

FA 002.1 April 8, 1982

WESTERN KENTUCKY UNIVERSITY EMPLOYMENT CLASSIFICATION STUDY

A study of the employees of Western Kentucky University by employment category was conducted from November 1981 to 31 March 1982 by the Fiscal Affairs Committee of the WKU Faculty Senate. The basis for this study was the request by several WKU faculty for information detailing the various employment categories, the number of employees in each category, the criteria used in placing employees into the various categories, the proportion of WKU instructional funds directed to each category, and an earlier study by Marion Lucas and Jim Johnson in 1974-75 which needed updating. The rationale for the study was the series of recent events relating to reductions in the WKU budget and the potential impact these reductions might have upon the various employment categories. It should be pointed out, however, that the data gathered in this report represent the time period prior to the budget reductions and were intended to establish a uniformly accepted employment classification scheme for later studies.

The employment classification outline used, with modifications, was that of the Equal Employment Commission dated December 11, 1981. The categories of this system, with our modifications, are as follows:

1. Executive-Administrative-Manual. Includes all department heads and directors-coordinators of funded units.*
2. Faculty. Includes all non-executive-administrative-manual personnel having at least one-half time teaching assignments.*
3. Professional Non-Faculty. Includes all professional, non-executive-administrative-manual personnel teaching less than one-half time (i.e., University attorney, residence hall directors, staff assistants, etc.).

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4. Secretarial-Clerical.
5. Technical-Para-Professional. Includes staff nurse, x-ray technician, inventory control manager, laboratory technicians, etc.*
6. Skilled Crafts.
7. Service-Maintenance.
- *8. Athletic Coaches. Includes Physical Education personnel having coaching duties, irrespective of teaching responsibilities.
- *9. Library-Public Service. Library personnel irrespective of teaching responsibilities.
- *0. University personnel compensated from non-WKU funds. (i.e., College Heights Foundation, Bookstore, etc.).

*Represents arbitrary decisions made by the FA Committee in conjunction with personnel of the WKU Office of Institutional Research.

SPECIAL NOTE: The EEO Classification used in this report are comparative classifications for the two periods of time and not the official classification used by the Personnel Department.

All WKU personnel considered in this study were full-time regular or full-time temporary employees of WKU for the Fall semesters 1977 and 1980. Recent versions of the EEO Classification have been inconsistent in treating athletic coaches while library personnel, because of their professional rank, have been considered faculty. Since several coaches do not teach at least half-time every semester, and most library personnel have no teaching responsibilities, separate categories, 8 and 9, were established for these groups. For comparison purposes, the Marion Lucas-Jim Johnson 1975 report on WKU Administration-Faculty-Staff data were used.

In considering the numerical information presented in this report, it is imperative that the reader recognize the error sources inherent in

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data bases such as the WKU telephone and personnel directory. Consequently, these sources were used only for comparative purposes in establishing employment trends using the 1975 Lucas-Johnson report as a historical reference. The 1977 and 1980 employment data were taken from the computer records of the Office of Institutional Research. It should also be pointed out that the criteria used to designate university employee categories, especially category 1, are not universally accepted by WKU personnel, or university employees elsewhere. To reconcile this problem for future WKU studies, computer printouts of all WKU employees, listing their present position and employment classification category as determined by this committee, were generated and will be entered as a formal component of this Fiscal Affairs Committee report.

FINDINGS AND CONCLUSIONS

From information gathered in this study, it is obvious that WKU employment increased rapidly up to the mid-1970's, but has since stabilized and started to decline (Table 1). The proportion of administrators-faculty-staff fluctuated from 1969 to 1974 with the staff component increasing markedly while the faculty actually showed a proportional decrease (54% to 47%). From 1974 to 1980, the number of staff continued to increase slightly while the number of administrators and faculty was stable.

The proportion of instructional funds received by the administrator-faculty-staff categories for 1977 and 1980 were similar (Table 2). Both the administrator and faculty percentages were lower in 1980 than 1977 due to the increase in the number of staff personnel referred to earlier.

Table 1. Number of A. University employees, B. University faculty, and C. Administration-Faculty-Staff at Western Kentucky University for the Fall semester of 1969, 1974, 1977, and 1980.

A. Number of University Employees (Taken from the WKU telephone directory)** (approximates classification categories 0, 1, 2, 3, 4, 5, 8, and 9).

1969	1974	1977	1980
852	1117	1261	1199

B. Number of University Faculty (Taken from the WKU catalog)** (approximates classification categories 0, 1, 2, 3, 8, and 9).

1969	1974	1977	1980
536	677	707	732

C. Number of University Administration-Faculty-Staff (1969 and 1974 data from the Lucas-Johnson report, i.e., WKU personnel directory; 1977 and 1980 data from the Office of Institutional Research).

	1969	1974	1977	1980
Administration Class 1	104	153	130	129
Faculty Class 2,8,9	460	503	571	570
Staff Class 3,4,5	280	413	409	434

**Methods used to determine names of university personnel to be included were not consistent through time and are subject to error.

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The importance of this observation lies in the fact that a reduction in the percentage salary component of the faculty occurred while the number of faculty increased. This feature should be closely monitored in subsequent studies.

The number of semester hours of coursework taught by the various employee categories was determined for 1977 and 1980 (Table 3). The number of semester hours taught increased slightly for categories 1, 2, and 3 from 1977 to 1980, while decreasing in category 8. The number of hours indicated in Table 3 is inflated somewhat by including those hours taught by part-time regular and part-time temporary faculty which could not be readily extracted from the total. By comparison, the 1975 Lucas-Johnson report indicated that 92 category 1 personnel taught 439 semester hours in the Fall of 1974. While the average teaching load per class 1 person was essentially the same, 4.7 - 4.8 hours, for the three periods, '74, '77, and '80, the total contribution to classroom teaching was significantly greater in 1974 than 1977 or 1980.

In concluding, it should be pointed out that the real benefit of this report will be in serving as the basis for comparison of employment trends at WKU after 1980. In response to budget shortfalls since the Fall of 1980, Western has had to make personnel adjustments in the form of freezing and eliminating positions as well as dismissing full-time faculty. These adjustments could not be adequately defined in this study and will surely impact the respective data as shown herein as well as the instruction mission of the university.

The cooperation of Mr. Curtis Logsdon and Mr. John Foe of the Office of Institutional Research is gratefully acknowledged in assisting in the collecting of some of the data used in this report.

Table 2. Employment classification of WKU employees including number of individuals in each category, the operating budget for 5 of the categories, and the percent of funds directed to Categories 1, 2, and 3 for the Fall semesters of 1977 and 1980.

Fall 1977				Fall 1980			
Class	No. of Employees	Salary	% of Total	Class	No. of Employees	Salary	% of Total
1	130	\$3,106,262	21.8	1	129	\$3,736,803	21.1
2	517	\$8,984,392	68.1***	2	519	\$11,161,829	67.9***
3	117	\$1,437,782	10.1	3	126	\$1,942,332	11.0
4	278			4	292		
5	14			5	16		
6	164			6	172		
7	213			7	186		
8	19	\$294,092		8	19	\$369,020	
9	35	\$421,904		9	32	\$463,870	
0	93			0	54		
Total	1580				1545		

***Includes category 8 and 9 salary component

Table 3. The number of semester hours credit and the number of university employees teaching by employment classification category for the Fall semesters of 1974, 1977, and 1980.

Fall 1974			Fall 1977			Fall 1980		
Class	No. of Semester Hours	No. of Faculty	Class	No. of Semester Hours	No. of Faculty	Class	No. of Semester Hours	No. of Faculty
1	439.0	92	1	273.81	58	1	293.3	62
2	7434.5	503****	2	6635.14****	517	2	6658.4****	519
3			3	22.00	7	3	25.0	6
4	DATA		4	0.00	0	4	0.0	0
5	NOT		5	0.00	0	5	0.0	0
6	AVAILABLE		6	0.00	0	6	0.0	0
7			7	0.00	0	7	0.0	0
8			8	88.50	15	8	68.3	14
9			9	0.00	0	9	6.0	2
0			0	3.00	1	0	0.0	0

****Semester hour total includes hours taught by part-time regular and part-time temporary faculty.