

**Form PF-1: Personnel, Full-Time Faculty and Select Administrators**

Fall Data for the Current Academic Year

**INSTRUCTIONS**

This form displays the information ATS currently possesses on full-time faculty and selected administrators at the accredited institution.

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.

**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 their 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:

<b>CEXEC</b>	Chief Executive Officer*	<b>EXCV</b>	Executive Vice President
<b>ACDVP</b>	Academic VP/Academic Dean*	<b>EXTOF</b>	Director of Extension/Distance Ed
<b>ADSOF</b>	Admissions Officer	<b>FEDOF</b>	Director of Field Education
<b>ALMOF</b>	Alumni Officer	<b>FINAID</b>	Financial Aid Officer
<b>Assess</b>	Director of Assessment	<b>FINOF</b>	Chief Financial Officer
<b>CEDOF</b>	Director of Continuing Education	<b>FORMD</b>	Director of Formation
<b>CommAssoc</b>	Communications Associate	<b>HDLIB</b>	Head Librarian – Admin./Faculty
<b>DEAN</b>	Academic Dean—Other	<b>LIBPS</b>	Librarian Professional Staff
<b>DEVOF</b>	Chief Development Officer	<b>PlaceOff</b>	Director of Career/Placement Services
<b>DEVPS</b>	Development Professional Staff	<b>RECOF</b>	Recruitment Officer
<b>DGRDS</b>	Director of Graduate Studies	<b>REGOF</b>	Registrar
<b>DirHouse</b>	Director of Housing/Student Life	<b>STSO</b>	Director of Student Services
<b>DMARCOM</b>	Director of Marketing/Communications	<b>SYSOF</b>	Information Systems Manager
<b>DMIND</b>	Director of Doctor of Ministry	<b>VPADM</b>	Vice President for Administration
<b>DSTUD</b>	Dean of Students		

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

\*It is important that ATS have information about the individual who has primary responsibility for executive matters (CEXEC) and the person who has primary responsibility for academic matters (ACDVP) 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.

This form is pre-populated with the personnel records from the ATS database displayed in a table. The data listed in the table is a summary of the information requested for each person. Please review each person's record and update as necessary.

Each column in the table can be sorted by clicking the column title, each click cycles through ascending, descending, and no sort. Only one column can be sorted at a time. The number of items per page can be adjusted with a drop-down selector located above the table.



**View/Edit:** opens the personnel record to view/edit the details



**Comments:** Each personnel record has the option to include comments in a field in the form header. A solid black icon indicates there are no comments for the data record, while a lined icon indicates comments are available.



**Delete:** Click the Delete button to delete the selected record.



**Add a new Person:** Click the Add a new Person icon to add personnel not pre-populated from the ATS database.



**Save:** The Save icon saves the information entered.



**Close/Cancel:** Click the X icon to close and return to the previous screen. If you have not saved this will cancel the changes.

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**PERSONNEL RECORD DETAILS**

**Contact Information**

Enter the person's full name, ecclesiastical/academic form of address, email, and phone number. An individual should be reported only once.

**Business Tele.:** Enter North American phone numbers as 10 digits in the format of 3-3-4 separated by dashes.

**Non-North American number?:** check this box to indicate the phone number entered is not a North American phone number and enter the number as appropriate for dialing from North America.

**Eccl Title:** Enter the person's 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".

*\*First name, last name, email and phone number are required fields.*

**Personal Attributes**

**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 the person 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 the gender to which the administrator or faculty member identifies.

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

**Ordained:** Indicate if the person is ordained.

**MDiv or Equiv.:** Indicate if the person has an M.Div., B.D. or equivalent degree.

**Doctorate:** To add a doctorate for a person, first click the "add" icon beside "Degree." Then, choose the degree from the drop-down list. In the "Source" field enter the full name of the educational institution that awarded the doctoral degree, and in the "Year" field enter the year the degree was completed in four digits (YYYY). Lastly, click "Add Degree" to add this degree to the person's list of doctoral degrees. Existing records can be edited or deleted by clicking the edit/delete icon in the row of the degree.

*\*Race/Ethnicity, Gender, Ordained, and MDiv or Equiv. are required fields, however each have an option of Not Available.*

**Administrative Position**

**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.

**Administration:** A title identifying professional staff positions in school administration. Administration positions 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 administration positions that ATS is currently tracking. Do not enter information on any other administration positions.

To add administration positions, click the field to open the drop-down list of administration positions and select. Repeat to add more positions. Click the "X" beside an administration position to remove it from the selections.

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**Faculty Position**

**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.

**Faculty Rank:** The institutionally designated grade of a person holding faculty status.

<b>PROF</b>	Professor
<b>ASCP</b>	Associate Professor
<b>ASTP</b>	Assistant Professor
<b>INST</b>	Instructor
<b>LECT</b>	Lecturer
<b>NONRNK</b>	Non-Ranked Faculty

**Tenure Status:** Serves to identify the status of employees with respect to permanence of appointed position.

**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.)

**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 their time to teaching and or research will be counted by ATS as a full-time faculty member.

**Teaching Field:** This section lists the area(s) in which the administrator/faculty teaches or is qualified to teach. To add a discipline, click the field to open the drop-down list of disciplines and select. Repeat to add more disciplines. Click the "X" beside a discipline to remove it from the selections.

*\* Faculty Rank and Tenure are required fields, however each have an option of Not Available.*