

PERSONNEL DATA FOR FULL-TIME FACULTY AND
SELECTED ADMINISTRATORS
Fall of Current Academic Year

INSTRUCTIONS

This form displays the information ATS currently possesses on full-time faculty and selected administrators at your institution. The ATS Personnel Form contains only current information. It will reflect a record for each person listed on your last year's ATS Personnel form and any changes received by ATS throughout the past year.

It is important that ATS have information about the individual who has primary responsibility for executive matters and the person who has primary responsibility for academic matters at the accredited institution or department. While they can be the same person, there should be no more than one person designated for each of these two positions.

Please note that, as is the case for the Salary form, it is not necessary to include all staff members. Faculty should be limited to those teaching at least half time (with an exception for those on a paid sabbatical) and administrators should be limited to senior positions. A full list of those positions is included below.

Make sure that all information is complete and accurate for all personnel listed, including percent of teaching time. Make any deletions and/or changes to the personnel information on the screen.

Full-Time Faculty: Any individual working full time for an institution, who has faculty status, and who devotes greater than or equal to 50 percent of his or her time to teaching and or research will be counted by ATS as a full-time faculty member. Include faculty on sabbatical leave and persons who are on leave but remain on the payroll.

Selected Administrators: Enter only personnel for the administrative positions that ATS is currently tracking. Do not report information for any other administrative positions. See the Administrative Codes listed below:

CEXEC	Chief Administrative Officer	EXCVP	Executive Vice President
ACDVP	Academic VP/Academic Dean	FEDOF	Director of Field Education
ADSO	Admissions Officer	FINOF	Chief Financial Officer
ALMOF	Alumni Officer	FORMD	Director of Formation
CEDOF	Director of Continuing Education	HDLIB	Head Librarian
DEAN	Academic Dean—Other	LIBPS	Librarian Professional Staff
DEVOP	Chief Development Officer	RECOF	Recruitment Officer
DEVPS	Development Professional Staff	REGOF	Registrar
DGRDS	Director of Graduate Studies	STSO	Director of Student Services
DMIND	Director of Doctor of Ministry	SYSOF	Information Systems Manager
DSTUD	Dean of Students	VPADM	Vice President for Administration

These titles are functional and do not necessarily relate to the person's title. For example, the Chief Administrative Officer may be a President, Dean, or Rector. But if his or her function is the overall administrative functioning of the accredited entity, whether it be a department within a university or a separate institution, he or she should be designated as the CEXEC.

INSTRUCTIONS FOR SPECIFIC FIELDS

Name: Enter the first name, middle initial, and last name of the full-time administrator or full-time faculty member. An individual should be reported only once.

Administrative Title: Enter the correct title for the position of the person being reported. Use only administrative titles in this field even if the person has faculty status.

Faculty Title: Enter the correct title for the position of the person being reported. Use only faculty titles in this field even if the person has administrative responsibilities as well.

Ecclesiastical/Academic Form of Address: This field is used to generate a salutation for office correspondence and should indicate the individual's preferred form of address. For example, "Dr.", "Rev.", or "Msgr." are correct entries for this field as opposed to "Dr. Smith", "Rev. Jones", or "Msgr. Brown".

Denomination: This pull-down menu lists all denominations in the system. Please choose the correct denomination for this person.

Race/Ethnicity: Use this pull-down menu to designate the person's race. Identify an individual according to the racial/ethnic category in which he or she appears to belong, identifies with, or is regarded in the community as belonging. No person should be in more than one group. In addition, those who have not been admitted to Canada or the United States for permanent residence should be identified as VISAN or nonresident aliens.

BLACK Black, not of Hispanic Origin: A person having origins in any of the black racial groups of Africa.

HISPN Hispanic: A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

ASIAN Asian or Pacific Islander: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. This area includes, for example, China, Japan, Korea, the Philippine Islands, and Samoa.

INDIAN American Indian, Alaskan Native: A person having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliation or community recognition.

WHITE White, not of Hispanic Origin: A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

VISAN Nonresident Alien: A person who is not a citizen or national of the United States or Canada and who is in the country on a temporary basis and does not have the right to remain indefinitely.

Gender: Choose male or female to indicate the gender of the administrator or faculty member.

Year of Birth: Enter the year of birth, in four digits, of the individual.

Faculty Rank: The institutionally designated grade of a person holding faculty status. If applicable, choose the appropriate rank from this drop-down menu.

PROF Professor
ASCP Associate Professor
ASTP Assistant Professor

INST Instructor
LECT Lecturer
NONRNL Nonranked

Percent of Time Teaching: Please indicate an approximate percentage of the time that the individual spends in teaching and teaching related activities, including academic research. Any individual working full-time for an institution, who has faculty status, and who devotes greater than or equal to 50 percent of his or her time to teaching and or research will be counted by ATS as a full-time faculty member.

Tenure Status: Serves to identify the status of employees with respect to permanence of appointed position. If applicable, choose the appropriate Status from this drop-down menu.

Tenured: Individuals who have been granted tenure in that they have a permanent standing with the institution.

Not Tenured: Individuals who may be eligible for tenure in that they are in a tenure-track position that has a potentially permanent standing with the institution.

Contractual: Individuals who are hired for a specified period of time such as one term or one academic year and are not considered to hold a tenure-track position. These are usually temporary appointments of limited duration.

Permanent: Permanent faculty at an institution that does not grant tenure. Schools with no provision for tenure should list all faculty under permanent. (This mostly applies to Roman Catholic institutions.)

Teaching Field: This section lists the area(s) in which the administrator/faculty teaches or is qualified to teach. To add a discipline, click on the “add” button beside “teaching,” and then use the drop-down menu to choose the correct field. Click on the “save” link to add the field to the person’s list of teaching fields. At any time, clicking the “X” beside a field will remove that discipline from the person’s list of teaching fields.

Administrative: A title identifying professional staff positions in school administration. Administrative titles should be designated in terms of the ATS member institution. For example, an individual may be a dean at a university-related school but would be considered the chief administrative officer of the ATS School. The persons reported for Chief Administrative Officer and Academic VP/Academic Dean will correspond to those reported for the first and second positions in the ATS Membership List. If a person’s area of responsibility includes more than one title, multiple codes may be entered. For example, the same person may function as both admissions officer and recruitment officer.

Note: Enter only personnel for the administrative positions that ATS is currently tracking. Do not enter information on any other administrative positions.

To attach an administrative title, click the “add” link beside “Administration.” Then, use the drop-down menu to choose the person’s title. Finally, click “save” to add the title to the person’s list of administrative titles. At any time, clicking the “X” beside a title will remove that title from a person’s list.

Doctorate: To add a doctorate degree for a person, first click the “add” link beside “Doctorate.” Then, choose the correct degree from the drop-down list. After this, enter the full name of the educational institution that awarded the doctoral degree in the “**Source**” field. Then, enter the year the degree was completed in four digits (YYYY) in the “**Year**” field. Lastly, click “save” to add this degree to the person’s list of doctoral degrees. At any time, clicking the “X” beside a doctoral degree will remove it from a person’s list.

ADDING/DELETING A RECORD

Click the Add button that is along the top of the form to add a new person.

1. In the new window, type in the first name, middle initial, and last name of the individual to add.
2. Enter the appropriate data in each field, especially a business phone number and valid email address for the new person.
3. Click on the Save New Person button.

Click the Cancel button to return to the ATS Personnel form without adding a new record.

Click the Delete button to delete the active record.

ARF PROGRAM NOTES

There are some fields in which you will not be allowed to enter data, such as Total fields that are calculated or contain amounts that are brought forward from another part of the form—the type in these fields will be navy blue.

Totals: Column and row totals will be generated automatically during data input—the type in these fields will be navy blue. Some forms require certain totals to match other forms’ totals or totals on previous pages.

Decimals: Most fields on ATS forms require whole numbers. If you enter decimals for these fields, the program will round the number to the nearest whole.

Comments: A comments field has been added to each of the ARF forms. The comments field is accessed by clicking the Comments button located in the upper left corner between the Print and Close buttons.

Printing: Because of a change in the Windows operating environment, some users are unable to send a copy of their reports to their local printer by clicking on the Printer icon. There is, however, another way to print your forms:

- Select the Print button from the data entry screen as usual.
- Once the printable version of the report appears, drop down the menu attached to the “Export” icon near the top of the window and choose the Acrobat (PDF) file option. (see figure 1)
- Select Open when prompted
When using Microsoft Internet Explorer: The prompt may appear at the bottom of the window and look similar to figure 2.
- A new window will open the report independent of the database and can be saved or printed.

Figure 1

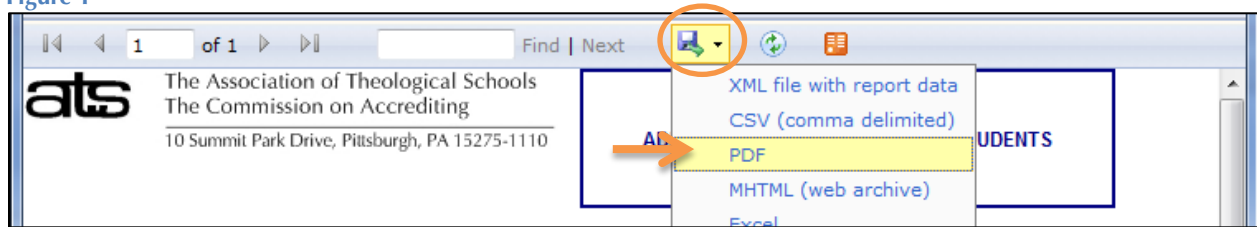


Figure 2

