

Institution: Berklee College of Music (164748)  
User ID: P1647483

## Overview

### Human Resources Overview

Welcome to the IPEDS Human Resources (HR) survey component. The HR component collects important information about your institution's staff.

#### Data Reporting Reminders

- Report each employee only once. If an employee could be coded in more than one occupation, code the employee in the occupation that requires the highest level of skill OR if there is no measurable difference in skill requirements, code the employee in the occupation in which they spend the most time.
- Report staff members difficult to categorize in the "Human Resources Survey Evaluation" box at the end of the survey.
- Enter data on each displayed screen. If a screen is not applicable, enter at least one zero in a field on the screen and save before continuing.
- When reporting salary data (applicable to degree-granting institutions only) include all full-time, non-medical school, instructional staff - both with and without faculty status.

See the instructions for the **Key Reporting Concepts** section -- basic reporting concepts that will assist you in completing the Human Resources survey component.

#### Resources:

- To download the survey materials for this component: [Survey Materials](#)
- All staff must now be reported using the new IPEDS occupational categories, which align with the 2010 Standard Occupational Classification (SOC) codes. Additional information and resources can be found in the [IPEDS HR/SOC Information Center](#), including general information about the SOC, the IPEDS/SOC crosswalk, a SOC Browse Tool, frequently asked questions, and web tutorials.

If you have questions about completing this survey, please contact the **IPEDS Help Desk at 1-877-225-2568**.

## Human Resources Screening Questions

Does your institution have any part-time staff?

If you answer **Yes** to this question, you will be provided the screens to report part-time staff.

Yes

No

Does your institution have 15 or more full-time staff?

Yes

No

Do **ALL** of the instructional staff at your institution fall into any of the following categories?

If you answer **Yes** to any of the questions below, you will **NOT** be required to report **Part G - Salaries** for instructional staff. However, Part G will still be required for reporting data for full-time non-instructional staff.

No  Yes Are ALL of the instructional staff military personnel?

No  Yes Do ALL of the instructional staff contribute their services (e.g., members of a religious order)?

**The reporting of data by gender AND race/ethnicity is optional this year as it is in even-numbered years.**

Do you wish to report data by gender AND race/ethnicity this year?

If you answer **No**, screens to report data by employment status (full-time and part-time) and occupational category will be displayed.

If you answer **Yes**, screens to report data by employment status (full-time and part-time), occupational category, and gender AND race/ethnicity will be displayed and you must complete all applicable screens.

No, I will not report data by gender and race/ethnicity this year

Yes, I will report data by gender and race/ethnicity this year

**You may use the space below to provide context for the data you've reported above.**

### Human Resources Screening Questions

#### Does your institution have a tenure system?

If you answer **Yes** to this question, you will be provided the screens to report some data by tenure status.

Yes

No

#### Does your institution have graduate assistants?

If you answer **Yes** to this question, you will be provided the screens to report graduate assistants.

Yes

No

**Did your institution hire any full-time permanent staff who were included on the payroll of the institution between July 1 and October 31, 2014 either for the *first time* (new to the institution) or *after a break in service* AND who were still on the payroll of the institution as of November 1, 2014? (Exclude persons who have returned from sabbatical leave and full-time instructional staff who are working less-than-9-month contracts.)**

If you answer **Yes** to this question, you will be provided the screens to report **full-time permanent new hires** in **Part H**.

Yes

No



**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Annual Contract**

**Number of Full-time Instructional Staff  
 With Faculty Status  
 Not on Tenure Track - Annual Contract**

As of November 1, 2014

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							
Hispanic/Latino							
American Indian or Alaska Native							
Asian							
Black or African American							
Native Hawaiian or Other Pacific Islander							
White							
Two or more races							
Race and ethnicity unknown							
<b>Total men</b>							

**Women**

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							
Hispanic/Latino							
American Indian or Alaska Native							
Asian							
Black or African American							
Native Hawaiian or Other Pacific Islander							
White							
Two or more races							
Race and ethnicity unknown							
<b>Total women</b>							

**Total (men+women)**

								
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Total from prior year

1

**Part A1 - Full-time Instructional Staff by Academic Rank and Tenure Status - Less-Than-Annual Contract**

**Number of Full-time Instructional Staff  
 With Faculty Status  
Not on Tenure Track - Less-than-annual Contract**

As of November 1, 2014

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							
Hispanic/Latino							
American Indian or Alaska Native							
Asian							
Black or African American							
Native Hawaiian or Other Pacific Islander							
White							
Two or more races							
Race and ethnicity unknown							
<b>Total men</b>							

**Women**

Race/ethnicity	Academic Rank					No academic rank	Total
	Professors	Associate professors	Assistant professors	Instructors	Lecturers		
Nonresident alien							
Hispanic/Latino							
American Indian or Alaska Native							
Asian							
Black or African American							
Native Hawaiian or Other Pacific Islander							
White							
Two or more races							
Race and ethnicity unknown							
<b>Total women</b>							

**Total (men+women)**

Total from prior year							
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**Part A1 - Full-time Instructional Staff - Without Faculty Status**

**Number of Full-time Instructional Staff**

**Without Faculty Status**

**As of November 1, 2014**

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and/or Public Service

**Men**

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	1
Two or more races	0
Race and ethnicity unknown	0
<b>Total men</b>	<b>1</b>

**Women**

Race/ethnicity	Without Faculty Status
Nonresident alien	0
Hispanic/Latino	0
American Indian or Alaska Native	0
Asian	0
Black or African American	0
Native Hawaiian or Other Pacific Islander	0
White	0
Two or more races	0
Race and ethnicity unknown	0
<b>Total women</b>	<b>0</b>

**Total (men+women)**

<b>Total (men+women)</b>	<b>1</b>
Total from prior year	

**Part A2 - Full-time Instructional Staff by Function**

**Number of Full-time Instructional Staff**

**As of November 1, 2014**

•Report Primarily Instruction and Instruction Combined with Research and Public Service separately, as indicated below.

	With Faculty Status			Without Faculty status	Total
	<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
<u>Instructional staff</u>	248	0	0	1	249
Total carried forward from previous screens	248			1	249
<u>Primarily Instruction</u>	248	0		1	249
Exclusively credit	248	0		1	249
Exclusively not-for-credit					
Combined credit/not-for-credit					
<u>Instruction/research/public service staff</u>					

### Part A3 - Full-time Instructional Staff - Totals

#### Total number of Full-time Instructional Staff

As of November 1, 2014

Race/ethnicity	Total men	Total women	Total (men+women)
Nonresident alien	1	1	2
Hispanic/Latino	9	3	12
American Indian or Alaska Native	0	0	0
Asian	1	2	3
Black or African American	27	6	33
Native Hawaiian or Other Pacific Islander	0	0	0
White	150	44	194
Two or more races	0	1	1
Race and ethnicity unknown	2	2	4
<b>Total</b>	190	59	249
Total from prior year			<b>248</b>

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of **Full-time Non-instructional Staff**

by Occupational Category

As of November 1, 2014

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	1		
Hispanic/Latino	9		
American Indian or Alaska Native	0		
Asian	1		
Black or African American	27		
Native Hawaiian or Other Pacific Islander	0		
White	150		
Two or more races	0		
Race and ethnicity unknown	2		
<b>Total men</b>	<b>190</b>		

**Women**

Race/ethnicity	<u>Instructional Staff</u> (carried forward from Part A)	<u>Research staff</u>	<u>Public Service staff</u>
Nonresident alien	1		
Hispanic/Latino	3		
American Indian or Alaska Native	0		
Asian	2		
Black or African American	6		
Native Hawaiian or Other Pacific Islander	0		
White	44		
Two or more races	1		
Race and ethnicity unknown	2		
<b>Total women</b>	<b>59</b>		

**Total (men+women)** 249

Total from prior year **248**

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

## Number of Full-time Non-instructional Staff

## by Occupational Category

As of November 1, 2014

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien		0	0	1
Hispanic/Latino		0	1	1
American Indian or Alaska Native		0	0	0
Asian		0	0	1
Black or African American		0	0	1
Native Hawaiian or Other Pacific Islander		0	0	0
White		0	2	20
Two or more races		0	0	1
Race and ethnicity unknown		0	0	1
<b>Total men</b>	0	3	1	26

**Women**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000
Nonresident alien		0	0	0
Hispanic/Latino	1	0	0	2
American Indian or Alaska Native		0	0	0
Asian		0	1	2
Black or African American		0	0	1
Native Hawaiian or Other Pacific Islander		0	0	0
White		0	3	17
Two or more races		0	0	0
Race and ethnicity unknown		0	0	0
<b>Total women</b>	1	4	1	22
<b>Total (men+women)</b>	1	7	2	48
Total from prior year	1	8	2	43

**Part B1 - Full-time Non-instructional Staff by Occupational Category****Number of Full-time Non-instructional Staff****by Occupational Category****As of November 1, 2014**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	0	0	3	2	
Hispanic/Latino	8	1	5	4	
American Indian or Alaska Native	0	1	0	0	
Asian	0	2	6	1	
Black or African American	15	2	3	1	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	76	21	47	28	
Two or more races	2	1	0	0	
Race and ethnicity unknown	3	1	3	3	
<b>Total men</b>	<b>104</b>	<b>29</b>	<b>67</b>	<b>39</b>	

**Women**

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19- 0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	0	1	0	1	
Hispanic/Latino	1	2	1	4	
American Indian or Alaska Native	0	1	0	0	
Asian	0	1	1	0	
Black or African American	5	8	1	6	
Native Hawaiian or Other Pacific Islander	0	0	0	0	
White	41	34	15	38	
Two or more races	0	0	0	0	
Race and ethnicity unknown	0	0	0	0	
<b>Total women</b>	<b>47</b>	<b>47</b>	<b>18</b>	<b>49</b>	

<b>Total (men+women)</b>	<b>151</b>	<b>76</b>	<b>85</b>	<b>88</b>	
Total from prior year	<b>144</b>	<b>77</b>	<b>80</b>	<b>61</b>	

**Part B1 - Full-time Non-instructional Staff by Occupational Category**

Number of Full-time Non-instructional Staff

by Occupational Category

As of November 1, 2014

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien	0		1		0	8
Hispanic/Latino	1		1		0	32
American Indian or Alaska Native	0		0		0	1
Asian	0		1		0	12
Black or African American	3		3		0	55
Native Hawaiian or Other Pacific Islander	0		0		0	0
White	12		22		7	385
Two or more races	0		0		0	4
Race and ethnicity unknown	1		4		0	18
<b>Total men</b>	<b>17</b>		<b>32</b>		<b>7</b>	<b>515</b>

**Women**


Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time staff)
Nonresident alien	0		0		0	3
Hispanic/Latino	2		5		0	21
American Indian or Alaska Native	0		0		0	1
Asian	0		1		0	8
Black or African American	2		7		0	37
Native Hawaiian or Other Pacific Islander	0		0		0	0
White	3		41		0	236
Two or more races	0		1		0	2
	0		0		0	2

Race and ethnicity unknown					
<b>Total women</b>	7	55	0		310
<b>Total (men+women)</b>	24	87	7		825
Total from prior year	21	104	5		794

## Part B2 - Full-time Non-instructional Staff by Occupational Category and Contract Length

### Number of Full-time Non-instructional Staff

As of November 1, 2014

Occupational category	With Faculty Status			Without Faculty status	Total
	<u>Multi-year, continuing, or at-will contract</u>	<u>Annual contract</u>	<u>Less-than-annual contract</u>		
Research staff					
Public Service staff					
<u>Archivists, Curators, and Museum Technicians</u> 25-4010				1	1
<u>Librarians</u> 25-4020				7	7
<u>Library Technicians</u> 25-4030				2	2
 <u>Student and Academic Affairs and Other Education Services Occupations</u> 25-2000 + 25-3000 + 25-9000		0	0	48	48
<u>Management Occupations</u> 11-0000				151	151
<u>Business and Financial Operations Occupations</u> 13-0000				76	76
<u>Computer, Engineering, and Science Occupations</u> 15-0000 + 17-0000 + 19-0000				85	85
<u>Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations</u> 21-0000 + 23-0000 + 27-0000				88	88
<u>Healthcare Practitioners and Technical Occupations</u> 29-0000					
<b>Total</b>	0	0	0	458	458
<b>Total from prior year</b>		<b>0</b>	<b>0</b>	<b>416</b>	<b>416</b>

## Part C - Full-time Summary

### Summary of Full-time Staff

As of November 1, 2014

•Data will not be generated on this screen until the relevant screens in the previous section have been completed.

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	248	0		1	249
Exclusively credit	248	0		1	249
Exclusively not-for-credit					
Combined credit/not-for-credit					
Instruction/research/public service staff					
Research staff					
Public Service staff					
Archivists, Curators, and Museum Technicians 25-4010				1	1
Librarians 25-4020				7	7
Library Technicians 25-4030				2	2
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000		0	0	48	48
Management Occupations 11-0000				151	151
Business and Financial Operations Occupations 13-0000				76	76
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				85	85
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				88	88
Healthcare Practitioners and Technical Occupations 29-0000					
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000					24
Sales and Related Occupations 41-0000					
Office and Administrative Support Occupations 43-0000					87
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000					7
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000					
<b>Total</b>					<b>825</b>

## Part G - Salaries Worksheet

### Number of Full-time Instructional Staff For Calculation of Total Number of Months

Annual Salary, 2014-15

- Report the number of instructional staff based on the number of months to be worked
- Months reported should correspond with the number of months that staff worked (which may differ from the number of months over which they are paid)
- Include ONLY full-time instructional staff
- Include instructional staff *with* faculty status and *without* faculty status
- Include instructional staff regardless of tenure status
- Balance column should include instructional staff whose annual salary covers less than 9 months worked

Gender and academic rank	Months worked				Total Staff for Salary reporting	Total Number of Months	Total full-time instructional staff from Part A	Balance (All other full-time instructional staff)
	12 months	11 months	10 months	9 months				
<b>Men</b>								
Professors	0	0	0	112	112	1,008		
Associate professors	0	0	0	56	56	504		
Assistant professors	0	0	0	19	19	171		
Instructors						0		
Lecturers						0		
No academic rank	0	0	0	3	3	27		
<b>Total men</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>190</b>	<b>190</b>	<b>1,710</b>	<b>190</b>	<b>0</b>
<b>Women</b>								
Professors	0	0	0	31	31	279		
Associate professors	0	0	0	24	24	216		
Assistant professors	0	0	0	4	4	36		
Instructors						0		
Lecturers						0		
No academic rank	0	0	0	0	0	0		
<b>Total women</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>59</b>	<b>59</b>	<b>531</b>	<b>59</b>	<b>0</b>
<b>Total (men + women)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>249</b>	<b>249</b>	<b>2,241</b>	<b>249</b>	<b>0</b>

**Part G - Salary outlays for instructional staff**

**Salary Outlays**

**for Full-time Instructional Staff**

**Annual Salary Outlays, 2014-15**

•Report the TOTAL ANNUAL salary outlays for the full-time instructional staff reported in the 12 months, 11 months, 10 months, and 9 months columns on the previous screen

Gender and academic rank	Total staff for salary reporting (from Part G, screen 1)	Total Number of Months (from Part G, screen 1)	? Total Annual Salary Outlays	? Weighted Average Monthly Salaries
<b>Men</b>				
Professors	112	1,008	10,860,754	10,775
Associate professors	56	504	4,295,199	8,522
Assistant professors	19	171	1,343,473	7,857
Instructors		0		
Lecturers		0		
No academic rank	3	27	356,109	13,189
<b>Total men</b>	<b>190</b>	<b>1,710</b>	<b>16,855,535</b>	<b>9,857</b>
<b>Women</b>				
Professors	31	279	2,838,784	10,175
Associate professors	24	216	1,828,215	8,464
Assistant professors	4	36	251,510	6,986
Instructors		0		
Lecturers		0		
No academic rank	0	0	0	
<b>Total women</b>	<b>59</b>	<b>531</b>	<b>4,918,509</b>	<b>9,263</b>
<b>Total (men + women)</b>	<b>249</b>	<b>2,241</b>	<b>21,774,044</b>	<b>9,716</b>

**Part G - Salary outlays for non-instructional staff**

Salary Outlays for <u>Full-time Non-instructional Staff</u>  Annual Salary Outlays, 2014-15		
Occupational category	Number of full-time staff (carried forward from previous screens)	Total annual salary outlays
Research staff		0
Public Service staff		0
Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000	58	3,709,504
Management Occupations 11-0000	151	19,889,437
Business and Financial Operations Occupations 13-0000	76	5,480,777
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	85	6,357,605
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	88	5,353,235
Healthcare Practitioners and Technical Occupations 29-0000		0
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	24	1,416,163
Sales and Related Occupations 41-0000		0
Office and Administrative Support Occupations 43-0000	87	4,364,852
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000	7	416,366
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000		0

**Part D - Part-time Staff by Occupational Category**

Number of Part-time Staff by Occupational Category

As of November 1, 2014

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	3		
Hispanic/Latino	9		
American Indian or Alaska Native	1		
Asian	5		
Black or African American	23		
Native Hawaiian or Other Pacific Islander	0		
White	191		
Two or more races	2		
Race and ethnicity unknown	14		
<b>Total men</b>	<b>248</b>		

**Women**

Race/ethnicity	Instructional staff	Research staff	Public Service staff
Nonresident alien	3		
Hispanic/Latino	3		
American Indian or Alaska Native	0		
Asian	8		
Black or African American	8		
Native Hawaiian or Other Pacific Islander	0		
White	96		
Two or more races	0		
Race and ethnicity unknown	1		
<b>Total women</b>	<b>119</b>		

**Total (men+women)**

	367		
Total from prior year	<b>352</b>		

**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff by Occupational Category****As of November 1, 2014**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien				1	1
Hispanic/Latino				5	5
American Indian or Alaska Native				0	0
Asian				0	0
Black or African American				6	6
Native Hawaiian or Other Pacific Islander				0	0
White				22	22
Two or more races				0	0
Race and ethnicity unknown				2	2
<b>Total men</b>				36	36

**Women**

Race/ethnicity	Archivists, Curators, and Museum Technicians 25-4010	Librarians 25-4020	Library Technicians 25-4030	Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000	Library and Student and Academic Affairs and Other Education Services Occupations
Nonresident alien				4	4
Hispanic/Latino				1	1
American Indian or Alaska Native				0	0
Asian				1	1
Black or African American				3	3
Native Hawaiian or Other Pacific Islander				0	0
White				2	2
Two or more races				0	0
Race and ethnicity unknown				0	0
<b>Total women</b>				11	11

<b>Total (men+women)</b>				47	47
Total from prior year				44	44

**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff****As of November 1, 2014**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien		0	1		3
Hispanic/Latino		0	0		0
American Indian or Alaska Native		0	0		0
Asian		0	0		0
Black or African American		0	0		0
Native Hawaiian or Other Pacific Islander		0	0		0
White		1	2		7
Two or more races		0	0		0
Race and ethnicity unknown		0	0		0
<b>Total men</b>		<b>1</b>	<b>3</b>		<b>10</b>

**Women**

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien		0	0		2
Hispanic/Latino		0	0		0
American Indian or Alaska Native		0	0		0
Asian		0	0		0
Black or African American		1	0		0
Native Hawaiian or Other Pacific Islander		0	0		0
White		2	0		1
Two or more races		0	0		0
Race and ethnicity unknown		0	0		0
<b>Total women</b>		<b>3</b>	<b>0</b>		<b>3</b>

<b>Total (men+women)</b>		<b>4</b>	<b>3</b>		<b>13</b>
Total from prior year		<b>4</b>	<b>1</b>		<b>16</b>

**Part D - Part-time Staff by Occupational Category****Number of Part-time Staff****As of November 1, 2014**

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien	0			0		8
Hispanic/Latino	0			0		14
American Indian or Alaska Native	0			0		1
Asian	0			0		5
Black or African American	1			0		30
Native Hawaiian or Other Pacific Islander	0			0		0
White	1			3		227
Two or more races	0			0		2
Race and ethnicity unknown	0			0		16
<b>Total men</b>	<b>2</b>			<b>3</b>		<b>303</b>

**Women**

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All part- time staff)
Nonresident alien	0			0		9
Hispanic/Latino	0			0		4
American Indian or Alaska Native	0			0		0
Asian	0			0		9
Black or African American	0			0		12
Native Hawaiian or Other Pacific Islander	0			0		0
White	0			3		104
Two or more races	0			0		0
Race and ethnicity unknown	0			0		1

<b>Total women</b>	0	3	139
<b>Total (men+women)</b>	2	6	442
Total from prior year	3	8	428

### Part E - Part-time Staff by Occupational Category and Contract Length

#### Number of Part-time Staff

As of November 1, 2014

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	176	191		0	367
? Exclusively credit	176	191		0	367
? Exclusively not-for-credit					
Combined credit/not-for-credit					
Instruction/research/public service staff					
Research staff					
Public Service staff					
Archivists, Curators, and Museum Technicians 25-4010				0	0
Librarians 25-4020				0	0
Library Technicians 25-4030				0	0
? Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000		4	4	39	47
Management Occupations 11-0000				0	0
Business and Financial Operations Occupations 13-0000				4	4
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				3	3
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				13	13
Healthcare Practitioners and Technical Occupations 29-0000					
<b>Total</b>	176	195	4	59	434
<b>Total from prior year</b>	<b>152</b>	<b>240</b>	<b>4</b>	<b>21</b>	<b>417</b>

**Part F - Part-time Summary**

**Summary of Part-time Staff**

**As of November 1, 2014**

Occupational category	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Primarily Instruction	176	191		0	367
Exclusively credit	176	191		0	367
Exclusively not-for-credit					
Combined credit/not-for-credit					
Instruction/research/public service staff					
Research staff					
Public Service staff					
Archivists, Curators, and Museum Technicians 25-4010				0	0
Librarians 25-4020				0	0
Library Technicians 25-4030				0	0
Student and Academic Affairs and Other Education Services Occupations 25-2000 + 25-3000 + 25-9000		4	4	39	47
Management Occupations 11-0000				0	0
Business and Financial Operations Occupations 13-0000				4	4
Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000				3	3
Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000				13	13
Healthcare Practitioners and Technical Occupations 29-0000					
Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000					2
Sales and Related Occupations 41-0000					
Office and Administrative Support Occupations 43-0000					6
Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49-0000					
Production, Transportation, and Material Moving Occupations 51-0000 + 53-0000					
<b>Total</b>					<b>442</b>

## Part H - New Hires, Full-time Instructional Staff by Contract Length

### Number of Newly Hired Full-time Permanent Instructional Staff

(Hired full-time between July 1 and October 31, 2014 and still on the payroll of the institution as of November 1, 2014)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only
- Include both Primarily Instruction and Instruction Combined with Research and Public Service

#### Men

Race/ethnicity	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Nonresident alien	0				0
Hispanic/Latino	0				0
American Indian or Alaska Native	0				0
Asian	0				0
Black or African American	0				0
Native Hawaiian or Other Pacific Islander	0				0
White	3				3
Two or more races	0				0
Race and ethnicity unknown	0				0
<b>Total men</b>	<b>3</b>				<b>3</b>

#### Women

Race/ethnicity	With Faculty Status			Without Faculty status	Total
	Multi-year, continuing, or at-will contract	Annual contract	Less-than-annual contract		
Nonresident alien	0				0
Hispanic/Latino	0				0
American Indian or Alaska Native	0				0
Asian	0				0
Black or African American	0				0
Native Hawaiian or Other Pacific Islander	0				0
White	0				0
Two or more races	0				0
Race and ethnicity unknown	0				0
<b>Total women</b>	<b>0</b>				<b>0</b>

#### Total (men+women)

	3				3
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**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between July 1 and October 31, 2014 and still on the payroll of the institution as of November 1, 2014)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			0
Hispanic/Latino	0			1
American Indian or Alaska Native	0			0
Asian	0			0
Black or African American	0			0
Native Hawaiian or Other Pacific Islander	0			0
White	3			1
Two or more races	0			0
Race and ethnicity unknown	0			0
<b>Total men</b>	<b>3</b>			<b>2</b>

**Women**

Race/ethnicity	Instructional Staff (from Part H, screen 1)	Research staff	Public Service staff	Library and Student and Academic Affairs and Other Education Services Occupations 25-4000 + 25-2000 + 25-3000 + 25-9000
Nonresident alien	0			0
Hispanic/Latino	0			0
American Indian or Alaska Native	0			0
Asian	0			0
Black or African American	0			0
Native Hawaiian or Other Pacific Islander	0			0
White	0			1
Two or more races	0			0
Race and ethnicity unknown	0			0
<b>Total women</b>	<b>0</b>			<b>1</b>
<b>Total (men+women)</b>	<b>3</b>			<b>3</b>

**Part H - New Hires, Full-time Staff by Occupational Category**

**Number of Newly Hired Full-time Staff**

(Hired full-time between July 1 and October 31, 2014 and still on the payroll of the institution as of November 1, 2014)

•Report Hispanic/Latino individuals of any race as Hispanic/Latino

•Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	1
Black or African American	1	0	0	0	0
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	3	2	4	1	1
Two or more races	0	0	0	0	0
Race and ethnicity unknown	1	0	1	0	0
<b>Total men</b>	<b>5</b>	<b>2</b>	<b>5</b>	<b>2</b>	<b>2</b>

**Women**

Race/ethnicity	Management Occupations 11-0000	Business and Financial Operations Occupations 13-0000	Computer, Engineering, and Science Occupations 15-0000 + 17-0000 + 19-0000	Community, Social Service, Legal, Arts, Design, Entertainment, Sports, and Media Occupations 21-0000 + 23-0000 + 27-0000	Healthcare Practitioners and Technical Occupations 29-0000
Nonresident alien	0	0	0	0	0
Hispanic/Latino	0	0	0	0	0
American Indian or Alaska Native	0	0	0	0	0
Asian	0	0	0	0	0
Black or African American	0	0	0	0	1
Native Hawaiian or Other Pacific Islander	0	0	0	0	0
White	1	1	2	1	1
Two or more races	0	0	0	0	0
Race and ethnicity unknown	0	0	0	0	0
<b>Total women</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>

<b>Total (men+women)</b>	<b>6</b>	<b>3</b>	<b>7</b>	<b>4</b>	<b>4</b>
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**Part H - New Hires, Full-time Staff by Occupational Category**

Number of Newly Hired Full-time Staff

(Hired full-time between July 1 and October 31, 2014 and  
 still on the payroll of the institution as of November 1, 2014)

- Report Hispanic/Latino individuals of any race as Hispanic/Latino
- Report race for non-Hispanic/Latino individuals only

**Men**

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien	0			0		0
Hispanic/Latino	1			0		2
American Indian or Alaska Native	0			0		0
Asian	0			0		1
Black or African American	0			0		1
Native Hawaiian or Other Pacific Islander	0			0		0
White	0			3		17
Two or more races	0			0		0
Race and ethnicity unknown	0			0		2
<b>Total men</b>	<b>1</b>			<b>3</b>		<b>23</b>

**Women**

Race/ethnicity	Service Occupations 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	Sales and Related Occupations 41-0000	Office and Administrative Support Occupations 43-0000	Natural Resources, Construction, and Maintenance Occupations 45-0000 + 47-0000 + 49- 0000	Production, Transportation, and Material Moving Occupations 51-0000 + 53- 0000	Grand Total (All full- time new hires)
Nonresident alien	0			0		0
Hispanic/Latino	1			1		2
American Indian or Alaska Native	0			0		0
Asian	0			0		0
Black or African American	0			0		1
Native Hawaiian or Other Pacific Islander	0			0		0
White	0			3		9
Two or more races	0			0		0

Race and ethnicity unknown	0	0	0
<b>Total women</b>	<b>1</b>	<b>4</b>	<b>12</b>
<b>Total (men+women)</b>	<b>2</b>	<b>7</b>	<b>35</b>

### Human Resources Survey Evaluation

Were any staff members difficult to categorize? If so, please explain in the box below.

## Prepared by

### This survey component was prepared by:

<input type="radio"/> Keyholder	<input type="radio"/> SFA Contact	<input checked="" type="radio"/> HR Contact
<input type="radio"/> Finance Contact	<input type="radio"/> Academic Library Contact	<input type="radio"/> Other

Name: Mark Martino
Email: mmartino@berklee.edu

How long did it take to prepare this survey component?	6 hours	0 minutes
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The name of the preparer is being collected so that we can follow up with the appropriate person in the event that there are questions concerning the data. The Keyholder will be copied on all email correspondence to other preparers.

The time it took to prepare this component is being collected so that we can continue to improve our estimate of the reporting burden associated with IPEDS. Please include in your estimate the time it took for you to review instructions, query and search data sources, complete and review the component, and submit the data through the Data Collection System.

Thank you for your assistance.

**Summary****Human Resources Component Summary**

IPEDS collects important information regarding your institution. All data reported in IPEDS survey components become available in the IPEDS Data Center and appear as aggregated data in various Department of Education reports. Additionally, some of the reported data appears specifically for your institution through the College Navigator website and is included in your institution's Data Feedback Report (DFR). The purpose of this summary is to provide you an opportunity to view some of the data that, when accepted through the IPEDS quality control process, will appear on the College Navigator website and/or your DFR. College Navigator is updated approximately three months after the data collection period closes and Data Feedback Reports will be available through the [Data Center](#) and sent to your institution's CEO in November 2015.

Please review your data for accuracy. If you have questions about the data displayed below after reviewing the data reported on the survey screens, please contact the IPEDS Help Desk at: 1-877-225-2568 or [ipedshelp@rti.org](mailto:ipedshelp@rti.org).

**Number of staff by employment status and occupational category:  
Fall 2014**

Occupational category	Reported values		FTE staff
	Number of full-time staff	Number of part-time staff	
<b>Total number of staff</b>	825	442	972
Instructional Staff	249	367	371
Primary Instruction	249	367	371
Exclusively credit	249	367	371
Exclusively not-for-credit			
Combined credit/not-for-credit			
Instruction/research/public service			
Research Staff			
Public Service Staff			
Library and Student and Academic Affairs and Other Education Services Occupations SOC	58	47	74
Librarians, Curators, and Archivists SOC 25-4000	10	0	10
Archivists, Curators, and Museum Technicians SOC 25-4010	1	0	1
Librarians SOC 25-4020	7	0	7
Library Technicians SOC 25-4030	2	0	2
Student and Academic Affairs and Other Education Services Occupations SOC 25-2000 + 25-3000 + 25-9000	48	47	64
Management Occupations SOC 11-0000	151	0	151
Business and Financial Operations Occupations SOC 13-0000	76	4	77
Computer, Engineering, and Science Occupations SOC 15-0000 + 17-0000 + 19-0000	85	3	86
Community, Social Service, Legal, Arts, Design, Entertainment, Sports and Media Occupations SOC 21-0000 + 23-0000 + 27-0000	88	13	92
Healthcare Practitioners and Technical Occupations SOC 29-0000			
Service Occupations SOC 31-0000 + 33-0000 + 35-0000 + 37-0000 + 39-0000	24	2	25
Sales and Related Occupations SOC 41-0000			
Office and Administrative Support Occupations SOC 43-0000	87	6	89
Natural Resources, Construction, and Maintenance Occupations SOC 45-0000 + 47-0000 + 49-0000	7		7

**Number of staff by employment status and occupational category:  
Fall 2014**

Production, Transportation, and Material Moving Occupations  
SOC 51-0000 + 53-0000

NOTE: Full-time-equivalent (FTE) staff is calculated by summing the total number of full-time staff and 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.

**Salaries of full-time instructional staff by contract length and academic rank:  
Academic year 2014-15**

Academic rank	Months Covered by Annual Salary				Total Staff for Salary reporting	Total Number of Months	Salary Outlays	Weighted Average Monthly Salaries
	12 months	11 months	10 months	9 months				
<b>All Ranks</b>				249	249	2,241	\$21,774,044	\$9,716
Professor				143	143	1,287	\$13,699,538	\$10,645
Associate professor				80	80	720	\$6,123,414	\$8,505
Assistant professor				23	23	207	\$1,594,983	\$7,705
Instructor								
Lecturer								
No academic rank				3	3	27	\$356,109	\$13,189

NOTE: The above data are based on the Salary Outlays part of the IPEDS HR component. The Weighted average monthly salaries of full-time instructional staff by academic rank are calculated by adding the salary outlays reported for Men plus Women by academic rank, then dividing the sum by the "Total Number of Months" for Men plus Women by academic rank. Salaries of full-time instructional staff paid less than 9 months per year are not collected. Also, salaries of medical school staff are not collected. The weighted average monthly salaries may be included in the DFR.

## Human Resources

## Berklee College of Music (164748)

Source	Description	Severity	Resolved	Options
<b>Screen: A1 - FT Instructional, Rank and Tenure - Annual Contract</b>				
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason: Last year we had one individual reportable in this category. This year we do not have any.				
<b>Screen: A2 - FT Instructional, Function</b>				
Upload File	The total number of full-time non-medical school Instructional staff (Primarily instruction + Instruction/research/public service staff) with an Annual contract reported by function in Part A (0) is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1563)	Explanation	Yes	
Reason: Last year we had one full-time faculty member on an annual contract. This year we have none.				
<b>Screen: B1 - FT Non-instructional, Occupation - 3</b>				
Upload File	This number is outside the expected range of between 40 and 82 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason: Our 2014 IPEDS include 42 more full-time non-instructional staff than did our 2013 report. A large portion of this increase comes in this category and relates to people hired into roles such as music/music studios/concert operations, education outreach (community work), and communications/media.				
<b>Screen: E - PT Staff, Occupation and Contract Length - 1</b>				
Upload File	This number is outside the expected range of between 1 and 30 based on the prior year value. Please correct your data or explain. (Error #1387)	Explanation	Yes	
Reason: Most of the difference is because we removed the faculty status indicator from our 'City Music Teacher' positions. These individuals teach pre-college age music students as a community outreach effort in partnership with local public schools. They are not considered college faculty. For our 2014 IPEDS there were 38 part-time people in these positions.				