

**Glossary of Primary Function/Occupational Activity Categories\***

Primary occupational activity	The principal activity of a staff member as determined by the institution. If an individual participates in two or more activities, the primary activity is normally determined by the amount of time spent in each activity. Occupational activities are designated as follows: Executive, administrative, and managerial; <u>Faculty</u> (instruction/research/public service); Graduate assistants; <u>Other professional</u> (support/service); Technical and paraprofessional; Clerical and secretarial; Skilled crafts; and <u>Service/maintenance</u> (see separate definitions).
-------------------------------	--

**Faculty Categories**

Primarily instruction	A primary function or <u>occupational activity</u> category used to classify persons whose specific assignments customarily are made for the purpose of conducting instruction or teaching and who hold academic titles of professor, associate professor, assistant professor, instructor, lecturer or the equivalent. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is instruction.	

Primarily public service	A primary function or <u>occupational activity</u> category used to classify persons whose specific assignments customarily are made for the purpose of carrying out public service activities such as agricultural extension services, clinical services, or continuing education and who may hold academic titles of professor, associate professor, assistant professor. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is public service.	
Primarily research	A primary function or <u>occupational activity</u> category used to classify persons whose specific assignments customarily are made for the purpose of conducting research and who hold academic titles of professor, associate professor, assistant professor, or titles such as research associate or postdoctoral fellow. Includes deans, directors, or the equivalent, as well as associate deans, assistant deans, and executive officers of academic departments (chairpersons, heads, or equivalent) if their principal activity is research.	

**\*Note: Glossary of Non-Faculty (Staff) Categories located on page 5.**

		<b>Total Employees By Employee Assigned Position (excluding Graduate Assistants)</b>										
		<b>Headcount</b>			<b>Change</b>				<b>Change</b>			
					<b>Headcount</b>		<b>Percentage</b>				<b>Since Fall 2005</b>	
<b>Primary function/occupational activity</b>	<b>Fall 2005</b>	<b>Fall 2006</b>	<b>Fall 2007</b>	<b>Fall 2005 /06</b>	<b>Fall 2006 /07</b>	<b>Fall 2005 /06</b>	<b>Fall 2006 /07</b>		<b>Headcount</b>	<b>%</b>		
Primarily instruction	442	495	590	53	95	12.0 %	19.2 %		148	33.5 %		

Instr uctio n/ resea rch/ publi c servi ce	489	522	514	33	-8	6.7%	-1.5 %		25	5.1%	
Prim arily instr uctio n + Instr uctio n/ resea rch/ publi c servi ce (Sub total )	931	1017	1104	86	87	9.2 %	8.6 %		173	18.6 %	
Prim arily resea rch	6	6	14	0	8	0.0 %	133. 3%		8	133. 3%	

Prim arily publi c servi ce	0	0	0	0	0	0.0 %	0.0 %		0	0.0%	
Prim arily instr uctio n + Instr uctio n/ resea rch/ publi c servi ce + Prim arily resea rch + Prim arily publi c servi ce (FA CUL TY TOT AL)	937	1023	1118	86	95	9.2 %	9.3 %		181	19.3 %	

Executive/ administrative/ managerial	136	134	142	-2	8	-1.5 %	0.0%		6	4.4%	
Other professionals (support/ service)	450	470	498	20	28	4.4%	6.0%		48	10.7 %	
Technical and paraprofessionals	544	585	609	41	24	7.5%	4.1%		65	11.9 %	
Clerical and secretarial	283	278	282	-5	4	-1.8 %	1.4%		-1	-0.4 %	
Skilled crafts	52	61	57	9	-4	17.3 %	-6.6 %		5	9.6%	

Service/ Main tenan ce	206	226	239	20	13	9.7%	5.8%		33	16.0 %	
<b>GR AN D TOT AL (FA CUL TY &amp; STA FF)</b>	<b>2608</b>	<b>2777</b>	<b>2945</b>	<b>169</b>	<b>168</b>	<b>6.5 %</b>	<b>6.0 %</b>		<b>337</b>	<b>12.9 %</b>	

	<b>Full-Time Employees By Employee Assigned Position (excluding Graduate Assistants)</b>				
	<b>Headcount</b>		<b>Change</b>		<b>Change</b>
		<b>Headcount</b>	<b>Percentage</b>		<b>Since Fall 2005</b>

Primary function/occupational activity	Fall 2005	Fall 2006	Fall 2007	Fall 2005/06	Fall 2006/07	Fall 2005/06	Fall 2006/07		Head count	%
Primarily instruction	134	145	172	11	27	8.2%	18.6%		38	28.4%
Instruction/research/public service	486	518	514	32	-4	6.6%	-0.8%		28	5.8%
Primarily instruction + Instruction/research/public service (Subtotal)	620	663	686	43	23	6.9%	3.5%		66	10.6%



Primarily research	6	6	14	0	8	0.0%	133.3%		8	133.3%
Primarily public service	0	0	0	0	0	0.0%	0.0%		0	0.0%
Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service (FACULTY TOTAL)	626	669	700	43	31	6.9%	4.6%		74	11.8%

Execu tive/ admin istrati ve/ mana gerial	132	134	142	2	8	1.5%	6.0%		10	7.6%
Other profe ssion als (supp ort/ servic e)	403	427	453	24	26	6.0%	6.1%		50	12.4 %
Techn ical and parap rofess ionals	343	363	371	20	8	5.8%	2.2%		28	8.2%
Cleric al and secret arial	136	133	139	-3	6	-2.2%	4.5%		3	2.2%
Skille d crafts	50	58	55	8	-3	16.0 %	-5.2%		5	10.0 %
Servi ce/ Maint enanc e	173	197	205	24	8	13.9 %	4.1%		32	18.5 %

<b>GRAND TOTAL (FACULTY &amp; STAFF)</b>	<b>1863</b>	<b>1981</b>	<b>2065</b>	<b>118</b>	<b>84</b>	<b>6.3%</b>	<b>4.2%</b>		<b>202</b>	<b>10.8%</b>
--	-------------	-------------	-------------	------------	-----------	-------------	-------------	--	------------	--------------

		<b>Part-Time Employees By Employee Assigned Position (excluding Graduate Assistants)</b>								
		<b>Headcount</b>			<b>Change</b>				<b>Change</b>	
					<b>Headcount</b>		<b>Percentage</b>		<b>Since Fall 2005</b>	
<b>Primary function/occupational activity</b>	<b>Fall 2005</b>	<b>Fall 2006</b>	<b>Fall 2007</b>	<b>Fall 2005/06</b>	<b>Fall 2006/07</b>	<b>Fall 2005/06</b>	<b>Fall 2006/07</b>		<b>Head count</b>	<b>%</b>

Primarily instruction	308	350	418	42	68	13.6 %	19.4 %		110	35.7 %
Instruction/ research/ public service	3	4	0	1	-4	33.3 %	-100.0 %		-3	-100.0 %
Primarily instruction + Instruction/ research/ public service <b>(Subtotal)</b>	<b>311</b>	<b>354</b>	<b>418</b>	<b>43</b>	<b>64</b>	<b>13.8 %</b>	<b>18.1 %</b>		<b>107</b>	<b>34.4 %</b>
Primarily research	0	0	0	0	0				0	
Primarily public service	0	0	0	0	0				0	

Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service (FACULTY TOTAL)	311	354	418	43	64	13.8 %	18.1 %		107	34.4 %
Executive/administrative/managerial	4	0	0	-4	0	-100.0%	0.0%		-4	-100.0%

Other professionals (support/service)	47	43	45	-4	2	-8.5%	4.7%		-2	-4.3%
Technical and paraprofessionals	201	222	238	21	16	10.4%	7.2%		37	18.4%
Clerical and secretarial	147	145	143	-2	-2	-1.4%	-1.4%		-4	-2.7%
Skilled crafts	2	3	2	1	-1	50.0%	-33.3%		0	0.0%
Service/Maintenance	33	29	34	-4	5	-12.1%	17.2%		1	3.0%
<b>GRAND TOTAL (FACULTY &amp; STAFF)</b>	<b>745</b>	<b>796</b>	<b>880</b>	<b>51</b>	<b>84</b>	<b>6.8%</b>	<b>10.6%</b>		<b>135</b>	<b>18.1%</b>



[illegible]



[illegible]

Other profe ssion als (supp ort/ servic e)										
Techn ical and parap rofess ionals										
Cleric al and secret arial										
Skille d crafts										
Servi ce/ Maint enanc e										
<b>GRA ND TOT AL</b>	<b>478</b>	<b>516</b>	<b>522</b>	<b>38</b>	<b>6</b>	<b>7.9%</b>	<b>1.2%</b>		<b>44</b>	<b>9.2%</b>

Glossary of Non-Faculty (Staff) Categories

Executive, administrative, and managerial	<p>A primary function or <u>occupational activity</u> category used to classify persons whose assignments require 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. Assignments in this category customarily and regularly require the incumbent to exercise discretion and independent judgment. Included in this category are employees holding titles such as: top executives; chief executives; general and operations managers; advertising, marketing, promotions, public relations, and sales managers; operations specialties managers; administrative services managers; computer and information systems managers; financial managers; human resources managers; purchasing managers; postsecondary education administrators such as: presidents, vice presidents (including assistants and associates), deans (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, directors (including assistants and associates), department heads (including assistants and associates) if their principal activity is administrative and not primarily instruction, research or public service, assistant and associate managers (including first-line managers of service, production and sales workers who spend more than 80 percent of their time performing supervisory activities); engineering managers; food service managers; lodging managers; and medical and health services managers.</p>
---	---

Other professional (support/service)

and purchasing agents; human resources, training, and labor relations specialists; management analysts; meeting and convention planners; miscellaneous business operations specialists; financial specialists; accountants and auditors; budget analysts; financial analysts and advisors; financial examiners; loan counselors and officers; computer specialists; computer and information scientists, research; computer programmers; computer software engineers; computer support specialists; computer systems analysts; database administrators; network and computer systems administrators; network systems and data communication analysts; counselors, social workers, and other community and social service specialists; counselors; social workers; health educators; clergy; directors, religious activities and education; lawyers; librarians, curators, and archivists; museum technicians and conservators; librarians; artists and related workers; designers; athletes, coaches, umpires; dancers and choreographers; music directors and composers; chiropractors; dentists; dietitians and nutritionists; optometrists; pharmacists; physicians and surgeons; podiatrists; registered nurses; therapists; and veterinarians.

Technical and paraprofessional	<p>A primary function or <u>occupational activity</u> category used to classify persons whose assignments require specialized knowledge or skills which may be acquired through experience, apprenticeship, on-the-job-training, or academic work in occupationally specific programs that result in a 2-year degree or other certificate or diploma. Includes persons who perform some of the duties of a professional in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. Includes mathematical technicians; life, physical, and social science technicians; agricultural and food science technicians; chemical technicians; geological and petroleum technicians; nuclear technicians; paralegals and legal assistants; miscellaneous legal support workers; health technologists and technicians; dietetic technicians; pharmacy technicians; licensed practical and licensed vocational nurses; medical records and health information technicians; opticians, dispensing; healthcare support occupations; nursing aides, orderlies, and attendants; physical therapist assistants and aides; massage therapists; dental assistants; medical assistants; and pharmacy aides.</p>
Clerical and secretarial	<p>A primary function or <u>occupational activity</u> category used to classify persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature. Includes personnel who are responsible for internal and external communications, recording and retrieval of data (other than computer programmer) and/or information and other paperwork required in an office. Also includes such occupational titles such as switchboard operators, including answering service; telephone operators; bill and account collectors; billing and posting clerks and machine operators; bookkeeping, accounting, and auditing clerks; payroll and timekeeping clerks; procurement clerks; file clerks; clerical library assistants; human resources assistants, except payroll and timekeeping; shipping, receiving, and traffic clerks; secretaries and administrative assistants; computer operators; data entry and information processing workers; desktop publishers; mail clerks and mail machine operators (except postal service); office clerks (general); office machine operators (except computer); and proofreaders and copy markers.</p>

<p>Skilled crafts</p>	<p>A primary function or <u>occupational activity</u> category used to classify 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 <u>programs</u> . Includes occupational titles such as welders, cutters, solderers and brazers; bookbinders and bindery workers; printers; cabinetmakers and bench carpenters; plant and system operators; stationary engineers and boiler operators; water and liquid waste treatment plant and system operators; crushing, grinding, polishing, mixing, and blending workers; medical, dental, and ophthalmic laboratory technicians; painting workers; photographic process workers and processing machine operators; and etchers and engravers.</p>
<p>Service/maintenance</p>	<p>A primary function or <u>occupational activity</u> category used to classify persons whose assignments require limited <u>degrees</u> of previously acquired skills and knowledge and in which workers perform duties that result in or contribute to the comfort, convenience, and hygiene of personnel and the student body or that contribute to the upkeep of the institutional property. Includes titles such as fire fighters; law enforcement workers; parking enforcement workers; police officers; security guards; lifeguards; ski patrol; cooks and food preparation workers; food and beverage serving workers; fast food and counter workers; waiters and waitresses; other food preparation and serving related workers; building cleaning and pest control workers; grounds maintenance workers; electrical and electronic equipment mechanics; installers and repairers; radio and telecommunications equipment installers and repairers; avionics technicians; electric motor, power tool, and related repairers; vehicle and mobile equipment mechanics, installers, and repairers; control and valve installers and repairers; heating, air conditioning, and refrigeration mechanics and installers; air transportation workers; motor vehicle operators; and parking lot attendants.</p>