

Zane State College Factbook Glossary

Academic Support (Faculty/Staff) – provides support services for instruction, research, and public service. Includes libraries, academic administration, educational media service, museums and galleries, course and curriculum development, and ancillary support.

Academic Support Expenditures – all funds expended for activities, the primary mission of which is to support services for instruction, research, and public service.

Assistant Professor – One who holds the rank of assistant professor and is engaged in professional work related to the instructional, research, or public service function of the institution. This category should include the instructional assignment of a departmental chair with the faculty rank of assistant professor.

Associate's Degree – an award that normally requires at least two but less than four years of full-time equivalent college work.

Associate Professor – One who holds the rank of associate professor and is engaged in professional work related to the instructional, research, or public service function of the institution. This category should include the instructional assignment of a departmental chair with the faculty rank of associate professor.

Auxiliary Funds – funds used to furnish goods or services to students, faculty, or staff for which users are charged a fee directly related to, although not necessarily equal to, the costs of the goods or services. Auxiliary funds are managed essentially as self-supporting operations. (i.e. Bookstore, Security)

Bachelor's Degree – An award (baccalaureate or equivalent degree, as determined by the Secretary, U.S. Department of Education) that normally requires at least four but *not* five years of full-time equivalent college-level work. This includes all bachelor's degrees conferred in a five-year cooperative (work-study plan) program. Also, it includes bachelor's degrees in which the normal four years of course work are completed in three years.

Campus Expenditures – describes the total Instructional and General expenditures of a campus for the fiscal year.

Certificate – requires completion of an organized program of study at the postsecondary level in at least one but less than two full-time equivalent academic years, or designed for completion in at least 30 but less than 60 credit hours, or in at least 900 but less than 1,800 contact hours. Includes industrial degrees and certificates, such as a master plumber's certificate.

Clerical and Secretarial – persons whose assignments typically are associated with clerical activities or are specifically of a secretarial nature.

Current Funds – includes revenue and expenditures for the previous fiscal year. Allocated and unallocated fund balances are included within the totals.

Doctoral Degree – The highest award a student can earn for graduate study. The doctoral (or doctor's) degree classification includes such degrees as Doctor of Education, Doctor of Juridical Science, Doctor of Public Health, and the Doctor of Philosophy degree in any field such as agronomy, food technology, education, engineering, public administration, ophthalmology, or radiology. For the Doctor of Public Health degree, the prior degree is generally earned in the closely related field of medicine or in sanitary engineering.

Duplicated – some records are counted more than once.

Education and General Funds – funds used for Instruction and Departmental Research, Public Service, Academic Support, Student Services, Institutional Support, Plant Operation and Maintenance, Separately Budgeted Research, Public Service, and Scholarships and Fellowships.

Education Specialist – A post-master's degree that normally requires at least 30 semester or 45 quarter credit hours (one year of full-time graduate study) beyond the master's degree, but less than the doctoral degree. The specialist degree is recognized as a professional area of study designed to increase competency in a specific area of expertise. This degree is awarded in educational specializations such as curriculum, superintendency, central administration, principalship, higher education, human services, and educational psychology.

Executive, Administrative, and Managerial – persons whose assignments require primary (and major) responsibility for management of the institution. (President, Vice Presidents, Deans, Directors, or the equivalent, as well as officers subordinate to any of these administrators such as associate deans, assistant deans, department heads, etc.)

Faculty – Persons whose specific assignments are for the purpose of conducting instruction, research, or public service as a principal activity, and who hold academic-rank titles of professor, associate professor, assistant professor, instructor, or the equivalent of any of these academic ranks.

Faculty and Instructional Non-Faculty Funding – includes records for each person who was employed as a faculty member at any time during the year, regardless of whether he or she taught courses. In addition, there is at least one record for each person who is not a faculty member but who taught courses at any time during the year.

Funding Unit – the lowest unit on a campus that either pays an instructor or supports a course.

Institutional Support Expenditures – expenditures for operations that provide support services to the entire institution.

Institutional Services – executive management, fiscal operations, general administration, logistical services, and community relations.

Institutional Support (Faculty/Staff) – executive management, fiscal operations, general administration, logistical services, and community relations.

Instruction and General Expenditures – all direct and applicable allocated funds for all activities that are part of an institution's instructional program. It is the standard accounting category "Education and General" less Separately Budgeted Research, Public Service, and Scholarships and Fellowships. Includes Instruction and Department Research, Academic Support, Student Services, Institutional Support, and Plant Operation and Maintenance.

Instructional and Departmental Research Expenditures – all faculty compensation, other compensation, and other departmental expenses.

Instructor – One who holds the rank of instructor and is engaged in professional work related to the instructional function of the institution.

Lecturer – One who holds the rank of lecturer and is engaged in professional work related to the instructional function of the institution.

Master's Degree – An award that requires the successful completion of a program of study of at least the full-time equivalent of one but not more than two academic years of work beyond the bachelor's degree.

No Academic Rank – This category is used by institutions that do not have standard academic ranks.

Other Professionals (Support/Service) – persons employed for the primary purpose of performing academic support, student service, and institutional support activities, whose assignments would require either college graduation or experience of such kind and amount as to provide a comparable background.

Plant Operation (Faculty/Staff) – physical plant administration, building maintenance, custodial services, utilities, and landscaping and grounds maintenance.

Plant Operation and Maintenance Expenditures – all expenditures for physical plant administration, building maintenance, custodial services, utilities, and landscaping and grounds maintenance.

Professional Degree – The category of Professional Degree (P) contains the following degrees: M.D. (Doctor of Medicine); D.O. (Doctor of Osteopathy); O.D. (Doctor of Optometry); J.D. (Juris Doctor); LL.D. (Doctor of Law); D.D.S. (Doctor of Dental Science, Doctor of Dental Surgery); D.V.M. (Doctor of Veterinary Medicine).

Professor – One who holds the rank of professor and is engaged in professional work related to the instructional, research, or public service function of the institution. This category should include the instructional assignment of a departmental chair with the faculty rank of professor.

Public Service Expenditures – expenditures for activities that are established primarily to provide noncredit designated course offerings and services beneficial to individuals and groups external to the institution.

Restricted/Unrestricted – restricted funds are those that have a limitation placed on their use by an outside grantor. Restricted funds can be expensed only for specific operating purposes as designated by the donor, grantor, or other outside entity.

Scholarships & Fellowships Expenditures – funds in the form of outright grants, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.

Service/Maintenance – persons whose assignments require limited degrees of previously acquired skills and knowledge and in which workers perform duties which result in or 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.

Skilled Crafts – persons whose assignments typically require special manual skills and a thorough and comprehensive knowledge of the processes involved in the work, acquired through on-the-job training and experience or through apprenticeship or other formal training programs.

Student Services (Faculty/Staff) – student services administration, social and cultural development, counseling, career guidance, financial aid administration, student admissions, student records, and developmental services.

Student Services Expenditures – student services administration, social and cultural development, counseling, career guidance, financial aid administration, student admissions, student records, and developmental services. It does not include intercollegiate athletics.

Technical and Paraprofessionals – persons whose assignments require specialized knowledge or skills which may be acquired through experience or academic work, such as offered in many two-year technical institutes, junior colleges, or through equivalent on-the-job training.

Unduplicated – records are counted only once.