**FY 2018 USM Reporting Notes**

**(Updated October 24, 2017)**

**Document provides information on:**

1. **Mononyms in EIS DD11**
2. **Proposed Changes to EDS**
3. **Proposed Changes to Teacher Candidacy in DIS and NTS**
4. **Mononyms (EIS) DD11**

NFN in First Name Field DD11

If an individual’s legal name is a mononym or single name, the first name data element should be completed as “NFN” (without quotes – to communicate No First Name) and the last name field should be completed with the student’s mononym.

1. **Proposed revisions to the EDS file (September 2017)**

**General:** All references to “faculty rank” will be replaced with “academic rank,” which aligns with IPEDS definitions and terms. IPEDS defines academic rank as “A status designated by the institution according to the institution's policies. The IPEDS HR survey includes the ranks of Professor, Associate Professor, Assistant Professor, Instructor, and Lecturer.”

In addition, the term “faculty status” will be used (in alignment with IPEDS) to indicate “a status designated by the institution according to the institution's policies. ‘Faculty’ may include staff with academic appointments (instruction, research, public service) and other staff members who are appointed as faculty members. The designation ‘faculty’ is separate from the activities to which the staff members are currently assigned. For example, a president, provost, or librarian may also be appointed as a faculty member. For IPEDS reporting, graduate assistants do not have faculty status.”

The clarification of these terms affects the following fields: Date of Employed in Current Academic Rank ([DD88](https://community.datacookbook.com/public/terms/856)), Promotion ([DD96](https://community.datacookbook.com/public/terms/864)), Contract ([DD93](https://community.datacookbook.com/public/terms/861)) and Employment Contract Renewable Flag ([DD104](https://community.datacookbook.com/public/terms/46967)).

Additional functional definition clarifications are identified below for Program Assignment ([DD92](https://community.datacookbook.com/public/terms/860)) and Appointment status ([DD97](https://community.datacookbook.com/public/terms/865)).

All revisions are shown in red.

**Item 1**: Date Employed in Current Faculty Rank/Position ([DD88](https://community.datacookbook.com/public/terms/856)). The Data Element name will change to “Date Employed in Current Academic Rank.” The functional definition will be updated accordingly.

**Item 2**: Program Assignment ([DD92](https://community.datacookbook.com/public/terms/860)) A comment will be added to item to distinguish between continuing education instructors and staff.

**Item 3:** The functional definition for Contract ([DD93](https://community.datacookbook.com/public/terms/861)) will be clarified to instruct institutions to report only employees with faculty status. A comment will be added to indicate, Code “9” may include credit adjuncts, staff, and CE instructors.

**Item 4:** The functional definition for Promotion ([DD96](https://community.datacookbook.com/public/terms/864)) will be clarified to instruct institutions to report only for those with academic rank.

**Item 5**: Appointment status ([DD97](https://community.datacookbook.com/public/terms/865)) A comment will be added indicting institutions should use their definition of temporary to distinguish these data.

**Item 6:** The functional definition for Employment contract renewable flag ([DD104](https://community.datacookbook.com/public/terms/46967)) will be clarified to instruct institutions to report only for employees with faculty status. Code “3” will be edited as follows: “less than annual contract/other/no contract at all.”

1. **PROPOSED Teacher Candidate Changes**

Ongoing understanding what MHEC means by “Teacher Candidate” is essentially meaning “Student that Completed a Teacher Preparation Program” at an institution. Whether that institution requires the same steps as another is less important. The point is did the student finish all the steps necessary and offered at the institution before leaving the university.

Proposed Changes: Don’t collect any information in DIS

Turn the NTS file into a complete teacher completion file with one “completion” per row of data. Any modification of teacher completion data would be provided in this file should it be expanded or needed for policy question.

More to come.