

STAFF REPORTING CONVENTIONS

When reporting on staff in dashboards or reports, counts may vary depending on the convention being applied. The Office of Institutional Effectiveness and Planning (OIEP) uses one external reporting convention and one internal reporting convention. The external reporting convention is based on the Integrated Post-Secondary Education Data System Human Resources (IPEDS HR). For internal reporting purposes, the convention used is set by the Human Resources, Diversity and Inclusion (HRDI) division at California State University, Fullerton. Please note that all staff dashboards only include employees that are not considered faculty (belonging to the bargaining unit R03). See below for details.

External Reporting Conventions

Human Resources, Diversity and Inclusion (HRDI) reports staff data to the CSU Chancellor's Office for the Integrated Post-secondary Education Data System Human Resources (IPEDS HR) survey. For the survey, each employee is reported as a staff member. Those with multiple positions are coded in their higher job code or if the job codes are the same, the occupation with the higher salary is reported. HRDI designates greater than or equal to 0.99 Full Time Equivalent (FTE) as full-time and less than 0.99 FTE as part-time.

Included Staff Data:

- Staff dashboards cover bargaining units R01, R02, R04, R05, R06, R07, R08, R09, R11 M80 and C99.
- Staff dashboards include full-time and part-time staff.
- Staff dashboards include employees on the payroll of the institution as of November 1 of the year reported.

Excluded Staff Data:

- Staff on leave without pay
- Staff in the military or religious orders who are not paid by the institution
- Staff whose services are contracted by or donated to the institution
- Employees in bargaining unit E99 (e.g., casual staff hired on an ad-hoc or occasional basis to meet short-term needs, student assistants, and students in the Federal Work-Study Program.)
- Graduate students who are receiving waivers and stipends that are not in exchange for services rendered (e.g., fellowships or training grant support).
- Faculty (professors and lecturers with the bargaining unit R03)

For more information, visit the National Center for Education Statistics (NCES) Integrated Post-secondary Education Data System (IPEDS) data collection website at:

<https://surveys.nces.ed.gov/ipeds/VisInstructions.aspx?susurvey=1&id=30045&show=all#chunk1841>

Internal Reporting Conventions

OIEP collaborates with HRDI to report the staff numbers to the Office of the Provost and the Office of the President. HRDI considers each employee contract as a separate appointment. This dashboard counts staff members with multiple appointments more than once. e.g., if a staff member has a primary role as an administrator and also has a temporary appointment as a casual worker, both appointments will be counted.

Faculty appointments (any appointment classified in the bargaining unit R03) are not included in the staff dashboard for internal reporting purposes.

The OIEP dashboards using the internal reporting conventions can be found in the Tableau Enterprise dashboards at: <https://mytab.fullerton.edu/#/signin> (log-in required)