Instructional  
Support Staff~~**

**25 = Healthcare Practitioners and Technical Occupations**

**26 = Service Occupations**

**27 = Sales and Related Occupations**

**28 = Office and Administrative Support Occupations**

**29 = Natural Resources, Construction, and Maintenance  
Occupations**

**30 = Production, Transportation, and Material Moving  
Occupations**

**31 = Military Staff (MHEC will collect although not required  
by IPEDS)**

**CODES PRIOR to 2012 are no longer used:**

- 01 = Executive/Administrative/Managerial,
- 02 = Faculty/Instructional,
- 03 = Faculty/Research,
- 04 = Faculty/Public Service,
- 05 = Teaching (or Research) Assistants or Associates-Typically graduate students
- 06 = Professional (Other than Executive/Administrative/Managerial and Faculty)
- 07 = Clerical and Secretarial,
- 08 = Technical and Paraprofessional,
- 09 = Skilled Crafted
- 10 = Service/Maintenance

- COMMENTS: For IPEDS purposes, Graduate Assistants are considered part-time only and are only collected in the following categories:
- (11) Management
  - (12) Business and Financial Operations
  - (13) Computer, Engineering and Science
  - (14) Community, *Social Service*, Legal, Arts, *Design, Entertainment, Sports*, and Media Occupations
  - (17) Research
  - (19) Teaching
  - (22,23,24) Librarians, Library Technicians, *Student and Academic Affairs and Other Education Services Occupations*. ~~Other Teachers and Instructional Support Staff~~
  - (11) Healthcare Practitioners and Technical
- RELATED TO: Academic Rank
- GLOSSARY: The principal activity that a staff member is assigned to support the mission of the institution.
- SYSTEMS: EDS, CIS
- SYSNAME: PRINOCC
- DOCUMENTED: 1995 Revised: 11/2012, 11/2014