

Youngstown State University

All Employee Headcount by Work Category

Work Category	Appointment Status	*Academic Year										
		1998	1999	2000	2001	2002	2003	2004	2005	2006	2007	2008
Clerical and Secretarial	11 (Full Time, 11 or 12 month)	204	205	213	210	223	199	202	199	182	205	213
	PT (Part Time)	85	62	55	53	86	92	88	94	74	73	74
Clerical and Secretarial Total		289	267	268	263	309	291	290	293	256	278	287
Executive, Administrative	11 (Full Time, 11 or 12 month)	64	65	67	68	68	66	70	71	69	73	74
	PT (Part Time)	85	62								1	1
Executive, Administrative Total		64	65	67	68	68	66	70	71	69	74	75
Faculty (Instruction/Research)	09 (Full Time, 9 or 10 month)	385	373	364	358	366	372	387	393	391	393	400
	11 (Full Time, 11 or 12 month)	35	36	37	35	36	35	35	34	35	38	40
	PT (Part Time)	345	353	341	395	437	487	550	548	532	508	524
Faculty (Instruction/Research) Total		765	762	742	788	839	894	972	975	958	939	964
Instruction/Research Assistants	11 (Full Time, 11 or 12 month)		3									
	GA (Graduate Assistant)	163	143	157	153	191	210	206	205	228	211	207
	PT (Part Time)		2									
Instruction/Research Assistants Total		163	148	157	153	191	210	206	205	228	211	207
Other Professionals	09 (Full Time, 9 or 10 month)	1	1	1								
	11 (Full Time, 11 or 12 month)	206	223	232	246	255	268	279	300	308	312	314
	PT (Part Time)	65	56	67	71	87	83	76	72	68	72	98
Other Professionals Total		272	280	300	317	342	351	355	372	376	384	412
Skilled Crafts	11 (Full Time, 11 or 12 month)	17	18	18	19	18	19	20	18	17	26	25
Skilled Crafts Total		17	18	18	19	18	19	20	18	17	26	25
Service/Maintenance	11 (Full Time, 11 or 12 month)	65	64	63	66	63	63	61	62	61	58	55
	PT (Part Time)	188	113	116	117	189	163	183	185	146	145	103
Service/Maintenance Total		253	177	179	183	252	226	244	247	207	203	158
Technical and Paraprofessionals	11 (Full Time, 11 or 12 month)	40	42	46	43	44	44	42	43	39	25	22
	PT (Part Time)	3			2	2	4	4	2	4	7	5
Technical and Paraprofessionals Total		43	42	46	45	46	48	46	45	43	32	27
	Total Full Time	1,017	1,030	1,041	1,045	1,073	1,066	1,096	1,120	1,102	1,130	1,143
	Total Part Time	934	791	736	791	992	1,039	1,107	1,106	1,052	1,017	1,012
Grand Total		1,866	1,759	1,777	1,836	2,065	2,105	2,203	2,226	2,154	2,147	2,155

* Represents November 1 census point

Please note that improvements made to data extraction methods used for obtaining part-time administration/staff headcount have resulted in more accurate representations of headcount within all non-faculty categories. For this reason, part-time non-faculty and subsequent total headcount figures beginning 2003 are not directly comparable to any prior year's figures.

Executive, Administrative, and Managerial (EA): Report all persons whose assignments require primary (and 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 judgment and to direct the work of others. Report in this category all officers holding titles, such as *president, vice president, dean, director*, or the equivalent, as well as officers subordinate to any of these administrators with such titles as *associate dean, assistant, dean, executive officer* of academic departments (department heads, or the equivalent) if their principal activity is administrative.

Faculty (Instruction/Research/Public Service) (FA): Report all persons whose specific assignments customarily are made for the purpose of conducting instruction, research, or public service as a principal activity (or activities), and who hold academic-rank titles of *professor, associate professor, assistant professor, instructor, lecturer*, or equivalent of any of these academic ranks. If their principal activity is instructional, report in this category *deans, directors*, or the equivalent, as well as *associate deans, assistant deans, and executive officers* of academic departments (chairpersons, heads, or the equivalent). **Do not include student teachers or research assistants** here, but report them in Instruction/Research Assistants.

Instruction/Research Assistants (IR): Report all students employed on a part-time basis for the primary purpose of assisting in classroom or laboratory instruction or in the conduct of research. These positions are typically held by *graduate students* having titles such as *teaching assistant, teaching associate, teaching fellow, or research assistant*. **Exclude any student in the** Federal Work-Study Program. Employees hired on a full-time basis (not students) are to be reported as "Other Professionals."

Other Professionals (Support/Service) (OP): Report all persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background. Include employees such as *librarians, accountants, systems analysts, computer programmers, and coaches*.

Technical and Paraprofessionals (TP): Report all persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, academic work, such as offered in many two-year technical institutes, junior colleges, or through equivalent on-the-job training. Include *computer programmers (with less than a bachelor's degree) and operators, drafters, 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 occupational activity categories which are institutionally defined as technical assignments.

Clerical and Secretarial (CS): Report 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, clerk-typists, office-machine operators, statistical clerks, payroll clerks*, etc. Include also *sales clerks* such as those employed full time in the *bookstore* and *library clerks* who are not recognized as librarian.

Skilled Crafts (SC): Report 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 repairers, electricians, stationary engineers, skilled, machinists, upholsterers, carpenters, compositors, and typesetters*.

Service/Maintenance (SM): Report all 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, and security personnel*.

Source: Ohio Board of Regents, Higher Education Information (HEI) System All Employee (AM) data file documentation. (8-13-2009)