

Employee Data System

(EDS)

(Includes Cumulative Errata Sheet and Special 2010 Reporting Revision Addendum)

February, 2010
Maryland Higher Education Commission
Office of Information Systems

Employee Data System (EDS)
Addendum for the 2010 Reporting Revisions
(covers changes during the collection year 2010)
February, 2009

Summary of changes:

In the past data collection standards allowed individuals to be identified in only one racial category. The federal government has developed new ethnic and racial categories to provide a more accurate picture of the nation's diversity. The new categories enable individuals to be identified in both ethnicity and race. They also allow more than one race to be identified

This addendum provides specific instructions for the EDS system including a revised file format and data dictionary changes. It was recommended by the State-wide workgroup that the schedule for 2010 reporting revisions be oriented around the federally mandatory academic year of AY 2010-2011. A fully modified EDS file containing the new fields will be required in **November of 2010**.

For additional clarification see the 2010 Reporting Revisions Statewide Workgroup "Final Recommendations" available on the web at:

<http://data.mhec.state.md.us/MACInfo/Final%202010%20Workgroup%20Recommendations.pdf>

Collection Year 2010 –

Additional 6 New Fields to be reported in collection year 2010

ethnicity and race (**positions 61– 66**) are collected in six new fields. Each student record has an indicator for Hispanic/Latino ethnic origin and five race categories under 1997 standards.

- **Hispanic/Latino Ethnicity** (position 61) **DD25**
- **White** (position 62) **DD26.1**
- **Black/African American** (position 63) **DD26.2**
- **Asian** (position 64) **DD26.3**
- **American Indian/Alaskan Native** (position 65) **DD26.4**
- **Native Hawaiian/Pacific Islander** (position 66) **DD26.5**

A revised EDS file format below shows the new fields highlighted in green. The revised format includes an additional column labeled, "MAC Year Required" to note the collection year the new fields are to be reported.

Employee Data System (EDS) File Version 2 Specification Format

Record Position	Field Length	Data Element	Data Dictionary Reference	Description	MAC Year Required
1-4	4	Collection Year	DD1	Year in which data are reported "October 1, 1980"= 1980	
5-10	6	FICE Code	DD3	Federal code number for reporting institution	
11	1	Sub-campus Code	DD4	Code used by institutions for multi-campus or organizational identification.	
12-20	9	Employee ID	DD5	Social Security Number or alternative identifier or Individual Taxpayer Identification Number (ITIN)	
21	1	Identification Type	DD6	Code "blank" if the identification number is a Real SSN or ITIN. Code "2" to indicate that the identifier is NOT a real SSN or ITIN.	
22	1	Gender	DD21	Employee's gender or assigned gender if unknown	
23	1	Race/Ethnic (1977 Standard)	DD20	The 1977 standards for single category race/ethnicity. Required through 2009 collection and reported if available after 2010 and beyond	
24-27	4	Birth Year	DD22	Year in which employee was born.	
28	1	Full-Time/Part-Time Status	DD86	Number of hours worked per week	
29-32	4	Date of Initial Employment	DD87	Month and year when hired	
33-36	4	Date Employed in Current Faculty Rank/Position	DD88	Effective date of appointment to current faculty rank/position	
37	1	Blank		Space	
38-39	2	Principal Occupational Assignment	DD89	Principal occupational activity of a staff member such as instructional faculty, executive, administrative, and managerial, and etc.	
40	1	Academic Rank	DD90	Institution's criteria for classifying faculty as professor, assistant professor, associate professor, Instructor, and Lecturer	
41	1	Academic Tenure Status	DD91	Status of staff having academic rank as related to permanence of the position	
42-43	2	Program Assignment	DD92	Institution's "2 digit" taxonomy of the HEGIS program or department to which staff is assigned.	
44-49	6	Blank		Space	
50	1	Contract	DD93	Employee's salary contract	
51-56	6	Salary/Wage	DD94	Total yearly salary to the nearest whole dollar.	
57	1	Highest Degree Attained	DD95	The highest award conferred by an institution of higher education.	
58	1	Promotion	DD96	Professional employee promoted during the last 12 months	
59	1	Appointment Status	DD97	1=Permanent; 2=Temporary	
60	1	US Citizenship	DD24	Identifies whether student is in the U.S. Citizenship Group or not	

Employee Data System (EDS) File Version 2 Specification Format (Continued)

Record Position		Data Element	Data Dictionary Reference		MAC Year Required
61	1	Hispanic Latino Ethnicity (1997 Standard)	DD25	Identifies whether student is of Hispanic or Latino origin under 1997 standards	2010
62	1	White (1997 Standard)	DD26.1	Multi-race identification for indicator under 1997 standards	2010
63	1	Black/African American (1997 Standard)	DD26.2	Multi-race identification for indicator under 1997 standards	2010
64	1	Asian (1997 Standard)	DD26.3	Multi-race identification for indicator under 1997 standards	2010
65	1	American Indian (1997 Standard)	DD26.4	Multi-race identification for indicator under 1997 standards	2010
66	1	Native Hawaiian (1997 Standard)	DD26.5	Multi-race identification for indicator under 1997 standards	2010
67-80	14	Reserved for future		Must be blank	

**Maryland Higher Education Commission
Data Dictionary**

ELEMENT TITLE:

Race/Ethnicity (1977 Standard)

DEFINITION: Federal 1977 categories used to describe groups to which individuals identify with, or belong in the eyes of the community. The categories do not denote scientific definitions of anthropological origins. A person may be counted in only one group. Resident aliens (holders of Form I-551/155), noncitizens who have been lawfully admitted for permanent residence are to be reported in the appropriate racial/ethnic categories along with United States citizens.
THESE CATEGORIES ARE NO LONGER DETERMINED FOR ALL STUDENTS OR EMPLOYEES AFTER THE 2010 REVISIONS. ALL REPORTING WHICH IS BASED ON THE AY 2010-2011 AND LATER USES THE NEW 1997 STANDARDS ON PAGES 26-26.5. THIS DATA IS CONTINUED TO BE SUBMITTED FOR STUDENTS WHO ENROLLED PRIOR TO 2010 AND REPORTED UNDER 1977 STANDARD.

FORMAT: numeric - 1 digit

CODES: 0 = Unknown
1 = Black (African American), Non-Hispanic
2 = American Indian or Alaskan Native
3 = Asian/Pacific Islander
4 = Hispanic
5 = White, Non-Hispanic
6 = Foreign (in EDS 6 = All Other)
7 = All Other (in EDS 7 not used)

COMMENTS: In EDS prior to 2010 reporting, citizenship is used to determine foreign employees. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Citizenship

GLOSSARY: UNKNOWN, BLACK, NON-HISPANIC (1977), ASIAN OR PACIFIC ISLANDER (1977), HISPANIC (1977), WHITE, NON-HISPANIC (1977), FOREIGN (1977), ALL OTHER (1977), NATIVE AMERICAN, AFRICAN AMERICAN, AMERICAN INDIAN OR ALASKAN NATIVE (1977)

SYSTEMS: EIS,TSS,HGS, DIS,EDS,AGGR,RTN,FAIS

SYSNAME: RACE

DOCUMENTED: 1/10/77 Revised: 1/30/09

-DD20

ELEMENT TITLE:

Hispanic Latino Ethnicity (1997 Standard)

DEFINITION: The identification of whether a student or employee is of Hispanic or Latino ethnicity.

FORMAT: alphanumeric – 1 character

CODES: Y = yes to Hispanic or Latino origin
N = no to Hispanic or Latino origin
blank = not answered or declared

COMMENTS: See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Race/Ethnicity (1997), multi-race (1997), US Citizenship

GLOSSARY: HISPANIC (1997), LATINO

SYSTEMS: EIS,HGS,AGGR, RTN,EDS,TSS,DIS,FAIS

SYSNAME: HISPANIC

DOCUMENTED: 1/30/09 Revised:

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

Multi-race for 1997 Standard

DEFINITION: The student's multi-race responses to the race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 5 character array may be all blank

CODES: The coding is the same in each of the race fields in the array.
Y = yes to the specific race category
blank = not answered or declared

COMMENTS: There is no unknown coding. If the array is blank for all fields the students race is considered to be unknown.

Each individual race field is defined on the pages for:

- White (1997)
- Black or African American (1997)
- Asian (1997)
- American Indian or Alaska Native (1997)
- Native Hawaiian or Other Pacific Islander (1997)

See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: WHITE (1997), BLACK (1997), AFRICAN AMERICAN, ASIAN (1997), AMERICAN INDIAN OR ALASKA NATIVE (1997), NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RACEALL

DOCUMENTED: 1/30/09 Revised:

-DD26-

Maryland Higher Education Commission
Data Dictionary

ELEMENT TITLE:

White (1997)

DEFINITION: The student's response to the White question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the White race category
blank = not answered or declared

COMMENTS: Only for the one single White race category.
See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: WHITE (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RWHITE

DOCUMENTED: 1/30/09 Revised:

-DD26.1-

**Maryland Higher Education Commission
Data Dictionary**

ELEMENT TITLE:

Black or African American (1997)

DEFINITION: The student's response to the Black/African American question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Black/African American race category
blank = not answered or declared

COMMENTS: Only for the one single Black/African American race category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: BLACK (1997), AFRICAN AMERICAN

SYSTEMS: EIS,DIS,HGS,TSS,EDS, FAIS

SYSNAME: RBLACK

DOCUMENTED: 1/30/09 Revised:

-DD26.2-

**Maryland Higher Education Commission
Data Dictionary**

ELEMENT TITLE:

Asian (1997)

DEFINITION: The student's response to the Asian question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Asian race category
blank = not answered or declared

COMMENTS: Only for the one single Asian race category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: ASIAN (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RASIAN

DOCUMENTED: 1/30/09 Revised:

-DD26.3-

**Maryland Higher Education Commission
Data Dictionary**

ELEMENT TITLE:

American Indian or Alaskan Native (1997)

DEFINITION: The student's response to the American Indian/Alaskan Native question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the American Indian/Alaskan Native race category
blank = not answered or declared

COMMENTS: Only for the one single American Indian/Alaskan Native category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: AMERICAN INDIAN OR ALASKAN NATIVE (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS, FAIS

SYSNAME: RAIAN

DOCUMENTED: 1/30/09 Revised:

-DD26.4-

**Maryland Higher Education Commission
Data Dictionary**

ELEMENT TITLE:

Native Hawaiian or Other Pacific Islander (1997)

DEFINITION: The student's response to the Native Hawaiian/Pacific Islander question of the multi-race question of the 1997 two-question format. The data can be directly from the student response (preferred method), an institution mapping of the old 1977 standard or possibly by observer declaration depending upon the data and the institutions procedures.

FORMAT: alphanumeric - 1 character may be blank

CODES: Y = yes to the Native Hawaiian/Pacific Islander category
blank = not answered or declared

COMMENTS: Only for the one single Native Hawaiian/Pacific Islander category. See 2010 Reporting Revisions Recommendations document for more information.

RELATED TO: Multi-race for 1997 Standard, Citizenship, Hispanic/Latino Ethnicity (1997)

GLOSSARY: NATIVE HAWAIIAN OR OTHER PACIFIC ISLANDER (1997)

SYSTEMS: EIS,DIS,HGS,TSS,EDS,FAIS

SYSNAME: RNHPI

DOCUMENTED: 1/30/09 Revised:

-DD26.5-

Maryland Higher Education Commission
Employee Data System
Errata Sheet
February, 2010 (replaces prior Errata Sheets)

Employees included in EDS (page 6 and Appendix) - **Starting** with 1995 EDS, federal requirements are to report all employees of the institution. Based on advice from the Maryland Office of the Attorney General dated August, 1995, employees on the payroll of the institution includes **"all** persons who are employed directly by an institution, and who are subject to payroll withholding of **taxes"**. This definition includes contractual employees and continuing education staff. Also, starting with the 1995 EDS, individuals who donate their services are **NOT** to be included in **EDS** but should be reported on the Fall Staff Addendum along with employees of firms providing services.

Non-credit Continuing Education Coding (Page 11 and 20) - Starting with the 1995 EDS, reporting the code of **"96 = Non-credit continuing education"** will be used for all non-credit continuing education employees. Non-credit continuing education faculty must be coded with an occupation code of **"04 = Faculty Public Service/Continuing Education"**.

Part-time Employee Reduced Reporting (Pages 9-12) - Starting with the 1995 EDS, the reporting requirement for part-time employees have been **reduced by 50%**. The following ten (10) data fields are not required to be completed using the EDS coding rules in the EDS manual. If an institution does not complete these fields the following codes must be used as default

Data Field	Coding
Birthyear	0000 = unknown
Initial Employment Date	0000 = unknown
Data Employed in Current Position	0000 = unknown
Academic Rank	7 = not applicable
Academic Tenure	4 = not applicable
Program Assignment	96 = non-credit continuing education employee 97 = faculty unknown program 99 = non-faculty employee
Contract	3 = other
Salary	000001 = unknown
Highest Degree Attained	0 = not applicable
Promotion	9 = unknown
The remaining data elements of the EDS record are required and must follow EDS Reporting coding rules in the EDS manual.	

Highest Degree Attained (Page 12) - Starting with the 1987 EDS reporting, The highest degree attained is required for all Executive/Administrative/Managerial (01), Faculty/Instructional (02), Faculty/Research (03), Faculty/Public Service (04), and Professional (06). The definitions used for the degree levels can be found in the MHEC "Academic Programs at Maryland Colleges and Universities".

Principal Occupation Assignment (Page 17) - Due to IPEDS change Librarians are classified as Other Professionals (06) regardless of rank.

Maryland Higher Education Commission (Page 2 of 2)
Employee Data System
Errata Sheet (Page 2)
February, 2010 (replaces prior Errata Sheets)

Race/Ethnicity (1997 Standards) - Starting with the 2010 the EDS collection and reporting system will implement the new race/ethnicity 1997 standards for meeting State and federal requirements as recommended by the 2010 Reporting Revisions Statewide Workgroup. The Revised 2011 EDS record format in the Addendum will be implemented in the 2010-2011 collection year.

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PURPOSE

The Employee Data System replaces **manually** completed report forms on which public higher education institutions have annually reported employee characteristics to SBHE. The data, recorded on computer tape and submitted in a **common** format from each campus, allows institutional and statewide reports on desegregation and planning issues to be efficiently generated. The reports which have been replaced are: **SBHE-E1, "Employees in Institutions of Higher Education"** which collected information on full and part-time employees by race, sex and occupational categories; **SBHE-E2, "Faculty by Instructional Program"** which collected data on full and part-time faculty by race, sex and instructional program; and **SBHE-E3, which collected data on "Salaries of Full-Time Employees."** These surveys have been replaced by a single tape from each campus with one record for each employee.

In the years that institutions must file the EEO-6 "Higher Education Staff Information" Report with the Federal Equal Employment Opportunity Commission, SBHE will provide each institution with a software program which can generate **most** of this report from the tape submitted to SBHE. **The** data reports provided by **the** SBHE software will also produce much of **the data** needed for **each campus** to complete the NCES-2300 **Tenure and Fringe Benefits Report. "**

SYSTEM DESIGN

The design of the Employee Data System parallels that of the Enrollment Information System (**EIS**) which has been operating in Maryland since 1977.

Each institution is provided with computer software, written in a level of COBOL which can be used on individual institutional computers. This software creates an edited tape with a standard layout and **common** codes for selected employee data.

Each school is also provided computer programs which produce report **facsimilies** of the SBHE E-1 and E-2 reports so that each school can produce these reports for their **own** review before submitting the tape to **SBHE**. These programs are briefly described below and described in more detail in the Technical User's Guide (Appendix C) and in the internal documentation of the software distributed to each school.

A. Translation–Edit Program

1. Reads selected data elements from a computerized institutional personnel file.
2. Translates the institutional codes for these data elements into standard statewide codes.
3. Creates an output tape with a standard format and common codes for all institutions.
4. Checks the records for completeness and position of each record.
5. Provides an edit report of errors Which **may** have been encountered.
6. Provides a frequency count for each data element on the tape.

B. Report Generators

1. Provide reports similar to the currently collected SBHE-E1 and E2 Reports.
2. Provides data in these reports which can be used to complete the Salaries and Tenure section of the **NCES** Report 2300–3 "Salaries, Tenure and Fringe Benefits of Full–Time **Faculty**."

Figure 1 illustrates the steps in preparing and submitting the tape which occur at the institutional level.

The steps which occur after the institutional tapes are submitted to SBHE are illustrated in Figure 2. Tapes for the school are read and edited if necessary. Institutional and segmental representatives are consulted before **any** corrections are made in a school's file. A master file is created of the individual school tapes which report generators can then aggregate at the institutional, segmental or state level in order to facilitate reporting the data to state and federal audiences.

Figure 1
Employee Data System - Institutional Level

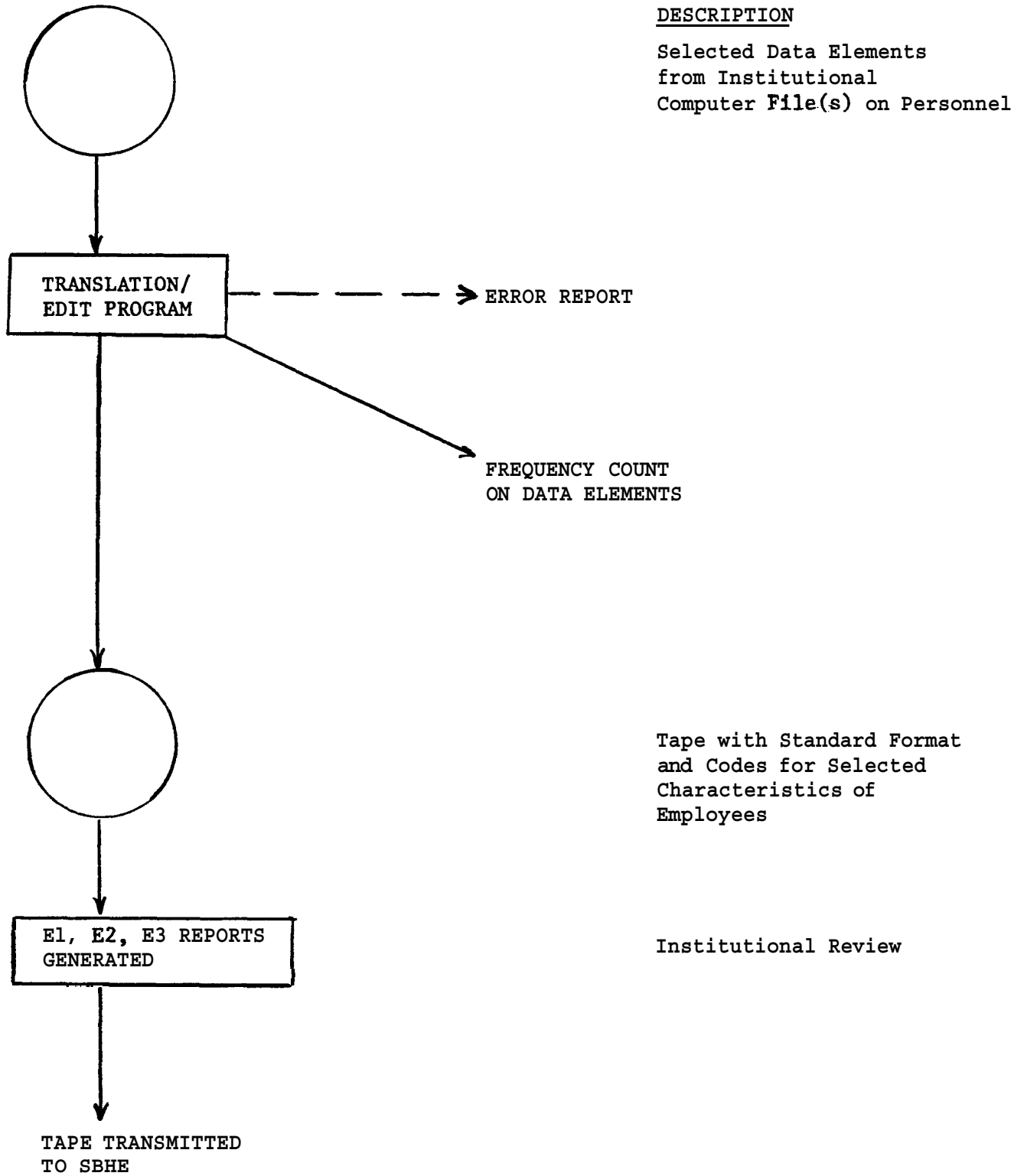
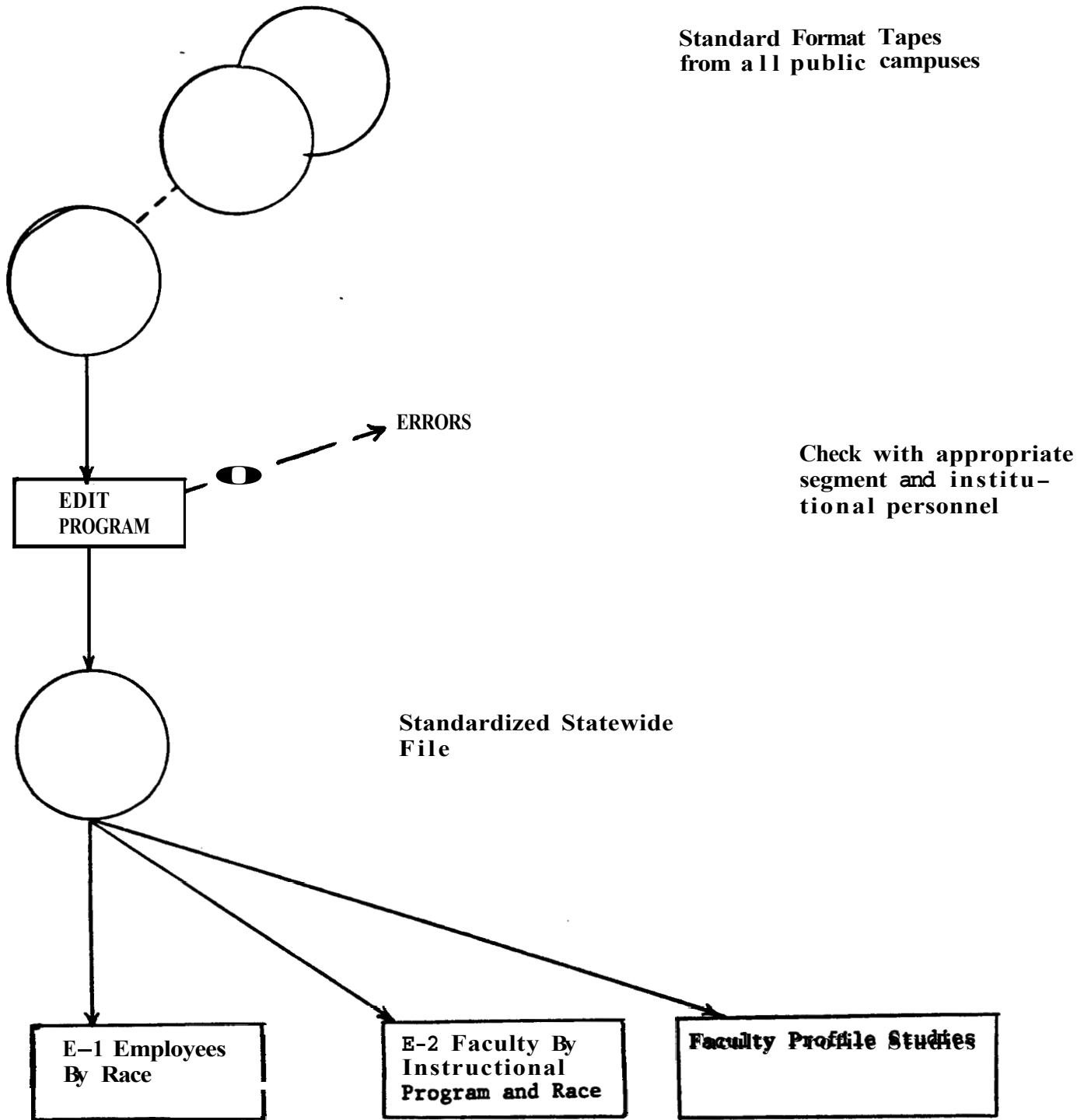


Figure 2

State Level Design of Employee Data System



GENERAL INSTRUCTIONS

1. Inclusive Dates. Include all employees compensated by the institution **as of** November 1 of the **current year**,

2. Employees. For purposes of this data collection, include **all individuals** on the payroll of the institution. Include individuals who donate their services if the **services** performed are a normal part of the institution's programs or supporting services that otherwise would be performed by **compensated** personnel.

Include faculty on sabbatical leave (with or without pay) and persons on leave if they remain on the payroll.

Exclude employees of firms providing services, such as custodial, maintenance or food services to the institution on a contract basis when these services are paid for by an outside contractor.

Exclude temporary, part-time employees such as those hired to help at registration or to work in the bookstore for a day or two at the beginning of each semester.

However, include all other temporary part-time employees such as faculty hired for only a semester and employees hired for a limited period of time on "**soft** money" projects.

Undergraduate students employed under a college **work/study** program and/or if their employment will normally not extend beyond their study should not be included.

3. Each institution, branch, campus or other entity separately certified by the federal Division of Eligibility and Agency Evaluation, with its own FICE Code, should be reported on a separate tape file and not included or combined with any other such certified units.

If an individual is employed at two such entites, both entities

should report the employee, **i.e.**, a faculty member teaching full-time at one entity and part-time at a second entity, would be reported by both campuses.

4. Confidentiality of Individual Data Records. The software supplied each school by SBHE scrambles the employee ID supplied by the institution. Scrambling the institutionally supplied ID (this could be a Social Security number or an institutionally assigned ID number which is consistent from **year-to-year**) provides for the privacy of individual records. Data collected in this system are made available only in an aggregated form and the confidentiality of these individual records are protected under policies practiced by the SBHE.

RECORD FORMAT AND DATA DEFINITIONS

Table 1 contains the record format and the standard codes for the Employee Data System. Explanations of the codes of several of the data elements are contained in Appendix A "Data Element Definitions."

Appendix B contains a code sheet which can be duplicated and used to construct data records for employees who may not be on an institution's computerized employee file.

In general, when a data element is unknown for a particular employee an "unknown" code is available. When a data element is not applicable to a particular employee, the not applicable code category for that data element should be used.

Table 1

Record Format For Employee Data System

<u>DATA ELEMENT</u>	<u>DESCRIPTION</u>	<u>COLUMN</u>
YEAR	Year in which data are reported "October 1, 1980" = 1980	1-4
FICE	Federal Interagency Code for the Institution (See Appendix A)	5-10
CAMPUS CODE	One digit suffix to FICE code for branches, campuses and other organizational entities not separately certified (optional)	11
EMPLOYEE ID	The Translation-Edit Program supplied by SBHE scrambles the institutionally supplied ID so that the confidentiality of the record is protected. The school can use either a social security number or an institution's personnel code as input (as long as the personnel code for an individual remains the same from year to year).	12-20
BLANK	Blank	21
SEX	1 = Male 2 = Female Employee's with an unknown sex code on the institution's file will be divided evenly between the following categories by the SBHE Translation-Edit Program: 3 = Unknown Male assigned 4 = Unknown Female assigned	22
RACE/ETHNIC (1977 Standards)	EEOC Categories (For definitions see Appendix A) 0 = Unknown 1 = Black 2 = American Indian 3 = Asian 4 = Hispanic 5 = White 6 = Other	23
BIRTH YEAR	Unknown = "0000" 1950 = 1950, etc.	24-27

Table 1 (Continued)

<u>DATA ELEMENT</u>	<u>DESCRIPTION</u>	<u>COLUMN</u>
FULL-TIME/PART-TIME STATUS	<p>1. Full-Time - Include persons who are classified by the institution as full-time employees. This would normally involve a person whose appointment(s) at that institution/branch is equivalent to a full-time budget position (such as professor, professor/administrator) and/or is paid for a 35.5/40 hour work week (such as office/maintenance worker)</p> <p>2. Part-Time - Include all employees who work for a length of time in a day, week, etc. defined by the institution as part-time. This would normally include persons whose appointment at that campus/branch is not equivalent to a full-time position or those who are paid for less than 35+ hours.</p>	28
DATE OF INITIAL EMPLOYMENT	Month and year when employee was first employed by this campus. 0978 = September, 1978 0000 = Unknown	29-32
DATE EMPLOYED IN CURRENT FACULTY RANK/POSITION	Effective date of appointment to current faculty rank (see "Faculty Rank")/or Position. 0380 = March, 1980, etc. 0000 = Unknown 0009 = Not Applicable (Not Faculty)	33-36
BLANK	Blank	37
PRINCIPAL OCCUPATIONAL ASSIGNMENT	(See Appendix A for explanations of these codes) 00 = Unknown 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 Crafts 10 = Service/Maintenance	38-39
ACADEMIC RANK (See Appendix A)	Academic rank of all faculty, all administrative/executive/managerial and all other professional personnel with "Academic Rank." 1 = Professor 2 = Associate Professor 3 = Assistant Professor 4 = Instructor 5 = Lecturer 6 = Rank Unknown 7 = Not Applicable	40

Table 1 (Continued)

<u>DATA ELEMENT</u>	<u>DESCRIPTION</u>	<u>COLUMN</u>
ACADEMIC TENURE STATUS (See Appendix A)	Tenure Status of all Faculty, all Administrative/Executive/Managerial and all Other Professional Personnel with Academic RANK. 1 = Tenured 2 = Non-tenured but "On Track" 3 = Other non-tenured faculty 4 = Not applicable	41
PROGRAM ASSIGNMENT (FACULTY) (See Appendix A)	Instructional/Research /Public Service Program or Department to which faculty are principally assigned. Employees with faculty codes (Occupational codes 02 thru 05 in Principal Occupational Assignment (See above)) should be coded according to the standard HEGIS taxonomy of the program or department to which they are assigned. 97 = Faculty, Unknown Program or Department 98 = Preclinical and Clinical Medicine Faculty 99 = Non-Faculty Employees NOIE: Faculty with split appointments across these program divisions should be coded in the major program or department assignment.	42-43
BLANK	Blank	44-49
CONTRACT	Type of Salary Contract for Employees 1 = 9-10 Month Contract: The term 9-month contract applies to employees who work for two semesters, two four-month sessions or the equivalent. 2 = 11-12 Month Contract: Employed for the entire year. 3 = Other	50
SALARY/WAGE	"017450" = \$17,450 CURRENT salary. Total yearly salary to nearest whole dollar, right justified. This should include the employee's base rate of pay (exclusive of overtime, overload or extra payments for special assignments). Salary should not include payments in kind such as housing or other fringe benefits. If an employee's (such as members of religious orders) services are valued by bookkeeping entries rather than by full cash transaction, code salary as 000009. If an employee is a member of a military organization, paid on a different scale than civilian employees, code salary as 000008. Faculty on leave without pay should be coded as 000007. 000001 = Unknown	51-56

Table 1 (continued)

<u>DATA ELEMENT</u>	<u>DESCRIPTION</u>	<u>COLUMN</u>
HIGHEST DEGREE ATTAINED	For All Faculty, Executive/Administrative/Managerial, and Professional (occupational categories 01, 02, 03, 04, and 06 in column 38-39 see above) 0 = Not Applicable (non-faculty having occupational categories 05, 07, 08, 09, and 10) 1 = Less than Bachelors 2 = Bachelors 3 = Post Baccalaureate Certificate 4 = Masters 5 = First-Professional 6 = Certificate of Advanced Study/Advanced Graduate Specialist or Equivalent 7 = Doctorate 8 = Other 9 = Unknown	57
PROMOTION	Was this professional employee promoted during the past 12 months? 1 = Yes 2 = No 3 = Non-Professional Employee (Codes 01-06 in Occupational Assignment (Column 38-39) need to be coded 1 or 2; Employees in Codes 07-10 should be coded 3) 9 = Unknown	58
APPOINTMENT STATUS	1 = Permanent (or continuing) 2 = Temporary (for a predesignated short period of time up to and including one year).	59
CITIZENSHIP	1 = U.S. Citizen or Resident Alien 2 = Non-Resident Alien	60
HISPANIC LATINO ETHNICITY	Y = Yes N = No	61
WHITE (1997 Standards)	Y = Yes N, Blank = No	62
BLACK/AFRICAN AMERICAN (1997 Standards)	Y = Yes N, Blank = No	63
ASIAN (1997 Standards)	Y = Yes N, Blank = No	64
AMERICAN INDIAN/ ALASKAN NATIVE (1997 Standards)	Y = Yes N, Blank = No	65
NATIVE HAWAIIAN/ PACIFIC ISLANDER (1997 Standards)	Y = Yes N, Blank = No	66
BLANK	Blank	67-80

APPENDIX A
DATA ELEMENT DEFINITIONS

APPENDIX A

EMPLOYEE

CITIZENSHIP

Resident aliens, employees who have been lawfully admitted for permanent resident (and who hold a "green card" Form I-151), are to be reported in the appropriate racial/ethnic categories along with United States citizens. Non-resident aliens, employees who are not citizens of the U.S. and who are in this country on a temporary basis are to be reported in the appropriate racial/ethnic categories along with U.S. citizens.

RACIAL/ETHNIC CATEGORIES
(1977 Standards)

1977 Standards are required through 2009 collection and reported if available 2010 and beyond.

EEOC Instructions:

- 0 = Unknown (However, the fact that race/ethnic identification are not present on past-employment records is not an excuse for failure to provide this data element in years that the EEO-6 Report will use this data, i.e., Fall, 1981).
- 1 = Black, not-Hispanic. A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- 2 = American Indian or Alaskan Native. A person having origins in any of the original peoples of North American and who maintains cultural identification through tribal affiliation or community recognition.
- 3 = Asian or Pacific Islander. A person having origins in any of original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands and Samoa.
- 4 = Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.
- 5 = White, non-Hispanic. A person having origins in any of the original peoples of Europe, North Africa, or the Middle East (except those of Hispanic origin).
- 6 = Other

APPENDIX A

EMPLOYEE

RACIAL/ETHNIC CATEGORIES
(1997 Standards)

The new standards offer respondents the option of selecting one or more of the following five racial categories included in the updated standards after first responding to the ethnicity question.

EEOC Instructions:

I. Hispanic or Latino Ethnicity (Are you Hispanic or Latino? Yes or NO):

A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race. The term, "Spanish origin," can be used in addition to "Hispanic or Latino."

II. Multi-race (Select one or more of the following categories.):

- A. **White.** A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- B. **Black or African American.** A person having origins in any of the black racial groups of Africa. Terms such as "Haitian" or "Negro" can be used in addition to "Black or African American."
- C. **Asian.** A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian subcontinent including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- D. **American Indian or Alaska Native.** A person having origins in any of the original peoples of North and South America (including Central America), and maintains tribal affiliation or community attachment.
- E. **Native Hawaiian or Other Pacific Islander.** A person having origins in any of the original peoples of Hawaii, Guam, Samoa, or other Pacific Islands.

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APPENDIX A
FICE CODES

Each Institution, Branch, campus center administration office, or other entity separately certified by the Division of Eligibility and Agency Evaluation of the U.S. Office of Education, with its own FICE code, and listed separately in the Education Directory – Colleges and Universities, should be reported separately and not included or combined with any other such certified unit. Branches, campuses and other organizational entities not separately certified should be included with the appropriate institution or branch report.

If an employee is employed at two or more such separate entities, each entity should report the employee, i.e., a faculty member teaching full-time at one entity and part-time at a second entity, would be reported by both campuses.

CODE	TYPE	INSTITUTION
	COMMUNITY COLLEGES	
002057		ALLEGANY COLLEGE OF MD
002058		ANNE ARUNDEL COMMUNITY COLLEGE
002061		BALTIMORE CITY COMMUNITY COLLEGE
031007		CARROLL COMMUNITY COLLEGE
008308		CECIL COLLEGE
004650		CHESAPEAKE COLLEGE
002064		COLLEGE OF SOUTHERN MARYLAND
002063		COMMUNITY COLLEGE OF BALTIMORE COUNTY
002071		FREDERICK COMMUNITY COLLEGE
010014		GARRETT COLLEGE
002074		HAGERSTOWN COMMUNITY COLLEGE
002075		HARFORD COMMUNITY COLLEGE
008175		HOWARD COMMUNITY COLLEGE
006911		MONTGOMERY COLLEGE
002089		PRINCE GEORGES COMMUNITY COLLEGE
020739		WOR-WIC COMMUNITY COLLEGE
	UNIVERSITY SYSTEM OF MARYLAND	
002062		BOWIE STATE UNIVERSITY
002068		COPPIN STATE UNIVERSITY
002072		FROSTBURG STATE UNIVERSITY
002091		SALISBURY UNIVERSITY
002099		TOWSON UNIVERSITY
002102		UNIVERSITY OF BALTIMORE
002104		UNIV OF MD, BALTIMORE
002105		UNIV OF MD, BALTIMORE COUNTY
002103		UNIV OF MD, COLLEGE PARK
002106		UNW OF MD, EASTERN SHORE
011644		UNIV OF MD. UNIVERSITY COLLEGE
007959		UNIV OF MU – CENTRAL ADMINISTRATION
907959		UNIV OF MD – CTR FOR ENVIRON. SCI.
997959		UNIV OF MD – BIOTECHNICAL INST.
	STATE COLLEGES AND UNIVERSITIES	
002083		MORGAN STATE UNIVERSITY
002095		ST. MARY'S COLLEGE OF MD

APPENDIX A

PRINCIPAL OCCUPATIONAL ASSIGNMENT

General Instructions:

The judgement as to what constitutes principal assignment should be made by the reporting **institution**.

Note that for purposes of this survey "Instructional Faculty" is defined as those members of the staff whose major assignment is instruction in credit courses, including those with release time for research and public service.

01 Executive/Administrative/Managerial - Include all persons whose principal assignments require major responsibility for management of the institution, or a customarily recognized department or subdivision thereof. Assignments require the performance of work directly related to management policies or general business operations of the institution, department, or subdivision, etc. It is assumed that assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgement, and to direct the work of others. Report in this category all officers holding such titles as President, Vice President, Dean, Director, or the equivalents as well as officers subordinate to any of these administrators with such titles as Associate Dean, Assistant Dean, Executive Officers of academic departments (chairpersons, heads, or the equivalent) if their principal activity is Administrative. NOTE: Supervisory personnel of the technical, clerical, craft, and custodial force will be reported within the specific categories.

FACULTY - Include persons who hold academic rank titles of Professor, Associate Professor, Assistant Professor, Instructor, Lecturer or the equivalent of any of these ranks and whose principal assignment is:

02 Faculty (Credit Instruction) - Faculty whose major regular assignment is credit instruction, including those with release time for research, public service or administration.

03 Faculty (Research) - Include faculty whose major regular assignment is in research.

04 Faculty (Public Service/Continuing Education) - Include faculty whose major regular assignment is public service including non-credit extension, consulting assignment **and/or** adult education type activities. The major criterion for this category would be that the services of the faculty member are being made outside the context of the institution's regular credit instruction and/or research programs.

05 Teaching (or Research) Assistants or Associates - Typically graduate students with the title of **teaching/research** assistants or associates.

- 06 Other Professional (Other than Executive/Administrative/Managerial and Faculty) - Include in this category persons whose major assignment would **require Bachelor's**, Master's, Doctoral degrees or their equivalent. Also include all staff members with **assignments** that require specialized professional training who were not reported in the categories above and who would not be classified under any of the four "non-professional" categories below. Examples would be Counselors, Lawyers, Physicians, etc., who do not hold administrative positions and do not have faculty rank; include librarians regardless of rank.
- 07 Secretarial/Clerical - Include **all** persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Include personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmers) and/or information, and other paperwork required in an office, such as Bookkeepers, Stenographers, etc. Include also sales clerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.
- 08 Technical/Paraprofessional - Include persons whose assignment requires specialized knowledge or skills which may be acquired through experience or academic work such as is offered in many two-year technical institutes, community colleges, junior colleges, or through equivalent on-the-job training. Include computer programmers and operators, draftsmen, engineering aides, junior engineers, **mathematical** aides, licensed, practical, or vocational nurses, dietitians, photographers, radio operators, scientific assistants, technical illustrators, technicians (medical, dental, electronic-physical sciences), and similar occupations not properly classifiable in other occupational-activity categories but which are institutionally defined as technical assignments. Include also personnel who may lack the usual **educational** requirements but who, due to some special skill, experience, or need of the institution, hold positions and perform functions generally held by professionals only and therefore, are classified as paraprofessionals. Include persons who perform some of the duties of a professional or technician in a supportive role.
- 09 Skilled Crafts - Include all persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience, or through apprenticeship or other formal training programs. Include Mechanics and Repairmen, Electricians, Stationary Engineers, Skilled Machinists, Carpenters, Compositors, Type-Setters, etc.
- 10 Service/Maintenance - Include persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property. Include Chauffeurs, Laundry and Dry Cleaning Operatives, Cafeteria and Restaurant Workers, Truck Drivers, Bus Drivers, Garage Laborers, Custodial Personnel, Gardeners and Groundskeepers, Refuse Collectors, Construction Laborers, Security Personnel, etc.

APPENDIX A

ACADEMIC RANK

Include all faculty, all “administrative/executive/managerial” and “Other Professionals” who also hold an academic rank. Use the institution's criteria or requirements for the academic ranks below or the equivalent of any of these academic ranks.

1 = Professor

2 = Associate Professor

3 = Assistant Professor

4 = Instructor

5 = Lecturer

6 = Rank Unknown, but faculty

7 = Not Applicable – Non-faculty position

Blank = Invalid Rank

APPENDIX A
ACADEMIC TENURE

- 1 = Tenured Faculty. Use the institution's criteria or requirements notwithstanding that the policy used by the institution may be different from that which meets or refers to a national set of principles.
- 2 = **Non-Tenured** Faculty On Track. Persons who are non-tenured, but are in positions which lead to consideration for tenure.
- 3 = Other Non-Tenured Faculty. Persons who are in non-tenure **earning** faculty positions.
- 4 = Not **Applicable/Non-Faculty**. Employees who are not faculty and who do not have academic tenure.

Academic Tenure, for purposes of this data collection, is normally associated with faculty rank. Administrators, etc., in non-faculty positions, but who have faculty rank or who are eligible for faculty tenure should be included in codes 1 through 3. **Otherwise**, they should be coded 4 (not applicable).

APPENDIX A

HEGIS TWO DIGIT SUBDIVISIONS

01	Agriculture and Natural Resources
02	Architecture and Environmental Design
03	Area Studies
04	Biological Studies
05	Business and Management
06	Communications
07	Computer and Information Sciences
08	Education
09	Engineering
10	Fine and Applied Arts
11	Foreign Languages
12	Health Professions
13	Home Economics
14	Law
15	Letters
16	Library Sciences
17	Mathematics
18	Military Sciences
19	Physical Sciences
20	Psychology
21	Public Affairs and Services
22	Social Sciences
23	Theology
49	Interdisciplinary Studies
50	Business and Commercial Technology
51	Data Processing Technologies
52	Paramedical Technologies
53	Mechanical and Engineering Technologies
54	Natural Science Technologies
55	Public Service Related Technologies
56	Arts and Science
96	Continuing Education
97	Faculty-Unknown Program or Department
98	Preclinical and Clinical Medicine
99	Non-faculty Employees

APPENDIX B

CODING SHEET LAYOUT

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80	81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100	
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																																																																																																				EMPLOYEE ID
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APPENDIX C
EMPLOYEE DATA SYSTEM

TECHNICAL USER GUIDE
August, 1980

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INTRODUCTION

The Employee Data Tape is a procedure for transmitting **employee** information on computer tape rather than on a manually completed forms, The design of this tape system closely parallels the Enrollment Information System (EIS) and the Degree Information System (**DIS**) currently in use at all public higher education campuses in Maryland.

Each school is supplied computer software which contains three programs written in COBOL. The Translation-Edit Program reads a source file and translates information into standard codes and then performs routine edit checks on the output. This program also provides for frequency counts of all data elements. The second program is the Employees in Institutions of Higher Education Report (known as SBHE **E-1**). This produces a copy of the standard E1 paper form report. The 1980 version of this program does not produce Page 9 and Page 10. The third program is the Faculty by Instructional Program Report (known as SBHE E-2). This program produces a copy of the standard E-2 paper form report.

IMPLEMENTATION STEPS

Inclusive Dates

Report all employees compensated by the institution as of **November 1** of the current year.

Prepare Input File

PER-FILE is the college employee file which should contain one record for each employee at each institution, branch, campus or other entity with individual fice code with all the pertinent data for the employee data tape. However, the data can still be in the coding structure used by the college since the program supplied by SBHE can read this file and translate the data to a common structure and codes. Remove the cards from the Translation program with the file description for the PER-FILE. Reorder these cards to match the order of the fields in your input file and then put in the proper field lengths in the picture clause. Add filler cards where necessary.

If special coding is necessary to manipulate your data before this translation, add the coding in the Edit-Start paragraph of the TRANS-EDIT section.

If employees who are not currently compensated by the institution as of November 1 of the current year are on the PER-FILE, the Translation-Edit Program must be modified so that they are by-passed.

Prepare the Control Card

This is a single card which precedes the Translation Tables. It is the first card read by the program.

Columns 1 - 4	ID = "CNTL".
5 - 8	NUM-RCDS - Number of input records to be read. If blank, read to end of file.
9 - 10	LINE-PAGE = Lines to be printed in each page.
11	TAPE-SW = "T" if tape is to be written. Blank if no tape is to be written.
12	MUST BE BLANK.
13 - 16	DATA-YEAR = the current year of reporting, entered as 1980 for reporting done in SBHE/HEGIS 1980.
17 - 20	FICE-CD = 6 digit USOE code for institution.
23	CAMPUS-CD = Optional, for identification of internal campus divisions.
24 - 31	DATE = Run date e.g., "10/27/80".
32 - 61	NAME = Institution and/or run name.

Prepare the Translation Tables

TRANS-FILE is the file containing the Translation Tables necessary to convert institutional codes to the standard codes and to reformat an employee data file. For example, a temporary appointment

at a college which is coded " TEMP" on the college data file must be converted to "2" for standard HEGIS reporting. This conversion is accomplished by including a card in the TRANS-FILE to instruct the program to change all "TEMP" to "2".

This file is read by the Translation-Edit program each time it is run, It must be sorted on Column 1-4 in the following required sort sequence:

- "APPT" for Appointment Status
- "CITZ" for Citizenship
- "CONT" for Contract
- "FTPT" for **Full-Time/Part-Time** Status
- "HDEG" for Highest Degree Obtained
- "OCCU" for Principal Occupational Assignment
- "PROG" for Program Assignment
- "PROM" for Promotion
- "RACE" for Race
- "RANK" for Academic Rank
- "SEX" for Sex
- "TENU" for Academic Tenure Status

The format for the cards in this file is:

- Column 1 - 4 The Field being translated as indicated above.
- Column 5 - 14 The lowest input value to be converted to the standard value.
- Column 15 - 24 The highest input value to be converted to the standard value.
- Column 25 - 34 The standard code to which any value falling in the above range

Examples of translation cards might be:

<u>DATA ELEMENT</u> <u>1 - 4</u>	<u>5 - 14</u>	<u>PER-FILE Code</u> <u>15 - 24</u>	<u>DEGREE TAPE Code</u> <u>25 - 34</u>	<u>Explanation</u>
APPT	TEMP	TEMP	2	School's code for Temporary Appointment is re-coded as 2.
SEX	M	M	1	School's Code for Male is coded as 1.

Please note that unknown principal occupational assignment is allowed, but not preferred, for the employee tape. It will cause employees to be dropped from all analysis. A translation card may be necessary to convert blanks to zeroes for fields where blanks are encountered.

The program, as distributed, allows for 300 Translation Cards. If you have more than 300 Translation cards, change the 'occurs' value for TRANS-ITEM under TRANS-DATA in for **TRANS-RCD-CNT** in the LOAD-TRANS Tables paragraph lation tables section.

Program Modifications

These steps may be necessary to adapt the programs to your installation or input file needs.

1. "TOP-OF-PAGE" is used for a printer slew to a new page. Define this under special names as neces ary.
2. In the translation edit program **only**, from the program deck with the file description for the **PER-FILE**. These cards will be **used to describe your input file**. Reorder the cards to match the order of the fields in your input file. Put the proper field lengths in the

errors in the data file.

2. The error-free output of TRANSLATION-EDIT **Programs** is STND-FILE which will contain one record for each employee who is compensated as of November 1 of the current year.

B. **E1** and **E2** REPORT GENERATOR PROGRAMS

1. REP-CTL is the control card that must be added to the Report Generating Program. The first 30 characters will be displayed in the **title** on the reports.
2. Program Modifications
 - A. Change the 'selects' section as necessary for your installation.
 - B. Change the tape label and recording modes as necessary.
3. The program uses the output file of the **Translation-Edit** Program. This file is read into the Report Programs as the STND-FILE.
4. **REPT-FILE** is the output printer file. This file is the institutional copy of either the E1 or E2 report and allows the college to see what their report would look like if it had been prepared manually. It is for use on the campus.

SUBMITTING THE EMPLOYEE DATA TO SBHE

Before submitting the tape, the E1 and E2 reports should be reviewed by the registrar, the director of institutional research or other administrators who can compare this report with other institutional records and verify the accuracy and completeness of **the** data.

The data may be **submitted** on 80-column cards or on magnetic tape. If tape is used, the following specifications are preferred. Records must always have a length of 80 characters (logical record length).

Preferred Tape Specifications

1. Unlabeled
2. ASCII character format
3. 800 character physical **blocksize** (blocking factor 10)
4. At least one **end-of-file** mark following last data record
5. 9 track
6. Even parity
7. 1600 BPL

Please complete the following form and return with **the** cards or tape each year. Keep a copy of the tape, the reports and the college file (PER-FILE) from which this tape was produced. It will be used the following year to produce a complete E1 report.

The Employee Data Tape, The Tape Specification **Form**, the Certification Letter and footnotes **explaining** major changes in the number or type of employees should be sent, unless otherwise notified by segmental coordinator, to:

Employee Data System
State Board for Higher Education
ATTN: Charles N. Benil
16 Francis Street
Annapolis, Maryland 21401