

IPEDS Human Resources, 237701  
 Potomac State College of West Virginia University  
 2011-12 (as of November 1, 2011)

**Part A - Employee by Assigned Position - Full-time staff**

Number of full-time staff by faculty status and primary function/occupational activity

Primary function/ occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Total
	Tenured	On tenure track	Not on tenure track/ no tenure system		
Primarily instruction	16	7	18	0	41
Instruction/research/public service	0	0	0	0	0
<b>Primarily instruction + Instruction/research/public service</b>	<b>16</b>	<b>7</b>	<b>18</b>	<b>0</b>	<b>41</b>
Primarily research	0	0	0	0	0
Primarily public service	0	0	0	0	0
<b>Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service</b>	<b>16</b>	<b>7</b>	<b>18</b>	<b>0</b>	<b>41</b>
Executive/administrative/managerial	0	0	0	14	14
Other professionals (support/service)	0	0	0	28	28
Technical and paraprofessionals				5	5
Clerical and secretarial				14	14
Skilled crafts				2	2
Service/Maintenance				48	48
<b>Total full-time (non medical)</b>	<b>16</b>	<b>7</b>	<b>18</b>	<b>111</b>	<b>152</b>
<b>Total from prior year</b>	<b>17</b>	<b>5</b>	<b>19</b>	<b>108</b>	<b>149</b>

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**Part B - Employee by Assigned Position - Part-time staff**

Number of part-time staff by faculty status and primary function/occupational activity

Primary function/occupational activity (mutually exclusive categories)	Faculty status			Without faculty status	Total	Graduate assistants
	Tenured	On tenure track	Not on tenure track/ no tenure system			
Primarily instruction	0	0	60	0	60	
Instruction/research/public service	0	0	0	0	0	
<b>Primarily instruction + Instruction/research/public service</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>60</b>	<b>0</b>
Primarily research	0	0	0	0	0	
Primarily public service	0	0	0	0	0	
<b>Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>0</b>	<b>60</b>	<b>0</b>
Executive/administrative/managerial	0	0	0	1	1	
Other professionals (support/service)	0	0	0	10	10	
Technical and paraprofessionals				0	0	
Clerical and secretarial				3	3	
Skilled crafts				0	0	
Service/Maintenance				7	7	
<b>Total part-time (non medical)</b>	<b>0</b>	<b>0</b>	<b>60</b>	<b>21</b>	<b>81</b>	<b>0</b>
<b>Total from prior year</b>			<b>59</b>	<b>20</b>	<b>79</b>	

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**Part C - Employees by Assigned Position - Total number of staff**

Total number of staff by employment status and primary function/occupational activity

Primary function/occupational activity	Full-time	Full-time from prior year	Part-time	Part-time from prior year	Graduate assistants	Graduate assistants from prior year	Total including Graduate assistants
Primarily instruction	41	41	60	59	0	0	101
Instruction/research/public service	0	0	0	0	0	0	0
<b>Primarily instruction + Instruction/research/public service</b>	<b>41</b>	<b>41</b>	<b>60</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>101</b>
Primarily research	0	0	0	0	0	0	0
Primarily public service	0	0	0	0	0	0	0
<b>Primarily instruction + Instruction/research/public service + Primarily research + Primarily public service</b>	<b>41</b>	<b>41</b>	<b>60</b>	<b>59</b>	<b>0</b>	<b>0</b>	<b>101</b>
Executive/administrative/managerial	14	14	1	1	0	0	15
Other professionals (support/service)	28	31	10	10	0	0	38
Technical and paraprofessionals	5	1	0	0	0	0	5
Clerical and secretarial	14	15	3	3	0	0	17
Skilled crafts	2	1	0	0	0	0	2
Service/Maintenance	48	46	7	6	0	0	55
<b>Grand total</b>	<b>152</b>	<b>149</b>	<b>81</b>	<b>79</b>	<b>0</b>	<b>0</b>	<b>233</b>

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**Part D - Salaries - Full-time instructional staff by contract length/teaching period-Headcount**  
**Number of full-time instructional staff by contract length/teaching period, gender, and academic rank**

Gender & academic rank	Less-than-9-month	9/10-month Contract	11/12-Month Contract	Total employees for Salary reporting
<b>Men</b>				
Professors	0	10	0	<b>10</b>
Associate Professors	0	1	0	<b>1</b>
Assistant Professors	0	4	0	<b>4</b>
Instructors	0	4	0	<b>4</b>
Lecturers	0	1	0	<b>1</b>
No Academic rank	0	0	0	<b>0</b>
<b>Total Men</b>	<b>0</b>	<b>20</b>	<b>0</b>	<b>20</b>
<b>Total Men from prior year</b>	<b>0</b>	<b>22</b>	<b>0</b>	
<b>Women</b>				
Professors	0	2	0	<b>2</b>
Associate Professors	0	3	0	<b>3</b>
Assistant Professors	0	7	0	<b>7</b>
Instructors	0	9	0	<b>9</b>
Lecturers	0	0	0	<b>0</b>
No Academic rank	0	0	0	<b>0</b>
<b>Total Women</b>	<b>0</b>	<b>21</b>	<b>0</b>	<b>21</b>
<b>Total Women from prior year</b>	<b>0</b>	<b>19</b>	<b>0</b>	
<b>Total (men + women)</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>41</b>
<b>Total from EAP</b>				<b>41</b>
<b>Total from prior year (Salaries section)</b>	<b>0</b>	<b>41</b>	<b>0</b>	<b>41</b>

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**Part D - Salaries - Full-time instructional staff on 9/10-month contracts/ teaching periods-Faculty status**  
 Number of full-time instructional staff on 9/10-month contracts/teaching periods by faculty status, gender, and academic rank

Gender & academic rank	Faculty status				Total from Part D (Headcount screen)
	Tenured	On Tenure Tack	Not on tenure track/ no tenure system	Without faculty status	
<b>Men</b>					
Professors	10	0	0	0	10
Associate Professors	1	0	0	0	1
Assistant Professors	0	1	3	0	4
Instructors	0	0	4	0	4
Lecturers	0	0	1	0	1
No Academic rank	0	0	0	0	0
<b>Total Men</b>	<b>11</b>	<b>1</b>	<b>8</b>	<b>0</b>	<b>20</b>
<b>Total Men from prior year</b>	<b>11</b>	<b>2</b>	<b>9</b>	<b>0</b>	<b>22</b>
<b>Women</b>					
Professors	2	0	0	0	2
Associate Professors	3	0	0	0	3
Assistant Professors	0	4	3	0	7
Instructors	0	2	7	0	9
Lecturers	0	0	0	0	0
No Academic rank	0	0	0	0	0
<b>Total Women</b>	<b>5</b>	<b>6</b>	<b>10</b>		<b>21</b>
<b>Total Women from prior year</b>	<b>6</b>	<b>3</b>	<b>10</b>		<b>19</b>
<b>Total (men + women)</b>	<b>16</b>	<b>7</b>	<b>18</b>	<b>0</b>	<b>41</b>









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**Part G - Fall Staff - Full-time instruction/research/public service staff - Without Faculty Status**  
 Number of full-time staff Without Faculty Status whose primary responsibility is instruction, research, and/or public service by gender and race/ethnicity

<b>Gender &amp; race/ethnicity</b>	<b>Total</b>
<b>Men</b>	
Nonresident alien	0
Hispanic/Latino	0
Amer Indian/ Alaska Native	0
Asian	0
Black/ African Amer	0
Native Hawaiian/ Pac Islander	0
White	0
Two or more races	0
Race/ethnicity unknown	0
<b>Total Men</b>	<b>0</b>
<b>Women</b>	
Nonresident alien	0
Hispanic/Latino	0
Amer Indian/ Alaska Native	0
Asian	0
Black/ African Amer	0
Native Hawaiian/ Pac Islander	0
White	0
Two or more races	0
Race/ethnicity unknown	0
<b>Total Women</b>	<b>0</b>
<b>Total Men + Women</b>	<b>0</b>
<b>Total from EAP</b>	

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**Part G - Fall Staff - Full-time instruction/research/public service staff - Totals**  
 Total number of full-time staff whose primary responsibility is instruction, research,  
 and/or public service by gender & race/ethnicity

<b>Gender &amp; race/ethnicity</b>	<b>Total Men</b>	<b>Total Women</b>	<b>Grand Total</b>
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
Amer Indian/ Alaska Native	0	0	0
Asian	1	1	2
Black/ African Amer	0	0	0
Native Hawaiian/ Pac Islander	0	0	0
White	19	20	39
Two or more races	0	0	0
Race/ethnicity unknown	0	0	0
<b>Total</b>	<b>20</b>	<b>21</b>	<b>41</b>

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**Part E - Salaries - Full-time instructional staff on 9/10-month contracts/teaching periods-Salary outlays**  
**Salaries of full-time instructional staff on 9/10 month contracts/teaching periods by gender & academic rank**

<b>Gender and academic rank</b>	<b>Total from Part D (Headcount screen)</b>	<b>Salary outlays</b>	<b>Average salary</b>	<b>Prior year Average salary</b>
<b>Men</b>				
Professors	10	\$726,650	\$72,665	\$69,229
Associate Professors	1	\$52,274	\$52,274	\$49,481
Assistant Professors	4	\$186,004	\$46,501	\$45,005
Instructors	4	\$178,882	\$44,721	\$38,425
Lecturers	1	\$33,500	\$33,500	
No Academic rank	0	\$0		
<b>Total Men</b>	<b>20</b>	<b>\$1,177,310</b>	<b>\$58,866</b>	<b>\$54,425</b>
<b>Women</b>				
Professors	2	\$129,603	\$64,802	\$64,074
Associate Professors	3	\$153,272	\$51,091	\$50,515
Assistant Professors	7	\$311,622	\$44,517	\$42,010
Instructors	9	\$374,467	\$41,607	\$40,589
Lecturers	0	\$0		
No Academic rank	0	\$0		
<b>Total Women</b>	<b>21</b>	<b>\$968,964</b>	<b>\$46,141</b>	<b>\$46,313</b>
<b>Total (men + women)</b>	<b>41</b>	<b>\$2,146,274</b>	<b>\$52,348</b>	<b>\$50,666</b>

**IPEDS Human Resources, 237701  
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**Part I - Fall Staff - Full-time staff (excluding instruction/research/public service staff) - Totals**

Total number of full-time staff by primary function/occupational activity, gender, and race/ethnicity  
(excluding instruction/research/public service staff)

Gender & race/ethnicity	Executive/ admin/ managerial	Other professionals (support/ service)	Technical & paraprofessi onals	Clerical & secretarial	Skilled crafts	Service Maintenance	Total
<b>Men</b>							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
Amer Indian/ Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black/ African Amer	1	0	0	0	0	1	2
Native Hawaiian/ Pac Islander	0	0	0	0	0	0	0
White	8	6	2	2	2	23	43
Two or more races	0	0	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0	0	0
<b>Total Men</b>	<b>9</b>	<b>6</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>24</b>	<b>45</b>
<b>Women</b>							
Nonresident alien	0	0	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0	0	0
Amer Indian/ Alaska Native	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0
Black/ African Amer	0	0	0	0	0	0	0
Native Hawaiian/ Pac Islander	0	0	0	0	0	0	0
White	5	22	3	12	0	24	66
Two or more races	0	0	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0	0	0
<b>Total Women</b>	<b>5</b>	<b>22</b>	<b>3</b>	<b>12</b>	<b>0</b>	<b>24</b>	<b>66</b>
<b>Total Men + Women</b>	<b>14</b>	<b>28</b>	<b>5</b>	<b>14</b>	<b>2</b>	<b>48</b>	<b>111</b>
<b>Total from EAP</b>	<b>14</b>	<b>28</b>	<b>5</b>	<b>14</b>	<b>2</b>	<b>48</b>	<b>111</b>

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**Part J - Fall Staff - Part-time professional staff**  
 Number of part-time staff by primary function/ occupational activity, gender, & race/ethnicity

Gender & race/ethnicity	Staff whose primary responsibility is inst, rsrch, and/or pub serv	Executive/ admin/ managerial	Other professional s (support/ service	Technical & paraprofessionals	Clerical & secretarial	Skilled crafts	Service/ Maintenance	Total (includes PT Prof & PT Non-Prof)	Graduate assistants	PT grand total (includes grad asst)
<b>Men</b>										
Nonresident alien	0	0	0	0	0	0	0	0	0	0
Hispanic/Latino	0	0	1	0	0	0	0	1	0	1
Amer Indian/ Alaska Native	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Black/ African Amer	0	0	0	0	0	0	0	0	0	0
Native Hawaiian/ Pac Islander	0	0	0	0	0	0	0	0	0	0
White	30	1	4	0	1	0	0	36	0	36
Two or more races	0	0	0	0	0	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0	0	0	0	0	0
<b>Total Men</b>	<b>30</b>	<b>1</b>	<b>5</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>37</b>	<b>0</b>	<b>37</b>
<b>Women</b>										
Nonresident alien	0	0	0	0	0	0	0	0	0	0
Hispanic/Latino	1	0	0	0	0	0	0	1	0	1
Amer Indian/ Alaska Native	0	0	0	0	0	0	0	0	0	0
Asian	0	0	0	0	0	0	0	0	0	0
Black/ African Amer	0	0	0	0	0	0	0	0	0	0
Native Hawaiian/ Pac Islander	0	0	0	0	0	0	0	0	0	0
White	29	0	5	0	2	0	7	43	0	43
Two or more races	0	0	0	0	0	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0	0	0	0	0	0
<b>Total Women</b>	<b>30</b>	<b>0</b>	<b>5</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>7</b>	<b>44</b>	<b>0</b>	<b>44</b>
<b>Total Men + Women</b>	<b>60</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>81</b>	<b>0</b>	<b>81</b>
<b>Total from EAP</b>	<b>60</b>	<b>1</b>	<b>10</b>	<b>0</b>	<b>3</b>	<b>0</b>	<b>7</b>	<b>81</b>	<b>0</b>	<b>81</b>

**IPEDS Human Resources, 237701  
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**Part K - Fall Staff - Total number of staff**

Total number of staff by employment status, gender, & race/ethnicity

<b>Gender &amp; race/ethnicity</b>	<b>Full-time Men</b>	<b>Full-time Women</b>	<b>Part-time Men</b>	<b>Part-time Women</b>	<b>Total Men</b>	<b>Total Women</b>
Nonresident alien	0	0	0	0	0	0
Hispanic/Latino	0	0	1	1	1	1
Amer Indian/ Alaska Native	0	0	0	0	0	0
Asian	1	1	0	0	1	1
Black/ African Amer	2	0	0	0	2	0
Native Hawaiian/ Pac Islander	0	0	0	0	0	0
White	62	86	36	43	98	129
Two or more races	0	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0	0
<b>Grand Total</b>	<b>65</b>	<b>87</b>	<b>37</b>	<b>44</b>	<b>102</b>	<b>131</b>

**IPEDS Human Resources, 237701  
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**Part L - Fall Staff - New hires - Full-time instruction/research/public service staff-Faculty status**

Number of full-time permanent new hires whose primary responsibility is instruction, research, and/or public service by faculty status, gender, & race/ethnicity

(Hired full-time between July 1 and October 31, 2011 and still on payroll of the institution as of November 1, 2011)

Gender & race/ethnicity	Tenured	On tenure track	Not on tenure track/ no tenure system	Without faculty status	Total
<b>Men</b>					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
Amer Indian/ Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black/ African Amer	0	0	0	0	0
Native Hawaiian/ Pac Islander	0	0	0	0	0
White	0	0	1	0	1
Two or more races	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0
<b>Total Men</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>
<b>Women</b>					
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
Amer Indian/ Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black/ African Amer	0	0	0	0	0
Native Hawaiian/ Pac Islander	0	0	0	0	0
White	0	3	1	0	4
Two or more races	0	0	0	0	0
Race/ethnicity unknown	0	0	0	0	0
<b>Total Women</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>0</b>	<b>4</b>
<b>Total Men + Women</b>	<b>0</b>	<b>3</b>	<b>2</b>	<b>0</b>	<b>5</b>

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**Part L - Fall Staff - New hires - Full-time staff by position**

**Number of full-time permanent new hires by primary function/ occupational activity, gender, & race/ethnicity  
(Hired full-time between July 1 and October 31, 2011 and still on payroll of the institution as of November 1, 2011)**

<b>Gender &amp; race/ethnicity</b>	<b>Executive/ admin/ managerial</b>	<b>Other professionals (support/ service)</b>	<b>Technical &amp; paraprofessionals</b>	<b>Clerical &amp; secretarial</b>	<b>Skilled crafts</b>	<b>Service Maintenance</b>	<b>Total</b>
<b>Men</b>							
Nonresident alien	0	0	0	0	0	0	<b>0</b>
Hispanic/Latino	0	0	0	0	0	0	<b>0</b>
Amer Indian/ Alaska Native	0	0	0	0	0	0	<b>0</b>
Asian	0	0	0	0	0	0	<b>0</b>
Black/ African Amer	0	0	0	0	0	0	<b>0</b>
Native Hawaiian/ Pac Islander	0	0	0	0	0	0	<b>0</b>
White	0	1	1	0	0	2	<b>4</b>
Two or more races	0	0	0	0	0	0	<b>0</b>
Race/ethnicity unknown	0	0	0	0	0	0	<b>0</b>
<b>Total Men</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>4</b>
<b>Women</b>							
Nonresident alien	0	0	0	0	0	0	<b>0</b>
Hispanic/Latino	0	0	0	0	0	0	<b>0</b>
Amer Indian/ Alaska Native	0	0	0	0	0	0	<b>0</b>
Asian	0	0	0	0	0	0	<b>0</b>
Black/ African Amer	0	0	0	0	0	0	<b>0</b>
Native Hawaiian/ Pac Islander	0	0	0	0	0	0	<b>0</b>
White	0	1	1	1	0	3	<b>6</b>
Two or more races	0	0	0	0	0	0	<b>0</b>
Race/ethnicity unknown	0	0	0	0	0	0	<b>0</b>
<b>Total Women</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>3</b>	<b>6</b>
<b>Total Men + Women</b>	<b>0</b>	<b>2</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>5</b>	<b>10</b>



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**Part L - Fall Staff - New hires - Totals**

**Total number of full-time permanent new hires by gender and race/ethnicity  
 (Hired full-time between July 1 and October 31, 2011 and still on payroll of the institution as of November 1, 2011)**

<b>Gender &amp; race/ethnicity</b>	<b>Total men</b>	<b>Total women</b>	<b>Grand Total</b>
Nonresident alien	0	0	0
Hispanic/Latino	0	0	0
Amer Indian/ Alaska Native	0	0	0
Asian	0	0	0
Black/ African Amer	0	0	0
Native Hawaiian/ Pac Islander	0	0	0
White	5	10	15
Two or more races	0	0	0
Race/ethnicity unknown	0	0	0
<b>Grand Total</b>	<b>5</b>	<b>10</b>	<b>15</b>

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2011-12 (as of November 1, 2011)**

**Summary**

**Human Resources Component Summary**

(Applicable to Degree-granting institutions and Related Administrative Offices)

**Number of staff by employment status and occupational category: Fall 2011**

Occupational category	Reported values		FTE Staff
	Number of full-time staff	Number of part-time staff	
<b>Total number of staff</b>	<b>152</b>	<b>81</b>	<b>179</b>
<b>Professional staff</b>	<b>83</b>	<b>71</b>	<b>107</b>
Staff whose primary responsibility is instruction, research, and/or public service	41	60	61
Primary instruction	41	60	61
Instruction/research/public service	0	0	0
Primarily research	0	0	0
Primarily public service	0	0	0
Executive/administrative/managerial	14	1	14
Other professionals (support/service)	28	10	31
<b>Non-Professional staff</b>	<b>69</b>	<b>10</b>	<b>72</b>
Technical and paraprofessional	5	0	5
Clerical/secretarial	14	3	15
Skilled crafts	2	0	2
Service/Maintenance	48	7	50

**NOTE:** Full-time equivalent (FTE) staff is calculated by summing the total number of full-time staff & adding one-third of the total number of part-time staff. Graduate assistants are not included in the above figures. Many of the FTE figures may be included in the DFR.

**IPEDS Human Resources, 237701  
Potomac State College of West Virginia University  
2011-12 (as of November 1, 2011)**

**Summary**

**Human Resources Component Summary**

(Applicable to Degree-granting institutions and Related Administrative Offices)

**Salaries of full-time instructional staff by contract length and academic rank: Academic year 2011-12**

Academic Rank	Reported values				Equated 9-month	
	Full-time instructional staff on 9/10-month contracts		Full-time instructional staff on 11/12-month contracts			
	Number of staff	Salary outlays	Number of staff	Salary outlays	Number of staff	Salary outlays
<b>All Ranks</b>	<b>41</b>	<b>\$2,146,274</b>	<b>0</b>	<b>\$0</b>	<b>41</b>	<b>\$52,348</b>
Professors	12	\$856,253			12	\$71,354
Associate Professors	4	\$205,546			4	\$51,387
Assistant Professors	11	\$497,626			11	\$45,239
Instructors	13	\$553,349			13	\$42,565
Lecturers	1	\$33,500			1	\$33,500
No Academic rank						

**NOTE:** The above data are based on the Salary outlays part of the IPEDS HR component. The Weighted average salaries per month of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank (reported on the Part G, Salary outlays screen) then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank [calculated from data reported on the Part G, Salary Worksheet screen]. Salaries of full-time instructional staff on less-than-9-month contracts are not collected. Also, salaries of medical school staff are not collected. The weighted average salaries per month may be included in the DFR.