

**Docket Item:**

Staffing Report (Senate Bill 1520, 2018)

**Summary:**

Senate Bill 1520, Sec. 12 (2018) and earlier statute (ORS 350.360) direct the Higher Education Coordinating Commission to conduct an annual survey of each public university and community college in Oregon regarding their staffing and to report the results of that survey to the Legislative Assembly and the Governor. The attached report presents these results for your review. In particular, it provides data on the number, full-time/part-time status, supervisory and instructional roles, salary, and benefits of staff in three groups: administrators/managers, classified/professional non-teaching staff, and faculty. The report represents the 2018-19 academic year.

**Material:**

Report attached.

**Staff Recommendation:**

Adoption of results reported by institutions and presented here.

SB1520 SEC.12: RELATING TO  
HIGHER EDUCATION EMPLOYEES  
**A report to the Oregon Legislature**  
**December 2020**



Photo: Department of State Lands

# TABLE OF CONTENTS

---

<b>OVERVIEW</b>		<b>3</b>
<b>TABLES</b>		<b>4</b>
University data	4	
Community College data	8	
<b>TABLE FOOTNOTES</b>		<b>20</b>
<b>APPENDIX</b>		<b>21</b>

## OVERVIEW

---

Senate Bill 1520, Sec. 12 (2018) amended ORS 350.360 and directs the Higher Education Coordinating Commission (HECC) to conduct an annual review of employment at each public university and community college in Oregon and to report the results of that review to the Legislative Assembly and the Governor. Following the requirements of this statute and the workgroups that preceded it, this report presents information about institutional staff in three groups: administrators/managers, classified/professional non-teaching staff, and faculty. Each group is further divided into full-time and part-time employees to display the following information for the 2018-19 academic year:

- (a) The total number of employees in the employee group;
- (b) The total number of full-time equivalent positions (FTE) in the employee group;
- (c) The average number of employees supervised by a member of the employee group;**

This current (2018) language references the collection of the number of staff who are supervised, rather than the number of staff who supervise. This is a technical error that was intended to be rectified in the 2019 legislative session but which the session was not able to address. As a result, this report will adhere to the spirit of this metric and report the number of employees who do the supervising rather than the employees who are supervised.

- (d) The average salary of a member of the employee group;
- (e) The ratio of students to employees in the employee group;
- (f) The ratio of instruction among faculty groups;
- (g) The number of employees in the employee group eligible for health care and other benefits.

As provided in ORS 350.360, as amended, each public institution of higher education provided the data required for the purposes of this report.

**Table 1: University Employment Data**

		EOU	OIT	OSU	PSU	SOU	UO	WOU	
Total student headcount		2,978	5,341	32,012	26,379	6,016	22,760		
Total student FTE		2,171.0	3,218.0	26,779.0	19,545.0	4,271.0	22,081.0		
Administrative/ Management	Full-time	Number	29.00	41	244	88	6	281	
		FTE	28.83	41	244.00	87.9	6	274.9	
		Number that supervise	28.00	37	243	87	6	232	
		Number that supervise only grad assts./ research students	1	0	1	0	0	0	
		Employee to student ratio	0.01328	0.01274	0.00911	0.00450	0.00140	0.01245	
		Average salary	\$105,617	\$110,270	\$152,561	\$138,164	\$168,860	\$165,050	
		Number eligible for benefits	29	41	244	88	6	274	
	Part-Time	Number	0	0.00	7	3	1	6	
		FTE	0	0.00	4.30	2.1	0.045	2.5	
		Number that supervise	0	0.00	6	3	0	0	
		Number that supervise only grad assts./ research students	0	0.00	1	0	0	0	
		Employee to student ratio	0	0.00000	0.00016	0.00011	0.00001	0.00011	
		Average salary	0	0.00	\$113,675	\$217,680	58,813	\$113,651	
		Number eligible for benefits	0	0.00	5	2	0	4	
	Total employees	Number	29	41	251	90.9	7	287	
FTE		28.83	41	248.30	89.1	6.045	277.4		
Total Supervisors	Number	29	37	251	90	6	232		

**Table 1: University Employment Data, cont.**

		EOU	OIT	OSU	PSU	SOU	UO	WOU
Classified/ Professional Non-teaching staff	Full-time	Number	195	210	3,657	1,360	181	3,107
		FTE	191.66	210	3,656.00	1,359.7	181	3,039.40
		Number that supervise	29.00	26	658	295	71	509
		Number that supervise only grad assts./research students	0	0	26	3	0	7
		Employee to student ratio	0.08828	0.06526	0.13652	0.06957	0.04238	0.13765
		Average salary	\$44,508	\$50,529	\$60,293.00	\$60,837.80	\$63,165.00	\$57,462.60
		Number eligible for benefits	194	210	3,590	1,360	181	3,041
	Part-Time	Number	45	39	826	117	95	298
		FTE	9.67	13.67	357.20	76.6	31.1	160.1
		Number that supervise	0	1	27	0	3	14
		Number that supervise only grad assts./research students	0	0	1	7	0	0
		Employee to student ratio	0.00445	0.00425	0.01334	0.00392	0.00728	0.00725
		Average salary	\$42,257	\$53,227	\$23,712	\$57,312	\$56,849	\$47,886
		Number eligible for benefits	18	12	328	101	0	217
	Total employees	Number	240	249	4,483	1,477	276	3,405
		FTE	201.33	223.67	4,013.20	1,436.3	212.1	3,199.5
	Total Supervisors	Number	29	27	712	305	74	530

**Table 1: University Employment Data, cont.**

			EOU	OIT	OSU	PSU	SOU	UO	WOU
Faculty	Full-time	Number	111	175	1,369	775	165	1,150	
		FTE	107.38	175.00	1,368.0	774.8	164.9	1,096.3	
		Percent of instruction	75%	74%	79%	56%	70%	82%	
		Number that supervise	0	32	292	23	29	200	
		Number that supervise only grad assts./research students	0	0	248	0	25	23	
		Employee to student ratio	0.04946	0.05438	0.05108	0.03964	0.06202	0.04965	
		Average salary	\$66,267	\$71,365	\$96,413	\$85,098	\$70,610	\$97,541	
		Number eligible for benefits	111	175	1,369	775	165	1,129	
	Part-Time => .5	Number	0	12	139	129	29	36	
		FTE	0	8.00	93.80	87.8	18	19.59	
		Percent of instruction	0	1%	7%	15%	6%	2%	
		Number that supervise	0	4	12	8	1	1	
		Number that supervise only grad assts./research students	0	0	8	0	0	0	
		Employee to student ratio	0	0.00249	0.00350	0.00449	0.00421	0.00089	
		Average salary	0	\$76,961	\$53,016	\$91,183	\$67,458	\$125,679	
		Number eligible for benefits	0	12	137	129	29	30	
	Part-Time <= .5	Number	61	150	268	812	129	224	
		FTE	20.33	17.60	68.20	242.9	28.3	56.8	
		Percent of instruction	16%	11%	4%	24%	12%	5%	
		Number that supervise	0	0	3	0	0	4	
		Number that supervise only grad assts./research students	0	0	1	0	0	1	
		Employee to student ratio	0.00937	0.00547	0.00255	0.01243	0.00663	0.00257	
		Average salary	\$43,298	\$50,788	\$12,345	\$49,627	\$29,510	\$57,896	
		Number eligible for benefits	27	0	8	0	0	26	

**Table 1: University Employment Data, cont.**

		EOU	OIT	OSU	PSU	SOU	UO	WOU
Faculty	Graduate Assts.	Number	6	1	1,873	680	25	1,463
		FTE	1.22	0.16	826.20	240.8	25	651.5
		Percent of instruction	0%	0%	10%	5%	0.00%	10.48%
		Number that supervise	0	0	0	0	0	0
		Employee to student ratio	.00056	0.00005	0.03085	0.01232	0.00000	0.02951
		Average salary	\$36,240	\$18,405	\$23,416	\$34,703	\$21,933	\$36,638
		Number eligible for benefits	0	0	1,873	0	0	1,463
	Total employees	Number	178	338	3,649	2,396	348	2,873
		FTE	128.93	200.76	2,356.20	1,346.3	336.2	1,824.2
	Total Supervisors		0	36	564	31	55	229

**Table 2: Community College Employment Data**

		BMCC	COCC	Chemeketa	Clackamas	Clatsop	CGCC	KCC	
Total student headcount		2,734	8,127			2,336	1,883	2,310	
Total student FTE		567	1,596			469	270	412.15	
Administrative/ Management	Full-time	Number	35	46			37	19	16
		FTE	35	46			37	19	16
		Number that supervise	30	42			32	19	16
		Number that supervise only grad assts./research students	0	0			0	0	0
		Employee to student ratio	0.06173	0.02882			0.07889	0.07037	0.03882
		Average salary	\$71,084	\$85,290			\$5,540/mo	\$70,814	\$94,986
		Number eligible for benefits	35	46			37	19	16
	Part-Time	Number	2	1			2	0	1
		FTE	1	0.75			1	0	0.5
		Number that supervise	0	1			2	0	0
		Number that supervise only grad assts./research students	0	0			0	0	0
		Employee to student ratio	0.00176	0.00047			0.00213	0.00000	0.00121
		Average salary	\$14,640	\$30,030			\$1,706/mo	0.00	\$74,908
		Number eligible for benefits	0	1			0	0	1
	Total employees	Number	37	47			39	19	17
		FTE	36	46.75			38	19	16.5
	Total Supervisors	Number	30	43			34		16

**Table 2: Community College Employment Data, cont.**

			BMCC	COCC	Chemeketa	Clackamas	Clatsop	CGCC	KCC
Classified/ Professional Non-teaching staff	Full-time	Number	37	125			35	33	70
		FTE	37	123.8			35	33	70
		Number that supervise	3	10			0	3	15
		Number that supervise only grad assts./research students	0	0			0	0	0
		Employee to student ratio	0.06526	0.07757			0.07463	0.12222	0.16984
		Average salary	\$81,505	\$46,401			\$2,679/mo	\$42,640	\$43,810
		Number eligible for benefits	37	125			35	33	70
	Part-Time	Number	91	24			10	7	56
		FTE	45	15.95			5	3	18.5
		Number that supervise	0	0			0	0	0
		Number that supervise only grad assts./research students	0	0			0	0	0
		Employee to student ratio	0.07937	0.00999			0.01066	0.01111	0.04489
		Average salary	\$16,615	\$36,088			\$1,248/mo	\$21,667	\$26,654
		Number eligible for benefits	0	24			0	2	8
	Total employees	Number	128	149			45	40	126
		FTE	82	139.75			40	36	88.5
	Total Supervisors	Number	3	10			0	3	15

**Table 2: Community College Employment Data, cont.**

		BMCC	COCC	Chemeketa	Clackamas	Clatsop	CGCC	KCC	
Faculty	Full-time	Number	57	126			27	21	33
		FTE	57	126			27	21	33
		Percent of instruction	58%	53%			25%	38%	54%
		Number that supervise	0	17			4	0	0
		Number that supervise only grad assts./research students	0	0			0	0	0
		Employee to student ratio	0.10053	0.07895			0.05757	0.07778	0.08007
		Average salary	\$68,986	\$66,612			\$6,059/mo	\$65,232	\$62,180
		Number eligible for benefits	57	126			27	21	32
	Part-Time => .5	Number	0	49			1	10	18
		FTE	0	29.4			0.51	4	10.8
		Percent of instruction	0%	15%			1%	14%	20%
		Number that supervise	0	0			0	0	0
		Number that supervise only grad assts./research students	0	0			0	0	0
		Employee to student ratio	0.00000	0.01842			0.00109	0.01481	0.02620
		Average salary	0.00	\$50,717			\$7829/mo	0.00	\$40,132
		Number eligible for benefits	0	49			1	10	6
	Part-Time <= .5	Number	83	140			0	51	68
		FTE	41	49			0	16	20.4
		Percent of instruction	34%	22%				45%	Not available
		Number that supervise	0	0			0	0	6
		Number that supervise only grad assts./research students	0	0			0	0	68
		Employee to student ratio	0.07231	0.03070			0.00000	0.05926	0.04950
		Average salary	\$22,005	\$25,486			0.00	0.00	\$46,258
		Number eligible for benefits	0	0			0	51	0

**Table 2: Community College Employment Data, cont.**

		BMCC	COCC	Chemeketa	Clackamas	Clatsop	CGCC	KCC	
Faculty	Graduate Assts.	Number	0	0		0	0	0	
		FTE	0	0		0	0	0	
		Percent of instruction	0.00%	0%			0.00%	0.00%	0
		Number that supervise	0	0			0	0	0
		Employee to student ratio	0.00000	0.00000			0.00000	0.00000	0
		Average salary	0.00	0.00			0.00	0.00	0
		Number eligible for benefits	0	0			0	0	0
	Total employees	Number	140	315			28	82	119
		FTE	98	204.4			27.51	41	64.2
	Total Supervisors		0	17			4	0	74

**Table 2: Community College Employment Data**

		Lane	LBCC	MHCC	OCCC	PCC	RCC	SOCC
Total student headcount			8,882	12,796	973	35,107	6,445	3,550
Total student FTE			1,815	2,391	144	7,904	1,405.81	736
Administrative/ Management	Full-time	Number	46	42	13	219	36	34
		FTE	46	42	13	212	36	34
		Number that supervise	46	42	10	187	36	30.5
		Number that supervise only grad assts./research students	0	0	0	0	0	0
		Employee to student ratio	0.02534	0.01757	0.09028	0.02682	0.02561	0.04621
		Average salary	\$94,910	\$104,013	\$77,840	\$96,562	\$86,838	\$73,222
		Number eligible for benefits	46	42	13	219	36	34
	Part-Time	Number	1	0	0	2	1	0.5
		FTE	0.004	0	0	1.36	0.54	0.5
		Number that supervise	1	0	0	1	0	1
		Number that supervise only grad assts./research students	0	0	0	0	0	0
		Employee to student ratio	0.00000	0	0.00000	0.00017	0.00038	0.00068
		Average salary	\$44,408	0	0.00	\$94,069	\$5,920	\$66,518
		Number eligible for benefits	0	0	0	2	1	1
	Total employees	Number	47	42	13	221	37	34.5
		FTE	46.004	42	13	213.36	36.54	34.5
	Total Supervisors	Number	47	42	10	188	36	31.5

**Table 2: Community College Employment Data, cont.**

			Lane	LBCC	MHCC	OCCC	PCC	RCC	SOCC
Classified/ Professional Non-teaching staff	Full-time	Number		232	188	20	945	180	114
		FTE		221.62	188	20	944.5	180	114
		Number that supervise		0	0	2	0	0	9
		Number that supervise only grad assts./research students		0	0	0	0	0	0
		Employee to student ratio		0.12210	0.07863	0.13889	0.11950	0.12804	0.15495
		Average salary		\$52,191	\$58,487	\$42,668	\$54,154	\$46,827	\$42,392
		Number eligible for benefits		232	188	20	945	180	114
	Part-Time	Number		192	284	12	148	17	26
		FTE		109.56	62	4.22	96.5	8.975	14.52
		Number that supervise		0	0	0	0	0	0
		Number that supervise only grad assts./research students		0	0	0	0	0	0
		Employee to student ratio		0.06036	0.02593	0.02931	0.01221	0.00638	0.01974
		Average salary		\$23.57/hr	\$36,736	\$35,664	\$46,670	\$35,253	\$36,413
		Number eligible for benefits		4	0	4	148	4	13
	Total employees	Number		424	472	32	1,093	197	140
		FTE		331.18	250	24.22	1,041	188.975	128.52
	Total Supervisors	Number		0	0	2	0	0	9

**Table 2: Community College Employment Data, cont.**

		Lane	LBCC	MHCC	OCCC	PCC	RCC	SOCC	
Faculty	Full-time	Number		136	156	10	417	66	53
		FTE		135.6	156	10	417	57.75	53
		Percent of instruction		44%	50%	33%	50.00%	Not available	45.53%
		Number that supervise		0	0	0	0	0	0
		Number that supervise only grad assts./research students		0	0		n/a	0	0
		Employee to student ratio		0.07471	0.06524	0.06944	0.05276	0.04108	0.07204
		Average salary		\$78,422	\$75,554	\$56,679	\$67,179	\$91,321	\$58,824
		Number eligible for benefits		136	156	10	417	66	53
	Part-Time => .5	Number		74	77	2	578	135	0
		FTE		49.27	54	1.5	445.96	89.93	0
		Percent of instruction		15%	12%	8%	45.00%	Not available	0
		Number that supervise		0	0	0	0	0	0
		Number that supervise only grad assts./research students		0	0	0	n/a	0	0
		Employee to student ratio		0.02715	0.02258	0.01042	0.05642	0.06397	0
		Average salary		\$11,170	\$44,871	\$78,765	Step 7, \$76.97/hr	\$23,850	0
		Number eligible for benefits		12	0	2	477	89	0
	Part-Time <= .5	Number		268	249	57	492	390	119
		FTE		7.43	57	11.5	141.75	62.35	15.54
		Percent of instruction		16%	19%	58%	5.00%	Not available	27.32%
		Number that supervise		0	0	0	0	0	0
		Number that supervise only grad assts./research students		0	0	0	0	0	0
		Employee to student ratio		0.00409	0.02384	0.07986	0.01793	0.04435	0.02112
		Average salary		\$11,946	\$43,299	\$11,755	Step 5, \$72.71/hr	\$5,373	\$5,445
		Number eligible for benefits		18	0	0	112	19	0

**Table 2: Community College Employment Data, cont.**

		Lane	LBCC	MHCC	OCCC	PCC	RCC	SOCC	
Faculty	Graduate Assts.	Number	0	0	0	0	0	0	
		FTE	0	0	0	0	0	0	
		Percent of instruction		0.00%	0	0.00%	0	0	0
		Number that supervise		0	0	0	0	0	0
		Employee to student ratio		0.00000	0	0.00000	0	0	0
		Average salary		0.00	0	0.00	0	0	0
		Number eligible for benefits		0	0	0	0	0	0
	Total employees	Number		478	482	69	1,487	591	172
		FTE		192.3	267	23	1,004.71	210.03	68.54
	Total Supervisors			0	0	0	0	0	0

**Table 2: Community College Employment Data**

		TBCC	TVCC	UCC	
Total student headcount		1,168	2,175	5,733	
Total student FTE		149.4	559	887.8	
Administrative/ Management	Full-time	Number	10	7	36
		FTE	10	7	36
		Number that supervise	9	7	25
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.06693	0.01251	0.04055
		Average salary	\$81,099	\$89,602	\$73,173
		Number eligible for benefits	10	7	36
	Part-Time	Number	0	1	0
		FTE	0	1	0
		Number that supervise	0	1	0
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.00000	0.00179	0.00000
		Average salary	\$0.00	\$19,229	\$0.00
		Number eligible for benefits	0	Not available	0
	Total employees	Number	10	8	36
		FTE	10	8	36
	Total Supervisors	Number	9	8	25

**Table 2: Community College Employment Data, cont.**

		TBCC	TVCC	UCC	
Classified/ Professional Non-teaching staff	Full-time	Number	17	60	103
		FTE	17	60	103
		Number that supervise	0	21	0
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.11379	0.10726	0.11602
		Average salary	\$43,178	\$58,031	\$38,287
		Number eligible for benefits	17	60	103
	Part-Time	Number	7	166	68
		FTE	3.35	166	34
		Number that supervise	0	2	0
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.02242	0.29676	0.03830
		Average salary	\$32,771	Not available	\$53,340
		Number eligible for benefits	0	2	8
	Total employees	Number	24	226	171
		FTE	20.35	226	137
	Total Supervisors	Number	0	23	0

**Table 2: Community College Employment Data, cont.**

		TBCC	TVCC	UCC	
Faculty	Full-time	Number	6	43	63
		FTE	6	43	63
		Percent of instruction	27%	Not available	51%
		Number that supervise	0	0	0
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.04016	0.07687	0.07096
		Average salary	\$72,880	\$55,146	\$62,112
		Number eligible for benefits	6	43	63
	Part-Time => .5	Number	0	0	195
		FTE	0	0	97.5
		Percent of instruction	0	Not available	49%
		Number that supervise	0	0	0
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.00000	0.00000	0.10982
		Average salary	0	0	\$19,535
		Number eligible for benefits	0	0	0
	Part-Time <= .5	Number	44	118	0
		FTE	16	0.3	0
		Percent of instruction	41%	Not available	0%
		Number that supervise	0	0	0
		Number that supervise only grad assts./research students	0	0	0
		Employee to student ratio	0.10710	0.00054	0.00000
		Average salary	\$5,235	\$1,500	\$0.00
		Number eligible for benefits	0	5	0

**Table 2: Community College Employment Data, cont.**

			TBCC	TVCC	UCC
Faculty	Graduate Assts.	Number	0	0	0
		FTE	0	0	0
		Percent of instruction	0%	Not available	0%
		Number that supervise	0	0	0
		Employee to student ratio	0.00000	0.00000	0.00000
		Average salary	0	0	0
		Number eligible for benefits	0	0	0
	Total employees	Number	50	161	258
		FTE	22	43.3	160.5
	Total Supervisors		0	0	0

## Table Footnotes

1. Unless otherwise noted here, the employee salary and full-time equivalency (FTE) data for each employee group is an annual figure extracted from institution IPEDS reports. Rogue Community College is reporting FTE for fall term only.
2. Rogue Community College, Treasure Valley Community College, did not report percentage of instruction data.
3. Umpqua Community College (UCC) reported that 17% of instruction was provided by Full-Time Administrators and Full-Time or Part-Time Classified Staff. For the purpose of calculating percentage of instruction they are counted as Part-Time Faculty.
4. Additional notes for Portland Community College:
  - Full-time faculty FTE is based solely off of the job FTE, which is *not* pure instructional FTE.
  - Full-time (FT) and part-time (PT) statuses are defined at PCC by contractual agreement and noted in employee classification. The PCC contractual definitions were used for these break downs.
  - A position was determined to be supervisory if another position reported to it within the PCC database; SOC code 11-000 was not used.
  - PCC did not refer to SOC codes except to include (or exclude) instructional.
  - FT Counselor and FT Librarians, although FT Faculty at PCC, are not primarily instruction (may or may not teach) and are therefore are counted in the Staff group.
  - Total Salaries are not provided for PT Faculty as each and every course may vary in rate and instructional FTE (iFTE) is calculated per term. Courses are assigned by term, not academic year. Availability of iFTE not guaranteed.
  - Total Salaries for Management/Staff are calculated as if FT.
  - Total Salaries for FT Faculty are calculated as if they are nine months (PCC FT Faculty are 10 month).

# APPENDIX

---

## Definitions

The employee groups and the data collected for each are based on the recommendations of the workgroups convened by HECC in response to Senate Bill 113 Section 1. Detailed discussion can be found in *Senate Bill 113 Final Report: Employment Data Collection and Reporting for Universities and Community Colleges in Oregon, December 2016*.

The HECC provided the following definitions and guidance to the reporting institutions. The HECC accepted local decisions as warranted recognizing that each institution is unique.

1. The dataset each institution submitted reflects the Fall term to coincide with the Integrated Postsecondary Education Data System (IPEDS) human resources reporting and allow for a snapshot in time. This avoided the institutions having to make complicated calculations to arrive at annual figures.
2. Total Employees is the total number of employees in each employee group. However, instructors who are not employed by the institution are excluded even if the student full-time equivalency (FTE) is appropriated to the institution.
3. The salary and FTE figures reported for each employee group are annual numbers as reported to IPEDS. However, the number of employees in each group does not represent the actual number employed during the fall term.
4. Student headcount and FTE include all students. However, the calculation for percent of instruction among faculty groups necessarily excluded high school students so the total percentage of instruction may not add to 100 since community college instructors do not actually instruct high school students taking courses at their high school.
5. Distribution of employees into the three categories is based on Standard Occupational Classification (SOC) codes promulgated by the Bureau of Labor Statistics. The SOC system is a federal statistical standard used by federal agencies to classify workers in occupational categories for the purpose of collecting, calculating, or disseminating data. Occupations in the SOC with similar job duties, and in some cases skills, education, and/or training are grouped together. Given that employees may cross categories throughout the year, it is recommended that institutions use the employee's "primary job" when placing employees in a category. The HECC provided examples as guidance, but the final distribution of employees into categories remained a local decision.
6. For the purposes of this report, the HECC defined a "supervisor" as a member of an employee group who has supervisory responsibility over another member of an employee group. In general, a "supervisor" is a person who makes hiring/firing/disciplinary decisions.
7. "Number that supervise" is the number of employees in each group that supervise other employees. Supervisors that oversee both employees and graduate students are put in the category of "number that supervise others" while the other category of supervisor is reserved for employees who only supervise graduate students.
8. The definition of FTE, whether referring to students or employees remained a local decision.
9. For the purpose of this report, full-time is defined as .9 FTE. Part-time is split between <.5 FTE and >=.5 FTE because some institutions provide benefits for part-time employees classified as at least .5 FTE. Colleges were instructed to use the hold harmless adjustment to normalize a ten vs. eleven week term across the institutions. Additionally, the determination of whether an employee is full-time or part-time is based solely on their work hours during Fall term.
10. Employee to Student ratio is Employee FTE divided by the Student FTE.
11. Percentage of instruction by faculty group is the proportion of the total instruction delivered by institutional employees among the faculty groups. The total of all groups should equal 100%, except when high school students are excluded from the calculation.
12. Average salary is the weighted average salary for each employee group normalized for an annual, full-time appointment.
13. The number of employees eligible for benefits is the number of employees in each group that are eligible for any/all benefits regardless of whether the benefits are offered directly through the institution or through an organization such as OEBC.

HIGHER  
EDUCATION  
COORDINATING  
COMMISSION

