Annual Report Form PF-1: Personnel: Select Administrators and Full-Time Faculty

Fall data for current academic year (for member school only)

Member School:	**Survey Year:** 2024 - 2025

This form is pre-populated with the personnel information we currently have on file for the member school including previously reported and new personnel information we acquired throughout the year from communications, event registrations, and other surveys.

Review each person's details for accuracy and delete any personnel that do not meet the form criteria. Details listed are an extract of the requested information please open each person's record to review the details in full.

Position and status at the member school

Last Name:	First Name:	MI:
1. Is this person a full-time employee?		

"Full-time" status is defined by the member school in keeping with its own policies and with any applicable state, provincial, or federal regulations.

2. Does this person have one or more of the tracked administrative responsibilities? See instructions for list.	
2a. If yes, what are those responsibilities? Choose all that apply, indicating which is primary.	
2b. If yes, what is their administrative title?	
3 Does this person have faculty status?	
3a. Is this person considered full-time faculty?	

3b. What is this person's faculty rank? If they do not have faculty status select Not Applicable.

[ ] Professor   [ ] Instructor   [ ] School does not have faculty ranking
[ ] Associate Professor   [ ] Lecturer   [ ] Not Applicable (i.e., does not have faculty status)
[ ] Assistant Professor   [ ] Not Ranked

3c. What is this person's tenure status? If they do not have faculty status select Not Applicable.

For schools with tenure: *For schools without tenure:*   [ ] Not Applicable (i.e., does not have faculty status)
[ ] Tenured   [ ] Multi-year contract/status
[ ] Tenure Track   [ ] One-year contract/status
[ ] Not tenure track

4. What percent of this person's time is typically spent teaching? [ ] 0% [ ] 1 - 24% [ ] 25 - 49% [ ] 50 - 74% [ ] 75 - 99% [ ] 100%	
4a. If this person has teaching responsibilities, list here that title:	
4b. If this person has teaching responsibilities, what is(are) this person's teaching field(s)? Choose all that apply.	

If **both** 1 and 2 or **both** 2 and 3 are no, delete this person from the form. This form is limited to select administrators and full-time faculty. Only report part-time employees in this form if they have one or more of the tracked administrative responsibilities.

Delete this person from the form?	

If yes, which option best fits the reason for deleting this person from the form?

[ ] a. Deceased   [ ] d. At the members school, does not meet the form criteria
[ ] b. Retired   [ ] e. Duplication or mistake
[ ] c. No longer at the member school

5. Is this person new to the member school this year?	
6. Does the member school share this person with another entity?	

Member schools related to another entity (e.g., department in a university) may "share" certain personnel with the other entity. For *shared faculty*, include here only those who teach at least half-time in the member school; include those who teach less than half-time in form PF-2 Part-Time Faculty, even if they are considered full-time by the other entity. For *shared administrators*, include only those who have significant responsibility for the member school.

Contact Information

7. Form of Address	8. Email	9a. Business Phone	9b. Ext.	9c. Check if phone number is NOT North American
				[ ]

Enter North American phone numbers as 10 digits in the format of 3-3-4 separated by dashes. For non-North American phone numbers, enter the number as appropriate for dialing from North America, and check the box in 9c.

Demographic Information Please supply as much information as is known (if not known, choose Not Available or leave blank)

10. Gender	11. Race	12. Denomination	13. Year of Birth	14. Ordained	15. Has MDiv or Equiv.

Highest Degree Earned

16a. Degree level	16b. Area of study	16c. Year earned	16d. School where degree earned

Comment

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Resondent

Respondent:		Phone:		Email:	

The **"administrative responsibilities"** refer to that administrator's primary function, not specific title, which may vary among ATS schools. For example, the chief executive officer (CEO) may be called president, principal, rector, or dean (for member schools related to another entity). If a person carries more than one administrative responsibility (e.g., the president is also the chief development officer), select both responsibilities for that person and indicate that person's primary responsibility in the online form following the instructions there.

Since ATS deals most frequently with the three contacts listed below as Member School Primary Contacts, it is especially important to list the persons with these administrative responsibilities (which may be the same person), but do not list more than one person for each.

Member School Primary Contacts:

- Chief Executive Officer (CEO), e.g., President, Principal, Rector, Dean*
- Chief Academic Officer (CAO), e.g., VP Academics or Academic Dean*
- Accreditation Liaison Officer (ALO), i.e., point person for accrediting matters

*The CEO and CAO are required; these responsibilities must be assigned to at least one person.

Additional Administrative Roles:

Academic Dean - Other	Director of Advancement	Director of Student Services/Affairs
Accounting Staff	Director of Assessment	Director/Chair of Academic Degree Program
Accreditation Liaison Officer (ALO)	Director of Career/Placement Services	Educational Technology Staff
Admissions Officer	Director of Communications	Executive Vice President
Alum Officer	Director of Continuing Education/Lifelong Learning	Facilities Director
Business Office Manager	Director of Doctor of Ministry	Financial Aid Officer
Business Office Staff	Director of Enrollment Management	HR Staff
Chief Academic Officer (CAO)	Director of Field Education	IT Help Desk Support
Chief Development Officer	Director of Financial Aid	Library Staff
Chief Diversity Officer	Director of Formation	Network Administrator
Chief Executive Officer (CEO)	Director of Graduate Studies	PC Technician
Chief Information Officer (CIO)	Director of Housing/Student Life	Recruitment Staff
Communications Staff	Director of Institutional Effectiveness	Registrar
Data Specialist	Director of Institutional Research	Title IX Coordinator
Dean of Chapel/Chaplain	Director of IT	VP-Administration
Dean of International Student Services	Director of Library	VP-Finance (CFO)
Dean of Students	Director of Marketing	VP-Operations/Facilities (COO)
Developer	Director of Online Education/Distance Learning/Digital Learning	VP/Director-HR
Development Professional Staff	Director of Recruitment/Retention	
Director of Admissions	Director of Relations (Alum, External, Church)	

Demographic Information:

Gender: For personnel whose gender is known, report as Male, Female, or All Other for personnel including but not limited to nonbinary, gender-fluid, and those who do not identify as either male or female. For personnel whose gender is unknown or prefer not to disclose, report as Not Available.

Race/Ethnicity Categories: The categories of race used in this form (and in other ATS Annual Report Forms) correspond to recent research, with input from ATS members. Report as Multiracial for students whose race/ethnicity includes more than one category. Report as Not Available for students who prefer not to disclose such data, race/ethnicity is not listed, or no racial data is known.

Asian or PI: A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or Pacific Islands. This includes people from Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam; or people from American Samoa, Guam, Hawaii, or other Pacific Islands.

- **Black (Non-Hispanic)**: A person having origins in any of the black racial groups of Africa (except those of Hispanic origin).
- **Hispanic**: A person of Latin descent, including Cuban, Mexican, Puerto Rican, Central or South American, or other Spanish culture or origin.
- **Indigenous**: A person having origins in any of the original peoples of North America and South America (including Central America) who maintains cultural identification through tribal affiliation or community recognition.
- **White (Non-Hispanic)**: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa (except those of Hispanic origin).
- **Multiracial**: A person whose origins are of two or more races.
- **Not Available**: A person whose race or ethnic identity is either unknown or information about that person is unavailable.

Denomination is the same list used for ATS Annual Report Forms EF-3 and IC-1.

Highest Degree Earned:

Degree level includes the degree levels of Associate's, Bachelor's, Master's, Professional Doctorate (e.g., DMin), and Research Doctorate (e.g., PhD).

Area of study refers to high-level disciplinary areas, rather than specific subjects, e.g., arts, business, education, science and engineering, social science, theology.

Higher Education	**Theological Education**
Behavioral and Social Sciences	Area Studies (e.g., Black Church, Hispanic, Urban, Women's studies)
Biology and Health	Arts (e.g., Religion and Literature, Church Music, Liturgical Theology)
Business and Economics	Bible
Communication	Education
Computer Science and Math	Ethics (e.g., Christian Ethics, Comparative Ethics, Moral Theology)
Education	Formation (e.g., Spiritual Formation, Spiritual Theology)
Humanities and Cultures	History (e.g., Church History, Patristics)
Law	Human Science (e.g., Sociology of Religion, Religion and Society)
Leadership and Management	Methods and Tools (e.g., Theological Bibliography)
Other Higher Education	Ministry-Counseling and Psychology
Performing Arts	Ministry-Evangelism and Missiology
Physical Science and Engineering	Ministry-Pastoral Formation (e.g., Church Administration, CPE, Pastoral Theology, Preaching)
Political Science	Ministry-Practical Theology General
Social Work	Other Theological Education
Visual Arts and Design	Religion (e.g., Buddhism, Comparative World Religions, History of Religions)
	Theology (e.g., Philosophical Theology, Science and Religion, Systematic Theology)

School where degree earned includes an extensive list of the schools cited by personnel at member schools. This list is alphabetical and searchable by keyword, e.g., search "Chicago" for the University of Chicago or the University of Chicago Divinity School (in this example, be sure to choose the most appropriate listing for schools with more than one listing)