Campus Housing Index

Practical Data for Housing & Residence Life Professionals

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Making Campus Home

Campus Housing Index User Guide
2023-2024 Academic Year

What is the Campus Housing Index?

The Campus Housing Index (CHI) is a data tool that allows campus-based professionals to compare their campus's operations against customized groups of similar campuses. Evaluate your practices, make decisions, and articulate your resource needs by using data and on-demand charts and graphics from the CHI.

Participation in the CHI each year is key to maximizing your institution's access. Once your institution's data have been entered, you can easily copy and edit that information each year. By submitting data each year, your staff will maintain FREE Basic Access to the CHI's powerful features, and, over time, will be able to compare your own institutional data year-over-year.

Subscription Information

Subscriptions are set at the organization level and are based on the calendar year (expiration on December 31 of a given year). If your institution has basic or premium access, all staff members listed on your ACUHO-I membership roster will have access to the data at that level. Each individual logs in using their own ACUHO-I credentials. However, only SHOs, and those individuals SHOs designate, can access compensation data, enter data, and make changes to the organization's subscription.

SHOs will be prompted to update institutional data for the current data collection cycle each year and will be given options for access to all data on the platform. For questions about subscription options or pricing, please email chi@acuho-i.org.

Instructions for how to purchase a Premium Subscription can be found on the Subscriptions and Pricing portion of the CHI webpage.

Basic & Premium Access
By completing at least 50% of the questions in a section of the CHI, a campus will gain access to Basic Access filters for that section. These filters are free and allow for benchmarking against:
- Institutional control (public/private, for-profit/non-profit)
- Regional association (GLACUHO, SEAHO, etc.)
- Geography (state/province level for North American campuses, country-level for campuses located outside of North America)

Along with the Basic Access filters, Premium subscribers have access to six additional filters:
- Degree of Urbanization (e.g., urban, rural)
- Carnegie Classification: Size/Setting (e.g., two-year, four-year)
- Carnegie Classification 2015: Basic (e.g., Associate's colleges, Baccalaureate colleges)
- Total Bed Capacity
- Full-time undergraduate enrollment
- FLSA status (whether a campus has adjusted compensation based on the U.S. Fair Labor Standards Act)

Premium Subscribers also receive an unlimited amount of custom peer groups. These custom groups are sets of at least seven peer campuses that are determined by the subscriber campus.

Covered Information

The CHI covers roughly 500 data points across three major categories: Profile, Operations, and Compensation. The categories of data collected are listed below.

Profile	Operations	Compensation
• Occupancy • Off-campus beds • Public-private partnerships • Institutional Management • Department Organization	• Residential Programming • Curriculum Models • Residential Policies • Live-In Staff • Crisis Management & Security • Dining Operations • Conference Services • Strategic Planning • Staffing • Budget & Finance • Wage Details • Facilities & Maintenance	• Base salary • Professional development allowance • Meal plan allowance • Tenure • Position classification • Title

For the 2021-2022 data collection cycle, questions were added in the "Live-In Staff" portion of the Operations sections to gather more information about the responsibilities and pay of paraprofessionals (e.g., Resident Assistants). A calculation of the average occupancy rate, as a percentage, is also now displayed once results are available.

For the 2022-2023 data collection cycle, workforce sustainability questions were added to the Operations section. These relate to live-in, professional staff, paraprofessionals, and resources/supports provided to professional staff.

Confidentiality

Identifiable, institutional data are never released. Data are reported in the aggregate; at least seven campuses must answer a question before results are released for that question. To avoid disclosure of any given campus's activities or data, custom comparison groups must differ by at least three campuses.

To further ensure confidentiality, minimum and maximum values are not reported, and all comparison data are presented in percentiles (e.g., 25th percentile, median, and 75th percentile). Only SHOs, and those designated by SHOs, have access to enter data and view/edit Compensation data.

While certain aggregate report data is made available for purchase in the ACUHO-I Bookstore, access to the CHI *platform and benchmarking capabilities* is limited to campus-based professionals only. The CHI platform uses Microsoft's SChannel (Secure Channel) implementation of SSL to encrypt all communication between our web servers and your browser. DynamicBenchmarking (the vendor for the CHI platform) does not use OpenSSL. Each client's data is stored in separate SQL Server Enterprise databases which are encrypted using Transparent Data Encryption (TDE).

Accessing the Campus Housing Index

All users must have an ACUHO-I account to access the Campus Housing Index. If you do not have an ACUHO-I account, or you do not remember your ACUHO-I credentials, you can create one or recover your credentials here. Please email CHI@acuho-i.org if you experience problems logging into the CHI or creating an ACUHO-I account for the purposes of accessing the CHI.

Senior Housing Officers
Senior Housing Officers (SHO) can access the CHI by logging into the ACUHO-I Portal using their ACUHO-I credentials. A login button is also available on the CHI website.

Assigning Additional Access to Non-SHO Staff (For SHOs Only)
SHOs can assign additional access to non-SHO staff on their institutional roster. This additional access will allow staff member(s) to both view and enter data, as well as view compensation information. Staff with this additional access will also have permission to purchase Premium Subscriptions as well. To assign this additional access, follow the steps outlined below. *Note that steps 4-9 will need to be repeated for each staff member who should be given this access.*

1. Visit https://acuho-i.org and click on the "login" button at the top of the page.
2. Enter the email address and password associated with your ACUHO-I account. If you do not have an ACUHO-I account, you can sign up for one by clicking on "sign up."
3. Click on "My Profile" in the top menu, and then "My Organization's Contacts."
4. The page that opens will have your institutional roster; **only SHO's have access to edit this roster**. Employees will be listed in alphabetical order by first name. Find the staff member who should have the additional access and click "Edit."
5. A new page will open with that staff member's contact form information. Scroll down to "Contact Roles" (last question before the "notes" box).
6. Click in the white box under "Contact Roles" and a dropdown list of options will appear.
7. Select **"secondary"** from the list options. "Secondary" should then appear in the white box as a selected role for that contact.
8. Click 'Save Changes" at the bottom of the page.
9. You will then be redirected to the "My Organization's Contacts" page where you can repeat these steps for additional staff members, if needed.

Non-SHO Staff

All active ACUHO-I.org accounts, listed in the roster for a campus, can access the CHI data for their campus *if their campus has Basic access or is a Premium subscriber*.

Non-SHO staff will not be able to view compensation information or enter data unless their SHO has assigned this additional access. During data collection periods, all active ACUHO-I accounts, listed in the roster for a campus, with the appropriate access can enter data.

Navigating the CHI Platform

When logging in during the Data Collection Period, a Welcome Message will appear with helpful information about that year's Data Collection Period.
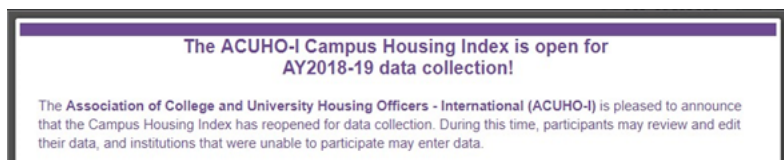
Figure 1 Welcome message that appears when a user logs into CHI during the Data Collection Period.

Closing out this pop-up will take you to the landing page of the CHI. Click "Enter Data" on any of the sections to begin.

There are three main sections to the CHI: Profile, Operations, and Compensation.

The Compensation section is only available to Senior Housing Officers and staff that have been designated by the SHO as requiring access.

Each section contains pages, and each page contains segments. At any point, you can navigate between segments by clicking on the tabs at the top of the page.

Figure 2 Screenshot of the pages that are contained in each section of the CHI.

You can also navigate between pages by hovering over "My Organization" in the top purple bar. To navigate between sections, hover over "Home" in the top purple bar.

You will notice an icon to the left of each segment; this is a way to show your progress. The following icons may be observed:

- ⟳ means that less than 100% of that segment's questions have been answered
- ✅ means that all questions in that segment have been answered
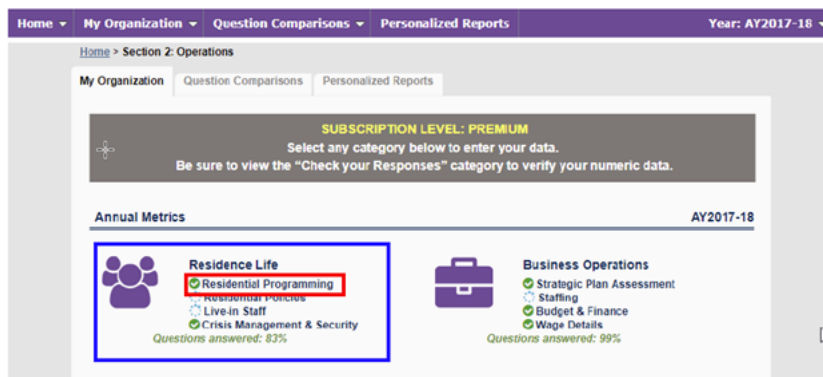- ⚠️ means that there are questions that require additional review

Figure 3 Screenshot of the segments available on the My Organization page in CHI, with status icons highlighted.

<u>*Note that not all questions are applicable to all campuses, so you may have several icons will not be green check marks*</u>, even if your institution has answered all applicable questions.

Questions that "need additional review" are not necessarily errors. At the end of the data collection period, all answers will be recorded.

Entering Data
Data entry is only available during the Data Collection Period. No users (regardless of SHO status) can change or enter data outside of the Data Collection Period, and users cannot alter a previous year's data. For the latest information about the Data Collection Period, email chi@acuho-i.org or visit https://www.acuho-i.org/campushousingindex. *If you become aware of an error after the Data Collection Period has closed, email CHI@acuho-i.org.*

Data Entry Process
To enter data, click on a segment and begin entering data. To save data, click the "Save" or "Save & Next" buttons at the bottom of the page. There is no final submit button for the CHI.

Helpful Features & Tools

The "Copy Prior Year Data" Feature
One feature of the CHI is the ability to copy your institution's data from the prior year. This is called the "Copy Prior Year Data" feature. Using this feature prevents you from having to re-enter data that may not change year-to-year, and instead tweak data from the prior year that may have changed.

When using this feature, data must be copied one page at a time. If you enter new data, then copy prior year data, newly entered data will **not** be overwritten.

The Data Collection Worksheet
The Data Collection Worksheet was created to provide a way to efficiently gather the information needed during the data collection process. The Data Collection Worksheet can be shared with colleagues across departments to gather information in one place and facilitate a quicker and streamlined data entry process.

The Data Collection Worksheet contains all question-and-answer choices in the Index. You can download the Data Collection Worksheet from the CHI page of the ACUHO-I website (https://acuho-i.org/campushousingindex) or through the "Support" section when logged into the CHI platform (top right of the landing page).

If you have questions about the Data Collection Worksheet, or encounter any issues when using it, please email CHI@acuho-i.org for assistance.

Special Instructions: Compensation Information
Before you begin to enter compensation information, you must first read the "Position Descriptions" document that is available for each category of the positions appearing on the "Select Positions" tab (Entry-level, Mid-level, Senior-level, and Senior Leadership positions).

This document will assist you in identifying which positions at each level best align with the staffing structure on your campus. Once you have identified the appropriate positions at each level, you should select those positions within the platform. You will then be able to enter compensation data for those selected positions, at each level.

When entering data for each position in the "Salary Details" tab:
- It is not possible to capture every occupation across every department. You may have occupations in your department that do not fit the descriptions in the Campus Housing Index. *Enter data for all housing employees that fit the occupation descriptions.*
- Only include employees that *mostly* fit into the occupation descriptions provided.
- If an employee's duties span more than one occupation, include the position in the occupation where 75% or more of their time is spent. (e.g., *Typically,* or *on average*, Employee A spends 75% of their time doing conduct, and 25% doing assignments, so Employee A should be included in the occupation related to conduct).
- Enter all monetary values in U.S. dollars, and round to the nearest whole dollar amount. Tools are provided in the survey to convert currency and to annualize an hourly wage.
- For any data point representative of multiple people on your campus (e.g., you have 3 Resident Directors), average the data for those three persons.

- Save your answers on the bottom of each page. The "Save" action will add commas and display all automatic calculations. Take the time to review these calculations as they can help you identify data entry errors.

Special Instructions: Institutions Outside of the United States
Several data filters in the CHI are derived from variables specific to the United States Integrated Postsecondary Educational Data System (IPEDS). While United States institutions are mandated by law to report this information, international mechanisms don't yet exist to capture these data.

Institutions located outside of the United States should submit this information for their campuses using the "IPEDS Data for Institutions Outside the U.S." form on the ACUHO-I website. A document containing variable descriptions can be found on this page.

Entering these data will allow campuses outside of the United States to make comparisons to peer campuses located in the United States.

If you have any questions about how to enter these data, or wish to discuss this further, please contact CHI@acuho-i.org.

Benchmarking Your Campus

Once data are released each year, you will be able to log into your CHI account and benchmark your campus against other institutions on current year data.

During the data collection period, question comparisons are unavailable for the current year of collection but remain available for prior years in which data were entered.

From the home screen, click "Compare to Peers" on any section.

Figure 4 Screenshot of the CHI home screen with the "Compare to Peers" feature highlighted.

On the next page, be sure to select the correct year in the top right of the purple bar.

The Compare to Peers section is organized in segments. Click on a segment to compare your campus's answer to your peer campuses.

Adjusting Peer Filters

To adjust any of the available filters, click "Edit" in the top right corner of the filter box. You will then be able to select any combination you wish to view. If you have requested a custom peer cluster, those will show up as a drop-down menu next to "Peer Cluster".

Categorical filters will be multi-select boxes; these include Control, Regional Association, State/Province, Degree of Urbanization, Carnegie Classification, and FLSA Adjustment. While numerical filters allow the user to define a range; these include bed capacity and enrollment.

To apply the filters, click "Done" in the top right of the filter box.

Figure 5 Screenshot of filter options in the CHI platform.

Selecting Filters to Produce "Good" Data
Any combination of filters must return results from at least seven (7) institutions to display data. This requirement ensures confidentiality. To increase the likelihood of having enough institutions for comparison, try using a broader set of filters (e.g., public, 4-year institutions, bed capacity between 2,000: 6,000) versus a more granular approach (e.g., public, 4-year institutions, AIMHO, rural, bed capacity between 2,000 and 2,500).

Interpreting Data

Multiple Choice Questions
Your campus's answers are indicated by purple text. The percentage indicates the share of respondents in your filter group. Example: 82% of campuses in your filter group indicated that Academic Advising/Support programs were targeted to second-year students.

Figure 6. Screenshot of how your campus's answers appear when viewing data in the CHI platform.

Numerical Questions
Your campus's answer is indicated by purple text. The number in parentheses indicates the percentile. The leftmost number is the 25th percentile, the middle number is the median (50th percentile), and the upper number is the 75th percentile. To avoid disclosing an individual campus's activities, minimums and maximums are not shown.

In the example image below: A campus indicated that, on average, each paraprofessional oversees 27 residents. Thirty-one percent of campuses in the peer filter indicated a lower number of residents per paraprofessional, 69% (100 minus 31) of campuses in the filter group indicated a higher number of residents per paraprofessional. Among all participating campuses in the peer filter, 25% indicated each paraprofessional oversees fewer than 25 residents, 50% indicated each paraprofessional oversees fewer than 30 residents (and by deduction, 50% indicated each paraprofessional oversees more than 30 residents), and 25% indicated each paraprofessional oversees more than 40 residents.
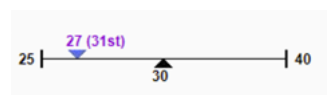

Figure 7. Screenshot of numerical data visualization when viewing results in CHI platform.

Personalized Reports

To access Personalized Reports from the Home page, click "Run Reports" under any section.
If you are currently in a Data Entry or Compare Questions page, you can click "Personalized Reports" in the purple bar at the top of your screen. This will take you to a variety of published "static" reports and dynamic PowerPoint decks that respond to your filter selections.

Compensation Report
Compensation reports are representative of all participating campuses in the CHI, which include a broad swath of large and small, private and public, geographically diverse campuses. Reports include average salaries for various occupations typical in the housing field and are broken down by bed size.

Basic and Premium subscribers have access to the latest Compensation Report. Members and Non-members who do not have Basic or Premium access may purchase the reports in the [ACUHO-I Bookstore](#).

Business Operations and Facilities Reports
These reports include insights on management structures, strategic planning processes, staffing patterns, budget and finance, building square footage and maintenance services, and dining services. Several reports are available including overall (available to Basic and Premium subscribers) or broken down by bed size (available to Premium Subscribers). These reports are available for purchase in the [ACUHO-I Bookstore](#).

Residence Life and Residential Services Reports
These reports include insights on residential programming, policies for residents and live-in staff, staffing patterns, hours, and student compensation, crisis management, and learning outcomes, review procedures, and assessments. Several reports are available including overall (included with Basic and Premium subscriptions) or broken down by bed size (included with Premium subscriptions). These reports are available for purchase in the [ACUHO-I Bookstore](#).

Dynamic Reports
Dynamic reporting is available for data in Section I: Profile and Section 2: Operations. Dynamic Reporting allows the user to download a PowerPoint of graphical data representative of your selected peer filter.

To adjust any of the filters, click Edit in the top right corner of the Filter Box.
Select any combination of filters. Categorical filters (Control, Regional Association, State/Province, Degree of Urbanization and Carnegie Classifications) will be multi-select boxes. Numerical filters allow the user to define a range. If you have requested a custom peer cluster, those will show up as a drop-down menu.

To apply the filters, click "Done" in the top right of the filter box.

Figure 8. Screenshot of filter options in the CHI platform.

Once you have selected your filters, click on any of the PowerPoint icons to download.

Frequently Asked Questions

My institution participated last year. Do I have to re-enter all my data again?
No, institutions that submitted any data in the platform can copy their data from year-to-year and edit as necessary using the "copy previous year" feature.

Do all the survey questions have to be answered at the same time?
No. You can login and out as many times as necessary, revise your answers, and navigate through the categories of questions *within the data collection*. Once the Data Collection Period has ended, data will not be able to be changed. Be sure to click "Save" at the bottom of every page to save your answers. There is no final "submit" button.

Does every survey question have to be answered?
No. Not all questions will apply to each campus. The platform provides a percentage completion statement at the bottom of the home page. It is okay (and almost expected) not to reach 100% completion; however, it is important to complete as much of the survey as possible. Data is only as good and useful as the number of campuses participating and the number of questions answered.

A minimum of 50% survey completion, per section, is required for Basic Access level to the results of that section. If you completed 50% or more of all three sections, you would have Basic Access to all sections. If you completed 50% or more of only one or two sections, you would have Basic Access to only the sections where the 50% threshold was met.

For survey questions asking for numeric data that do not apply to your organization, enter either 0 or check "N/A" next to the question. This will increase your percentage completion. The more data you enter in the system, the more useful your benchmarking results will be.

Every effort is made to release results for a particular year within 60 days of the end of that year's Data Collection Period. To see your total percentage completion, click on the "See Access Options" link on the CHI home page.

How are questions related to currency handled?
Enter all monetary values in U.S. dollars. A currency converter tool is provided in the survey for your convenience.

Can more than one person enter data?
Yes. Senior Housing Officers (SHOs) on each campus can designate which of their staff (if any) can enter data. Through designating specific staff on an institution's ACUHO-I roster as having the "secondary" role, SHO's can grant "write" access. This also provides access to compensation information as well. Instructions for assigning this designation are provided on pages 5-6 of this Guide, as well as on the CHI website: https://www.acuho-i.org/campushousingindex.

What is the best way to collect data?
Visit the CHI website: https://www.acuho-i.org/campushousingindex. A Data Collection Worksheet can be downloaded to help you collect the information needed to complete the survey. It contains all questions and answer options in the CHI.

How do I access results?
Every effort is made to release results within 60 days of the end of a Data Collection Period. ACUHO-I sends out email communications as well as newsletter announcements regarding a release date. To access

comparison results, you would login to the platform with your ACUHO-I credentials and click on "Comparison Data".

Is our data secure?

Yes, your data is both anonymous to other organizations and secure. Only Senior Housing Officers (SHOs) will have access to the Compensation section of the platform, unless they designate other staff on their institutional roster as also having access. To further protect anonymity, the data collected in the compensation section will not be filterable. Finally, after data collection is complete, these data will only be available in reports pre-created by ACUHO-I.

In addition, the following features are enabled to ensure data security:

- All comparison data is presented in percentiles and restrictions are in place that require a minimum of 7 data points to display results.
- The platform uses Microsoft's SChannel (Secure Channel) implementation of SSL to encrypt all communication between our web servers and your browser. Dynamic Benchmarking does not use OpenSSL.
- Each client's data is stored in separate SQL Server Enterprise databases which are encrypted using Transparent Data Encryption (TDE).

I'm from an institution outside of the United States. Am I able to participate?

Yes, new institutions both inside and outside the U.S. with campus housing units can submit data to the Campus Housing Index.

- Please create your ACUHO-I account.
- Once created contact chi@acuho-i.org for further instructions on accessing the campus housing index platform.

How can I make sure the IPEDS data in my profile is accurate?

Every year, ACUHO-I imports the most up-to-date IPEDS data available. To maintain accurate IPEDs data in the Campus Housing Index, we encourage you to work with your institutional research office as, on an annual basis, they report this data to the IPEDS Data Collection System. For more information on this process, visit: http://nces.ed.gov/ipeds/Home/ReportYourData.

Note: IPEDS data is federally reported and, for this reason, assumed to be accurate. As such, ACUHO-I will not edit IPEDS data in the Campus Housing Index platform.

Occupation Descriptions

Entry-Level/Advancing Occupations

Occupation A:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- LIVING IN A RESIDENCE HALL OR ON-CAMPUS is a condition of employment.
- MUST DIRECTLY supervise at least 1 other full-time regular live-in employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY, DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.

Occupation B:
- IS classified as a full-time, regular employee of the institution. May be contract status but not a contractor.
- IS NOT classified as a graduate student employee.
- LIVING IN A RESIDENCE HALL OR ON-CAMPUS is a condition of employment.
- DOES NOT supervise any other full-time regular live-in employee.
- MAY DIRECTLY supervise graduate student staff.
- MUST DIRECTLY supervise at least 1 live-in paraprofessional/resident assistant.

Occupation C:
- IS NOT classified as a full-time, regular employee of the institution.
- IS engaged in full-time academic study.
- LIVING IN A RESIDENCE HALL is a condition of employment.
- DOES NOT supervise any other full-time regular live-in employee.
- MUST DIRECTLY supervise at least one live-in paraprofessional/resident assistant.

Occupation D:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- NEITHER room nor board is considered part of compensation.
- MUST supervise at least 1 full-time regular or part-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for the execution and/or supervision of at least one specific, ongoing housing related programming initiative.
- Examples include, but are not limited to: Sustainability, First-Year Communities, Assessment.

Occupation E:
- IS classified as EITHER a full-time or part-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- NEITHER room nor board is considered part of compensation.
- DOES NOT supervise any other full-time regular or part-time employee.

- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for the execution and/or supervision of at least one specific, ongoing housing related programming initiative.
- Examples include, but are not limited to: Sustainability, First-Year Communities,
- Assessment.

Occupation F:
- IS classified as EITHER a full-time or part-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- DOES NOT supervise any other full-time regular or part-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for the marketing, public relations, and related activities specifically for campus housing. DO NOT INCLUDE INSTITUTIONALLY CENTRAL MARKETING STAFF.

Mid-Level Occupations

Occupation G:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.
- PREDOMINATELY responsible for BROAD LEVEL LEADERSHIP of residential facilities management and housing operations (e.g. occupancy management).
- SHARES Directorship of this function with another person.

Occupation H:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.
- PREDOMINATELY responsible for BROAD LEVEL LEADERSHIP of the student resident experience.
- SHARES Directorship of this function with another person.

Occupation I:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.

- PREDOMINATELY responsible for A SUBSET OF residential facilities management and housing operations (e.g., occupancy management).
- MAY SHARE Assistant Directorship of this function with another person.

Occupation J:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.
- PREDOMINATELY responsible for A SUBSET OF the student resident experience.
- MAY SHARE Assistant Directorship of this function with another person.

Occupation K:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for business operations specific to housing. May include management of contracts, billing, assignments, financial reconciliation, etc. DO NOT INCLUDE INSTITUTIONALLY CENTRAL FINANCE/BUSINESS OPERATIONS STAFF.
- MAY SHARE managerial function with another person.

Occupation L:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for marketing and/or public relations operations specific to housing. DO NOT INCLUDE INSTITUTIONALLY CENTRAL MARKETING/PR STAFF.
- MAY SHARE managerial function with another person.

Occupation M:
- IS classified as a full-time, regular employee of the institution. May be contract status but is NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for marketing, contracting, and/or event execution for conference services. DO NOT INCLUDE INSTITUTIONALLY CENTRAL CONFERENCE SERVICES STAFF.
- MAY SHARE managerial function with another person.

Occupation N:
- IS classified as a full-time, regular employee of the institution. May be contract status but is NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for housing specific installations, preventative maintenance on building equipment, repairs, troubleshooting, etc. DO NOT INCLUDE INSTITUTIONALLY CENTRAL MAINTENANCE STAFF.
- MAY SHARE managerial function with another person.

Occupation O:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for housing specific janitorial functions including cleaning and restocking of common areas, bathrooms, etc. DO NOT INCLUDE INSTITUTIONALLY CENTRAL CUSTODIAL STAFF.
- MAY SHARE managerial function with another person.

Senior-Level Occupations

Occupation P:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for strategy setting, and broad level leadership of dining operations ALONE.
- DOES NOT SHARE Directorship of this function with another person.

Occupation Q:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for strategy setting, and broad level leadership of housing facilities operations ALONE.
- DOES NOT SHARE Directorship of this function with another person.

Occupation R:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.

- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for strategy setting, and broad level leadership of contracts, assignments, occupancy finance management, and other business operations.
- DOES NOT SHARE Directorship of this function with another person.

Occupation S:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- PREDOMINATELY responsible for strategy setting, and broad level leadership of marketing, contracting, and event execution for conference hosting services.
- DOES NOT SHARE Directorship of this function with another person.

Senior-Level Leadership Occupations

Occupation T:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.
- PREDOMINATELY responsible for strategy setting, and broad level leadership of SOME COMBINATION of the following functions: student resident experience, housing operations, dining, and/or conference services.
- DOES NOT SHARE Directorship of this function with another person.

Occupation U:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants
- PREDOMINATELY responsible for strategy setting, and broad level leadership of the student resident experience ALONE.
- DOES NOT SHARE Directorship of this function with another person.

Occupation V:
- IS classified as a full-time, regular employee of the institution. May be contract status but NOT a contractor.
- IS NOT classified as a graduate student employee.
- MUST DIRECTLY supervise at least 1 other full-time employee.
- MAY DIRECTLY supervise graduate student staff.
- TYPICALLY DOES NOT DIRECTLY supervise live-in paraprofessionals/resident assistants.

- PREDOMINATELY responsible for strategy setting, and broad level leadership of the student residential experience AND housing facilities operations.
- DOES NOT SHARE Directorship of this function with another person.

IPEDS Variable Descriptions

Degree of Urbanization

Locale codes identify the geographic status of a school on an urban continuum ranging from "large city" to "rural." They are based on a school's physical address. The urban-centric locale codes introduced in this file are assigned through a methodology developed by the U.S. Census Bureau's Population Division in 2005. The urban-centric locale codes apply current geographic concepts to the original NCES locale codes used on IPEDS files through 2004.

- **City: Large:** Territory inside an urbanized area and inside a principal city with population of 250,000 or more.
- **City: Midsize:** Territory inside an urbanized area and inside a principal city with population less than 250,000 and greater than or equal to 100,000.
- **City: Small:** Territory inside an urbanized area and inside a principal city with population less than 100,000.
- **Suburb: Large:** Territory outside a principal city and inside an urbanized area with population of 250,000 or more.
- **Suburb: Midsize:** Territory outside a principal city and inside an urbanized area with population less than 250,000 and greater than or equal to 100,000.
- **Suburb: Small:** Territory outside a principal city and inside an urbanized area with population less than 100,000.
- **Town: Fringe:** Territory inside an urban cluster that is less than or equal to 10 miles from an urbanized area.
- **Town: Distant:** Territory inside an urban cluster that is more than 10 miles and less than or equal to 35 miles from an urbanized area.
- **Town: Remote:** Territory inside an urban cluster that is more than 35 miles of an urbanized area.
- **Rural: Fringe:** Census-defined rural territory that is less than or equal to 5 miles from an urbanized area, as well as rural territory that is less than or equal to 2.5 miles from an urban cluster.
- **Rural: Distant:** Census-defined rural territory that is more than 5 miles but less than or equal to 25 miles from an urbanized area, as well as rural territory that is more than 2.5 miles but less than or equal to 10 miles from an urban cluster.
- **Rural: Remote:** Census-defined rural territory that is more than 25 miles from an urbanized area and is also more than 10 miles from an urban cluster.

Carnegie Classification 2015: Basic

The Basic Classification is an update of the traditional classification framework developed by the Carnegie Commission on Higher Education in 1970 to support its research program. The Basic Classification was published for use in 1973 and subsequently updated in 1976, 1987, 1994, 2000, 2005 and 2010, and 2015. The 2005 edition involved some significant changes from the previous releases by dividing Associate's colleges into subcategories and using a multi-measure research index to classify doctorate-granting institutions. The 2010 update retained the same classification structure as the 2005 edition. In the 2015 update, the Associate's Categories were substantially redefined and the categories of the Research Doctoral Universities changed (but not the calculation methodology).

Note: The "shorthand" labels for the Doctoral Universities and Master's Colleges and Universities were restored in the 2015 update to numeric sequences (R1, R2, R3, and M1, M2, M3) to denote that each one is based on differences in quantitative levels. For doctoral universities, the levels are based on a research activity index and for master's colleges and universities it is based on number of degrees conferred.

- **Doctoral Universities:** Includes institutions that awarded at least 20 research/scholarship doctoral degrees during the update year (this does not include professional practice doctoral-level degrees, such as the JD, MD, PharmD, DPT, etc.). Excludes Special Focus Institutions and Tribal Colleges.
- **Master's Colleges and Universities:** Generally includes institutions that awarded at least 50 master's degrees and fewer than 20 doctoral degrees during the update year (with occasional exceptions – see Methodology). Excludes Special Focus Institutions and Tribal Colleges.
- **Baccalaureate Colleges:** Includes institutions where baccalaureate or higher degrees represent at least 50 percent of all degrees but where fewer than 50 master's degrees or 20 doctoral degrees were awarded during the update year. (Some institutions above the master's degree threshold are also included; see Methodology.) Excludes Special Focus Institutions and Tribal Colleges.
- **Baccalaureate/Associate's Colleges:** Includes four-year colleges (by virtue of having at least one baccalaureate degree program) with fewer than 50 percent of degrees awarded at the associate's level. Excludes Special Focus Institutions and Tribal Colleges.
- **Associate's Colleges:** Institutions at which the highest level degree awarded is an associate's degree. The institutions are sorted into nine categories based on the intersection of two factors: disciplinary focus (transfer, career & technical or mixed) and dominant student type (traditional, nontraditional or mixed). Excludes Special Focus Institutions and Tribal Colleges.
- **Special Focus Institutions:** Institutions where a high concentration of degrees is in a single field or set of related fields. Excludes Tribal Colleges.
- **Tribal Colleges:** Colleges and universities that are members of the American Indian Higher Education Consortium, as identified in IPEDS Institutional Characteristics.

Carnegie Classification for Size & Setting

To ensure continuity of the classification framework and to allow comparison across years, the 2010 Classification update retains the same structure of six parallel classifications initially adopted in 2005. They are as follows: Basic Classification (the traditional Carnegie Classification Framework), Undergraduate and Graduate Instructional Program classifications, Enrollment Profile and Undergraduate Profile classifications, and Size & Setting classification. These classifications provide different lenses through which to view U.S. colleges and universities, offering researchers greater analytic flexibility.

These classifications are time-specific snapshots of institutional attributes and behavior based on data from 2008 to 2010. and collectively they depict the most current landscape of U.S. colleges and universities. Institutions might be classified differently using a different timeframe. Individual classifications are not updated with more recent data.

Note: Carnegie classifications for IPEDS years 2005-2009, are the 2005 classifications, which were based on time-specific snapshots of institutional attributes and behavior based on data from 2003 to 2005. This classification describes institutions' size and residential character. Because residential character applies to the undergraduate student body, exclusively graduate/professional institutions are not included.

Size matters. It is related to institutional structure, complexity, culture, finances, and other factors. Indeed, it is probably the most influential omitted variable in the 1970 classification framework.

Residential or nonresidential character reflects aspects of the campus environment, student population served, and the mix of programs and services that an institution provides.

Four-year institutions are divided into four categories of full-time equivalent (FTE) enrollment and three categories of residential character. Neither characteristic implies differences in the quality of undergraduate education, but an institution's location along the two continua generally corresponds to a distinctive mix of educational challenges and opportunities. Because few two-year institutions serve a residential population, these institutions are classified solely based on FTE enrollment.

The residential character measure is based on two attributes: the proportion of degree-seeking undergraduates who attend full-time and the proportion living in institutionally-owned, -operated, or: affiliated housing. It is important to note the variety of situations of students who do not live in college or university housing. Some are true "commuting" students, while others may live with other students in rental housing on the periphery of campus, and still others are distance education students who rarely or never set foot on a campus.

The categories are as follows:

- **VS2:** Very small two-year. Fall enrollment data show FTE* enrollment of fewer than 500 students at these associate's degree-granting institutions.
- **S2:** Small two-year. Fall enrollment data show FTE enrollment of 500–1,999 students at these associate's degree-granting institutions.
- **M2:** Medium two-year. Fall enrollment data show FTE enrollment of 2,000–4,999 students at these associate's degree-granting institutions.
- **L2:** Large two-year. Fall enrollment data show FTE enrollment of 5,000–9,999 students at these associate's degree-granting institutions.
- **VL2:** Very large two-year. Fall enrollment data show FTE enrollment of at least 10,000 students at these associate's degree-granting institutions.
- **VS4/NR:** Very small four-year, primarily nonresidential. Fall enrollment data show FTE enrollment of fewer than 1,000 degree-seeking students at these bachelor's degree-granting institutions. Fewer than 25 percent of degree-seeking undergraduates live on campus** (includes exclusively distance education institutions).
- **VS4/R:** Very small four-year, primarily residential. Fall enrollment data show FTE enrollment of fewer than 1,000 degree-seeking students at these bachelor's degree granting institutions. 25-49 percent of degree-seeking undergraduates live on campus.
- **VS4/HR:** Very small four-year, highly residential. Fall enrollment data show FTE enrollment of fewer than 1,000 degree-seeking students at these bachelor's degree granting institutions. At least half of degree-seeking undergraduates live on campus.
- **S4/NR:** Small four-year, primarily nonresidential. Fall enrollment data show FTE enrollment of 1,000– 2,999 degree-seeking students at these bachelor's degree granting institutions. Fewer than 25 percent of degree-seeking undergraduates live on campus (includes exclusively distance education institutions).
- **S4/R:** Small four-year, primarily residential. Fall enrollment data show FTE enrollment of 1,000–2,999 degree-seeking students at these bachelor's degree granting institutions. 25-49 percent of degree- seeking undergraduates live on campus.

- **S4/HR:** Small four-year, highly residential. Fall enrollment data show FTE enrollment of 1,000–2,999 degree-seeking students at these bachelor's degree-granting institutions. At least half of degree-seeking undergraduates live on campus.
- **M4/NR:** Medium four-year, primarily nonresidential. Fall enrollment data show FTE enrollment of 3,000–9,999 degree-seeking students at these bachelor's degree-granting institutions. Fewer than 25 percent of degree-seeking undergraduates live on campus (includes exclusively distance education institutions).
- **M4/R:** Medium four-year, primarily residential. Fall enrollment data show FTE enrollment of 3,000-9,999 degree-seeking students at these bachelor's degree granting institutions. 25-49 percent of degree-seeking undergraduates live on campus.
- **M4/HR:** Medium four-year, highly residential. Fall enrollment data show FTE enrollment of 3,000-9,999 degree-seeking students at these bachelor's degree-granting institutions. At least half of degree-seeking undergraduates live on campus.
- **L4/NR:** Large four-year, primarily nonresidential. Fall enrollment data show FTE enrollment of at least 10,000 degree-seeking students at these bachelor's degree granting institutions. Fewer than 25 percent of degree-seeking undergraduates live on campus (includes exclusively distance education institutions).
- **L4/R:** Large four-year, primarily residential. Fall enrollment data show FTE enrollment of at least 10,000 degree-seeking students at these bachelor's degree-granting institutions. 25-49 percent of degree- seeking undergraduates live on campus.
- **L4/HR:** Large four-year, highly residential. Fall enrollment data show FTE enrollment of at least 10,000 degree-seeking students at these bachelor's degree-granting institutions. At least half of degree-seeking undergraduates live on campus.

* FTE: Full-time equivalent enrollment was calculated as full-time plus one-third part-time.
** On-campus is defined as institutionally-owned, -controlled, or -affiliated housing.

Control of Organization

A classification of whether an institution is operated by publicly elected or appointed officials or by privately elected or appointed officials and derives its major source of funds from private sources.

- **Public institution:** An educational institution whose programs and activities are operated by publicly elected or appointed school officials and which is supported primarily by public funds.
- **Private not-for-profit institution:** A private institution in which the individual(s) or agency in control receives no compensation, other than wages, rent, or other expenses for the assumption of risk. These include both independent not-for-profit schools and those affiliated with a religious organization.
- **Private for-profit institution:** A private institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.

Sector of Organization

One of nine institutional categories resulting from dividing the universe according to control and level. Control categories are public, private not-for-profit, and private for-profit. Level categories are 4-year and higher (4 year), 2-but-less-than 4-year (2 year), and less than 2-year. For example: public, 4-year institutions.

- **Control:** A classification of whether an institution is operated by publicly elected or appointed officials (public control) or by privately elected or appointed officials and derives its major source of funds from private sources (private control).
- **Level:** A classification of whether an institution's programs are 4-year or higher (4 year), 2-but-less-than 4-year (2 year), or less than 2-year.

Calendar System

- **Semester Calendar System:** A calendar system that consists of two semesters during the academic year with about 16 weeks for each semester of instruction. There may be an additional summer session.
- **Quarter Calendar System:** A calendar system in which the academic year consists of 3 sessions called quarters of about 12 weeks each. The range may be from 10 to 15 weeks. There may be an additional quarter in the summer
- **Trimester Calendar System:** An academic year consisting of 3 terms of about 15 weeks each.
- **Four-One-Four Plan:** The 4-1-4 calendar consists of four courses taken for four months, one course taken for one month, and four courses taken for four months. There may be an additional summer session.
- **Other Academic Calendar System:** Category used to describe "non-traditional" calendar systems at 4-year and 2-year degree-granting institutions. These can include schools that offer primarily on-line courses or "one course at a time".
- **Differs By Program (Calendar System):** A calendar system classification that is used by institutions that have occupational/vocational programs of varying lengths. These schools may enroll students at specific times depending on the program desired. For example, a school might offer a 2- month program in January, March, May, September, and November; and a 3-month program in January, April, and October.
- **Continuous Basis (For Program Enrollment):** A calendar system classification that is used by institutions that enroll students at any time during the academic year. For example, a cosmetology school or a word processing school might allow students to enroll and begin studies at various times, with no requirement that classes begin on a certain date.

Total Annual Full-time Undergraduate Enrollment

Full-time undergraduate men and women enrolled for credit in the fall of the academic year.

- **Full-time undergraduate:** A student enrolled in a 4- or 5-year bachelor's degree program, an associate's degree program, or a vocational or technical program below the baccalaureate and enrolled for 12 or more semester credits, or 12 or more quarter credits, or 24 or more contact hours a week each term.
- **Credit:** Recognition of attendance or performance in an instructional activity (course or program) that can be applied by a recipient toward the requirements for a degree, diploma, certificate, or other formal award.

Total Bed Capacity

All beds available on campus, inclusive of undergraduate students, graduate students, etc.