

## EDS NEW EDITING INFORMATION

### List of Principal Occupational Assignments (POA)

MHEC's New Principal Occupational Assignments (DD89)	2010 Standard Occupational Categories 2012-13
00	Unknown
11	Management Occupations
12	Business and Financial Operations Occupations
13	Computer, Engineering, and Science Occupations
14	Community Service, Legal, Arts, and Media Occupations
15	Instruction
16	Instruction combined with research and/or public service (I/R/PS)
17	Research
18	Public Service
19	Graduate Assistants – Teaching
20	<del>Graduate Assistants – Research (I/R/PS)</del> <b>Removed</b>
21	Archivists, Curators, and Museum Technicians
22	Librarians
23	Library Technicians
24	Other Teachers and Instructional Support Staff <b>(revised: November 2012)</b>
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)

The information below provides additional guidance on the treatment of selected fields as they relate to the revised Principal Occupational Assignments (POA) positions 38-39 of the EDS Layout. Please note POA 20 – has been removed.

#### POA and Program Assignment (Positions 42-43)

Employees with POA codes 11-25 must be coded according to the standard HEGIS “two digits” taxonomy of the program or department to which they are assigned.

#### POA and Graduate Assistant Flag (Position 44)

Employees who are graduate assistants must be coded as “1” in the graduate Assistant Flag and POA should be coded as (11-14, 17, 19 and 22-25).

#### POA and Institution Sub-code (Position 45)

Employees whose POA is instructional must be coded with 1, 2, or 3 in Instruction Sub-code.

1=Exclusively Credit, 2=Exclusively not-for-credit, and 3=Combination credit/not-for-credit. Blank if not primarily instructional.

#### POA and Highest Degree attained (Position 57)

If POA is 11-18, 21-25, or 31, use the table below to code Highest Degree attained.

0 =Not Applicable (POA is 19, 26-30)	5=First Professional
1=Less than Bachelors	6=Certificate of Advanced Study/Advanced
2=Bachelors	7=Doctorate
3=Post Baccalaureate Certificate	8=Other
4=Masters	9=unknown

#### POA and Promotion (Position 58)

Professional employees with POA codes 11-25 and 31 must be coded 1 or 2 (where 1=Yes and 2=No for promotion) Employees whose POA codes are 26-30 should be coded as 3.

**In light of the changes announced, the following edits are provided as guidance:**

**New Multi-Year Contract Flag (Position 49)**

If an employee is on a multi-year contract this flag must be set to "1." Otherwise, this field should be left blank.

**Contract (Position 50)**

The contract field was initially expanded to accommodate an extended coding structure and has now been revised to remove the multi-year option. Additionally, a code of 9=other has been added. The "Other" code will capture contract lengths less than 9 months and cases where there is no contract at all. The current codes are:

**4 = 9-month contract**

**5 = 10-month contract**

**6 = 11-month contract**

**7 = 12-month contract**

**9 = Other**

**Continuing Education/Non-Credit Instructors**

According to the EDS crosswalk provided, Continuing Education, which was previously coded as 04 – Faculty Public Service/Continuing Education should now be coded as 18 – Public Service. As a non-credit instructor, the Instruction sub-code (Position 45) must be "2" for exclusively not-for-credit.