Counting Employees

IRP Data Reporting Brown Bag Meeting
February 24, 2017
Employees

Nonacademic Staff

Academic Employees

Staff

Faculty

Academic Professionals
**Staff**
- Everyone who isn’t listed to the right, but
- Does not include:
  - Students
  - On leave
  - Lay off
  - County extension
  - Temps

**Faculty**
- Professorial titles only
- Includes professor +:
  - clinical
  - “of the practice”, research
  - acting
- Includes part-time, on leave

**Academic Professional**
- Research titles
- Instructor, lecturer titles
- Extension titles
- Librarian titles

**Academic short term**
- Post docs
- Visiting instructional
- Visiting critics
- Adjuncts

**Temp staff:**
includes residents & interns
Faculty Handbook

Academic Titles

Academic titles are assigned according to the mix of primary responsibilities at the forefront of the university’s core efforts in research, teaching, and extension or outreach (including library). The use of a title may require that an approved position be available.

The following authorized academic titles are primary titles and all appointments thereto are approved by action of the dean, the provost, or the Board of Trustees. Administrative titles, such as dean, director, and provost, are not included and do not by themselves confer academic status. Additional titles are used in the Medical College. Only certain modifiers are approved for use, and each is approved for use only with specific titles. *Adjunct, acting, courtesy,* and *visiting* are the modifiers. Each may be used with the titles professor, associate professor, and assistant professor. The titles instructor, senior lecturer, and lecturer may be modified only with *courtesy or visiting*. The titles senior scholar and senior scientist may be modified only with *visiting*. Only one modifier may be used with a title.

- professor
- associate professor
- assistant professor
- university professor
- professor *emeritus*
- professor-at-large
- clinical professor
- associate clinical professor
- assistant clinical professor
- senior scholar
- senior scientist
- principal research scientist
- research scientist
- instructor
- senior lecturer
- lecturer
- senior research associate
- research associate
- senior extension associate
- extension associate
- postdoctoral associate/fellow
- teaching associate
- visiting fellow
- visiting critic
- visiting scientist
- visiting scholar
- university librarian
- associate university librarian
- assistant university librarian
- librarian
- associate librarian
- senior assistant librarian
- assistant librarian
- archivist
- associate archivist
- senior assistant archivist
- assistant archivist
How we count

• **Snapshot**
  Everyone is counted only once

• **Filled positions, not open positions**

• **Leave is treated differently**
  – Academics on leave are included
  – Staff on leave are excluded

• **FTE, not so much**
  Used only in the cost allocations in the budget model
“Jobs” versus “appointments”

### Job Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID</td>
<td>1278131</td>
</tr>
<tr>
<td>Organization</td>
<td>Cornell University (Hunter R. Rawlings III (Retired - Active)) &gt;&gt; PRSDR - President's Office (Hunter R. Rawlings III (Retired - Active))</td>
</tr>
<tr>
<td>Position</td>
<td>00121302 Provost</td>
</tr>
<tr>
<td>Business Title</td>
<td>Provost</td>
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<tr>
<td>Job Profile</td>
<td>10766 - Provost</td>
</tr>
<tr>
<td>Employee Type</td>
<td>Fixed Term (With Benefits) (Fixed Term)</td>
</tr>
<tr>
<td>Time Type</td>
<td>Full time</td>
</tr>
<tr>
<td>FTE</td>
<td>100.00%</td>
</tr>
</tbody>
</table>
### Academics have “appointments”

<table>
<thead>
<tr>
<th>Appointment</th>
<th>Identifier</th>
<th>Track Type</th>
<th>Academic Unit</th>
<th>Academic Rank</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary - Primary</td>
<td></td>
<td>Faculty Professorial &gt;&gt; Profesorial Tenured/Tenure Track</td>
<td>BIOMD - Biomedical Sciences</td>
<td>Professor</td>
<td>Professor</td>
</tr>
<tr>
<td>Joint - Joint</td>
<td></td>
<td>Academic Administrative &gt;&gt; Academic Administrative</td>
<td>PRES-ADM - Presidents Office</td>
<td>Provost</td>
<td>Provost</td>
</tr>
</tbody>
</table>
People doing multiple things

- Hierarchy of job families
  - Faculty first

- Primary appointments used most often
  - Joint appointments: use primary
  - Executives: counted as faculty in their academic department homes
Why we count: internal purposes

- Budget Model
- Salary Analysis
- Strategic Metrics
- University Factbook
- Academic Program Review
- Myriad ad hoc analyses
Why we count: external obligations

- Federal Government
- Accreditation
- Rankings
- Publications
- Data Exchanges
Counting “faculty” for budget model

- We look at the person serving as “primary instructor” for a class (in PeopleSoft)
- Faculty here defined as only the non-modified titles
- Primary appointment of faculty is used to determine the “college of instruction.”
- If the person is non-professorial, “college of instruction” is the college that lists the course
Counting “faculty” for US News

- Faculty + everyone who serves as a “primary instructor” for an undergraduate class (in PeopleSoft)
  - If they are not full-time instructional, they are tallied as part-time

- We need information on highest degree earned for every one of these faculty

- We need compensation data for every one of these faculty
Data integrity issues

- Faculty degrees: important for rankings and salary analyses
- Base salary: should really be *base*, not be adjusted for supplements; changes affect analyses
- We need appointments, not just jobs
  - Lapsed appointments
  - Endowed professorships
- “International” faculty – QS World University Rankings, THE World University Rankings
  - We don’t really know where people are from…
Complicated units

- Faculty of Computing and Information Science
- Cornell Tech
- Cornell College of Business