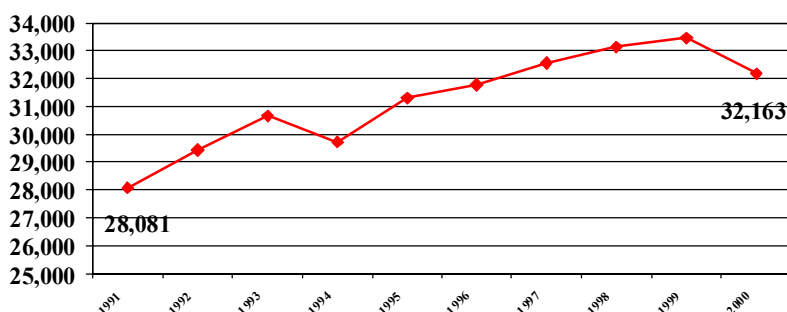




## University System of Georgia The Number of Faculty and Staff: A Decade Review

The number of full-time employees in the University System of Georgia grew from 28,081 in 1991 to 32,163 in 2000, an increase of 4,082 (or 14.5 percent). The number of employees peaked in 1999 at 33,458, and it declined slightly from 1999 to 2000. During the same time period, student headcount enrollment grew from 191,831 to 205,878, a growth rate of 7.3 percent.

### USG Full-Time Employees 1991—2000



Source: EEO reports, Information Digest, 1991-2000. Data from the Faculty Information System and Payroll were merged each year in December.

### Occupational Structure of the University System

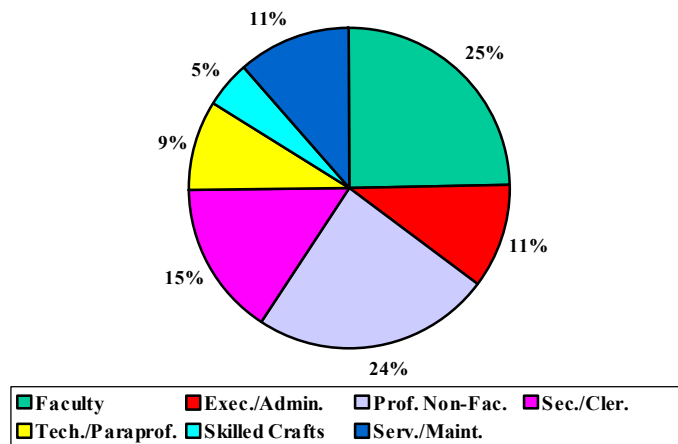
All positions in higher education are coded into one of seven EEO codes:

faculty, executive/administrative/managerial, professional non-faculty, secretarial/clerical, technical/paraprofessional, skilled crafts, and service/maintenance.

In the University System, all positions have an occupational code (called a B-code), and the occupational codes are mapped to the EEO codes. NCES/IPEDS categorizes the first three EEO codes as the "professional" staff in higher education, and the last four codes as the "non-professional" staff.

In 2000, one-quarter of the University System workforce was faculty, 11 percent administrators, and 24 percent professional non-faculty (service and support). The remaining 40 percent were non-professional staff.

## USG Full-Time Faculty and Staff By Occupational Category, 2000



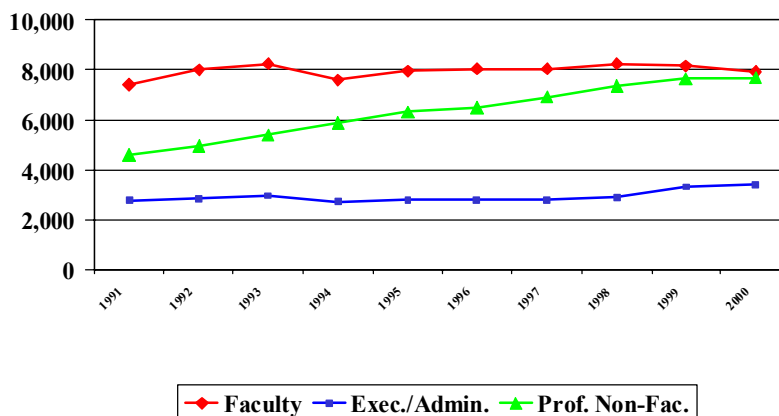
Note: A snapshot was taken of FIS/Payroll each year in December. Each occupational code in the System (B-code) is mapped to an EEO-6 code.

### Change in Occupations from 1991-2000

Growth rates in the University System vary considerably by occupational area, as discussed below.

#### Professional Staff

### USG Full-Time Professional Staff Faculty, Executives/Administrators/Managers, and Professional Non-Faculty (Support/Service) 1991—2000



**Faculty.** Faculty are defined as all full-time employees who hold academic rank and who provide instruction, research, or public service. Deans, directors, associate deans, assistant deans, and chairs or heads of departments are included here if their principal activity is instructional. Librarians and counselors are counted here only if they hold academic rank.<sup>1</sup>

The USG faculty grew from 7,408 to 7,938 in the 1991-2000 decade, a growth rate of 7.2 percent.<sup>2</sup>

**Executives/Administrators/Managers.** This category includes presidents, vice presidents, deans, directors, or equivalent positions, as well as officers whose major responsibility is managing the college or university. Subordinates to administrators, such as associate or assistant deans or chairs of academic departments, are also included here, if their principal activity is administration rather than instruction.

The Executives/Administrators/Managers category grew from 2,742 to 3,399, an increase of 657, or 24 percent. The growth rates vary considerably by sector. The number of administrators at research universities increased from 1,403 to 1,542, an increase of 123, or 0.03 percent. The greatest rate of increase occurred at regional universities, as both regional institutions became more complex in mission during the decade. The number of administrators at regional universities grew from 234 in 1991 to 331 in 2000, an increase of 97, or 41.5 percent. At state universities, the number of administrators grew from 763 to 1005, an increase of 292, or 38.3 percent. At state and two-year colleges, the number grew from 342 to 420, by 78 administrators, or 22.8 percent.

**Other Professionals (Support/Service).** The Support/Service category includes those persons who are primarily employed in academic support, student services, or institutional support and whose positions require graduation from college (or the equivalent). Examples are systems analysts, computer programmers, librarians, accountants, and coaches.

In the University System, the number of workers in Support/Service grew from 4,599 to 7,672 in the 1990s, an increase of 3,073 or 66.8 percent.

### **Non-Professional Staff**

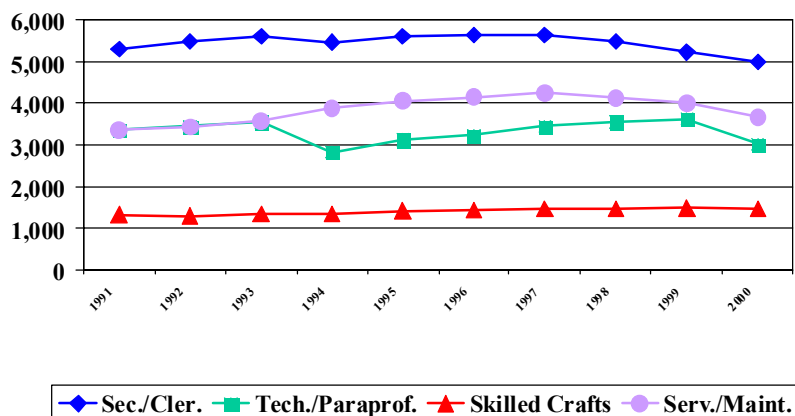
The following graph summarizes changes in non-professional staff over the 1991-2000 period.

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<sup>1</sup> In 1993, NCES began collecting data for EEO through IPEDS every other year. For more information on occupational categories, see IPEDS Staff Survey, General Instructions, National Center for Education Statistics.

<sup>2</sup> In the late 1980s and early 1990s, counts of faculty for EEO reports were obtained via survey. Beginning in 1992-93, EEO data were derived from a merged Faculty Information System and Payroll file once each year in December. The definition of faculty used for the EEO reports was not specified exactly the same way as the definition of "Instructional Faculty" reported elsewhere by the System. Thus, these counts of faculty were not always consistent across reports. The original payroll data and the merged files no longer exist, except for 1999 and 2000.

## USG Full-Time Non-Professional Staff Technical/Paraprofessionals, Clerical/Secretarial, Skilled Crafts, & Service/Maintenance, 1991—2000



Note: A snapshot was taken of FIS/Payroll each year in December. Each occupational code in the System (B-code) is mapped to an EEO-6 code.

***Clerical and Secretarial.*** Included in this category are secretaries and clerical staff, as well as those who are responsible for communications or who record and retrieve data (other than programmers); bookkeepers; stenographers; typists or word processors; statistical, payroll, sales, and library clerks; and office-machine operators.

The number of clerical/secretarial workers decreased from 5,295 in 1991 to 4,984 in 2000, a decrease of 311, or 5.9 percent. Several factors are likely revealed in the decline of clerical workers. Word processing moved from the typewriter and mainframe to the desktop during the decade, and fewer faculty and administrators required secretarial assistance for word-processing. In addition, the skills required of secretaries increased, and the position became more professionalized, requiring additional education and training.

***Technical/Paraprofessional.*** In the category are employees whose positions require specialized knowledge or skills at the level of a two-year college, technical institute, or equivalent experience such as computer programmers, computer operators, drafters, engineering aides, licensed practical nurses, dieticians, photographers, and technicians.

The number of USG workers who are technical/paraprofessional decreased from 3,361 to 3,032 over the decade, a decline of 329, or 9.8 percent. We hypothesize that as information technology changed as a field, more education was required. Many jobs that did require a two-year degree later required a bachelor's degree, and these jobs were then classified in the professional/non-faculty category. Other jobs, such as those of drafters, were replaced by technology.

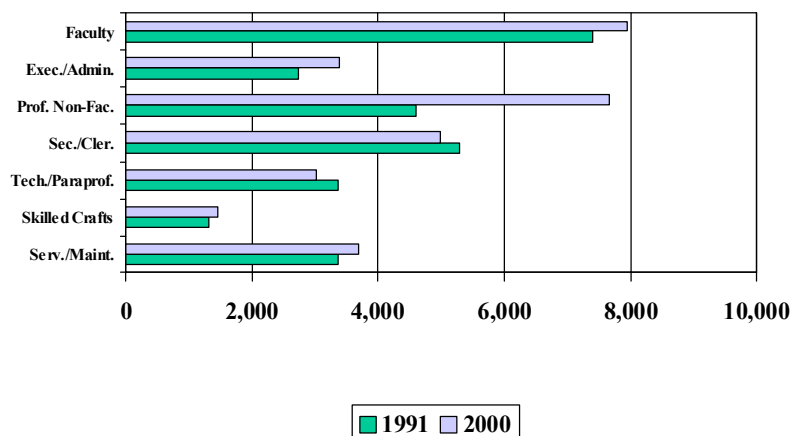
***Skilled Crafts.*** Skilled crafts-persons are those whose jobs require specialized manual skills and knowledge generally acquired through experience, apprenticeship, or formal training. In this category are mechanics, repairers, electricians, machinists, upholsterers, carpenters, and

typesetters. The number of employees in the skilled crafts category increased from 1,317 employees in 1991 to 1,463 in 2000, an increase of 146 workers, or 11.1 percent.

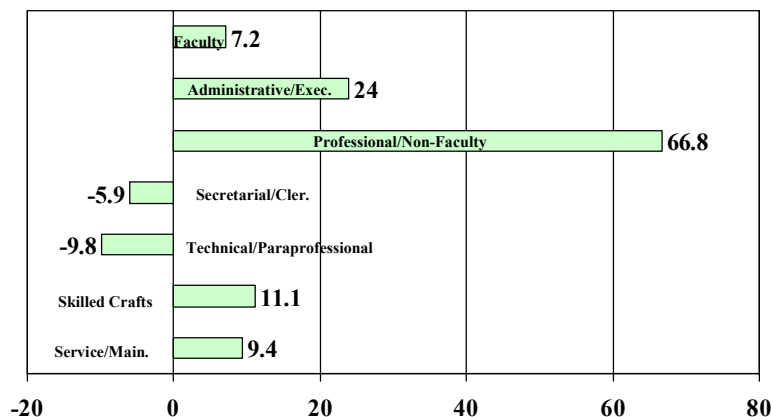
***Service/Maintenance.*** Service workers are defined as those whose jobs require a limited amount of previously acquired skills and knowledge. The purpose of these jobs is to "contribute to the comfort, convenience, and hygiene of personnel and the student body or which contribute to the upkeep and care of buildings, facilities, or grounds of the institutional property." Included are chauffeurs, laundry operatives, cafeteria workers, truck and bus drivers, refuse collectors, gardeners, construction laborers, custodians, and security personnel. From 1991 to 2000, the number of service/maintenance workers increased from 3,359 to 3,675, an increase of 316 or 9.4 percent.

A summary of 1991 to 2000 changes appears in the next two graphs.

Number of USG Full-Time Employees, By Occupational Category, 1991 and 2000



## Percent Change in Number of USG Full-Time Employees, 1991 to 2000 By Occupational Category



### How the USG Compares to the Nation

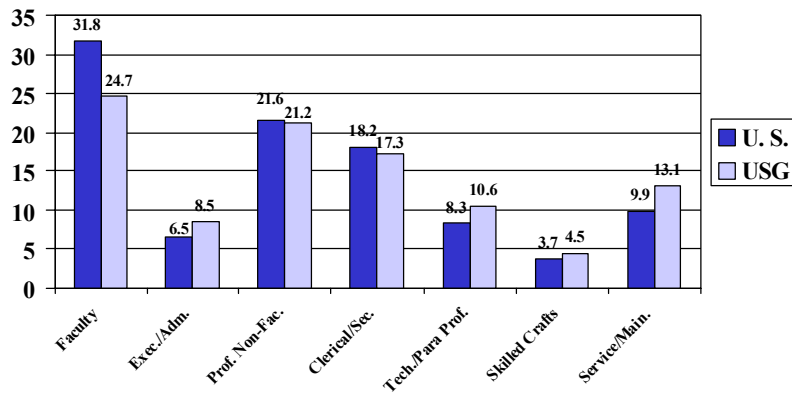
Every two years IPEDS collects data from institutions showing the number of employees by race and gender within EEO occupational groupings. The most recent comparative data are from 1997's Fall Staff Survey.

The University System has a smaller proportion of full-time workers who are faculty compared to degree-granting public post-secondary institutions in the nation (24.7 in USG, compared to 31.8 percent in the U.S.), a larger proportion of administrators (8.5 percent compared to 6.5 percent), and about the same percentage of professional non-faculty support staff (21.2 percent, compared to 21.6 percent).

The ratio of professional to non-professional staff in the U.S. is 1.5:1 (746,881 to 499,566); in the USG, the ratio is 1.2:1 (17,753 to 14,824). In part, this appears to be due to the smaller number of faculty in USG institutions, relative to the other positions. However, the USG has relatively larger proportions of workers in all non-professional categories than the U.S., except in the clerical/secretarial category.

Among non-professional staff, the USG has a smaller proportion of clerical/secretarial workers than the U.S. (17.3 percent in the USG, compared to 18.2 percent in the U.S.), but it has larger proportions of staff in technical/para-professional positions (10.6 percent, compared to 8.3 percent), in skilled crafts (4.5 percent, compared to 3.7 percent), and in service/maintenance positions (13.1 percent, compared to 9.9 percent).

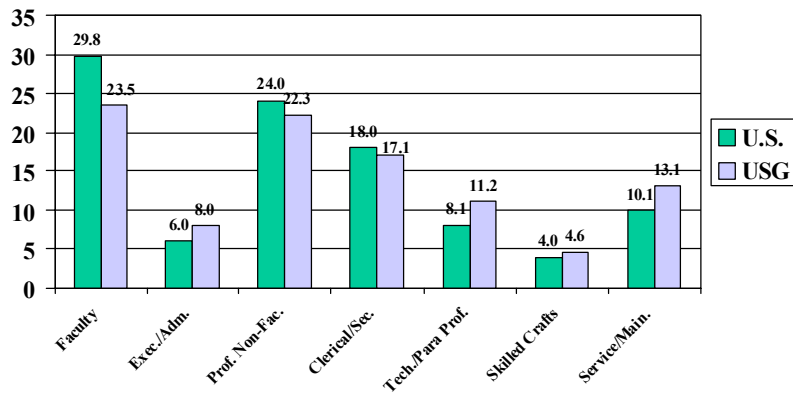
# Percent by Employment Category: Full-Time Faculty and Staff in USG and All U.S. Degree-Granting Public Post-Secondary Institutions, Fall 1997



Source: U.S. Department of Education, National Center for Education Statistics, IPEDS "Fall Staff" Surveys, 1997; p. B-3.  
Data for USG are from the EEO report derived from the payroll system and FIS.

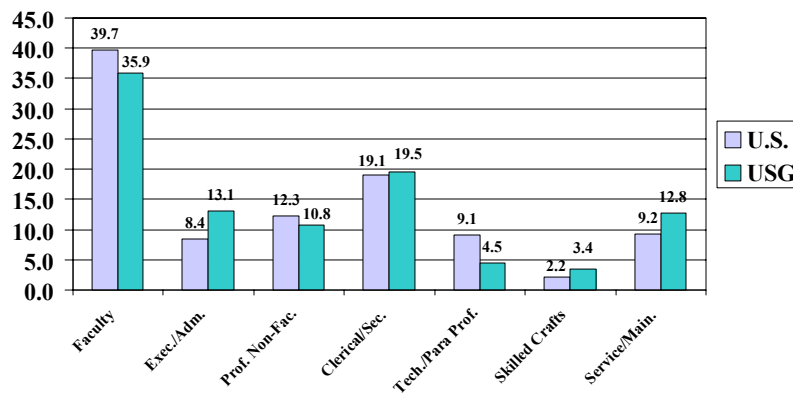
In general, there is a smaller proportion of U.S. post-secondary education workers who are faculty at four-year colleges than in two-year colleges (23.5 in four-year colleges and universities versus 35.9 in two-year colleges). Comparing four-year colleges and universities in the USG to similar institutions in the U.S. shows that the proportion all workers who are full-time faculty in the System (23.5 percent) is smaller than the proportion in the nation (29.8 percent), while the proportion of administrators (8.0 percent) is higher than in the nation (6.0 percent). Among two-year colleges, similar patterns hold. The proportion of all workers who are full-time faculty in the System's two-year colleges (35.9 percent) is smaller than the proportion in the nation (39.7 percent), while the proportion of administrators (13.1 percent) is higher than in the nation (8.4 percent).

# Percent by Employment Category: Full-Time Faculty and Staff in Four-Year USG and U.S. Degree-Granting Public Post-Secondary Institutions, Fall 1997



Source: U.S. Department of Education, National Center for Education Statistics, IPEDS "Fall Staff" Surveys, 1997; p. B-3. Data for USG are from the EEO report derived from the payroll system and FIS.

# Percent by Employment Category: Full-Time Faculty and Staff in Two-Year USG and U.S. Degree-Granting Public Post-Secondary Institutions, Fall 1997



Source: U.S. Department of Education, National Center for Education Statistics, IPEDS "Fall Staff" Surveys, 1997; p. B-3. Data for USG are from the EEO report derived from the payroll system and FIS.

September 26, 2001