

**HIGHER EDUCATION ARTS DATA SERVICES**

National Association of Schools of Dance

# **Data Survey Instructions**

## **2023-2024**

**Higher Education Arts Data Services**

11250 Roger Bacon Drive, Suite 21  
Reston, VA 20190-5248

Telephone: (703) 437-0700 Ext. 128

Facsimile: (703) 437-6312

E-mail: [nhamme@arts-accredit.org](mailto:nhamme@arts-accredit.org)

[Higher Education Arts Data Services](#)

## Table of Contents

<b>HEADS Data Survey GENERAL INSTRUCTIONS.....</b>	<b>4</b>
Overview .....	4
Participation Fees .....	4
Accessing the HEADS Data Survey.....	4
Web Browser Requirements .....	4
<b>GENERAL INFORMATION.....</b>	<b>4</b>
<b>Section I. GENERAL INSTITUTIONAL INFORMATION.....</b>	<b>6</b>
<b>Section II. DANCE Enrollment .....</b>	<b>7</b>
Section II.A. Associate Degrees .....	7
Section II.B. Baccalaureate Degrees .....	7
Section II.C. Master’s Degrees.....	8
Section II.D. Doctoral Degree .....	8
Section II.E. Non-Degree Programs.....	8
Section II.F. Ethnic Breakdown of Students .....	8
<b>Section III. TOTAL INSTRUCTIONAL SERVICE (IN QUARTER OR SEMESTER CREDIT HOURS) .....</b>	<b>9</b>
<b>Section IV. DANCE FACULTY AND INSTRUCTIONAL STAFF .....</b>	<b>11</b>
Section IV.A. Dance Faculty Teaching a Full-Time Load.....	11
Section IV.B. Dance Faculty/Instructors Teaching Less Than a Full-Time Load (2023-2024 Data Only) .....	12
Section IV.C. Dance Performance Faculty/Instructors Teaching Less Than a Full-Time Load (2023- 2024 Data Only).....	14
<b>Section V. DANCE ADMINISTRATIVE PERSONNEL AND PROCEDURES .....</b>	<b>16</b>
Section V.A. Dance Executives .....	16
Section V.B. Assistant or Associate Dance Executives.....	16
Section V.C. Other Personnel Assignments.....	17
<b>Section VI. direct or allocated expenditures and income.....</b>	<b>18</b>
Section VI.A. Specific Instructional, Operational, and Performance Budget .....	18
Section VI.B. Benefits.....	18
Section VI.C. Equipment and Building Budget .....	18
Section VI.D. Specific Sources of Income/Endowment for the Dance Unit in 2022-2023 .....	18
Section VI.E. Total Endowment .....	19

Section VI.F. Tuition Remission for Graduate Students..... 19

***Section VII. DEMOGRAPHIC SURVEY OF Master of Fine Arts and DOCTORAL DEGREE STUDENTS***  
..... 20

Section VII.A. Master of Fine Arts Students Who Graduated in 2022-2023 ..... 20

Section VII.B. Master of Fine Arts Students Who Did Not Graduate in 2022-2023 ..... 20

Section VII.C. Doctoral Degree Students Who Graduated in 2022-2023..... 20

Section VII.D. Doctoral Degree Students Who Did Not Graduate in 2022-2023 ..... 20

***Addendum: Actual instructional, operational, and performance expenses for 2022-2023..... 21***

# HEADS DATA SURVEY GENERAL INSTRUCTIONS

## Overview

The Higher Education Arts Data Services (HEADS) Project is a joint effort of the following specialized accreditation agencies: National Association of Schools of Music, National Association of Schools of Art and Design, National Association of Schools of Theatre, and the National Association of Schools of Dance. The HEADS Project is designed to provide comprehensive data to facilitate planning and management in the fine and performing arts in higher education. Each discipline-specific HEADS Data Survey requests statistical information on a number of areas such as enrollment, degrees offered, operational budgets, faculty salaries, and ethnic breakdown of faculty and students.

## Participation Fees

**Accredited Institutional Members:** The filing of the HEADS Data Survey is a requirement of membership as outlined in the Association’s Rules of Practice and Procedure, Part II (see NASD *Handbook 2023-24*, Rules of Practice and Procedures, Part II, Article III, Section 1.A.). Please note that failure to submit the HEADS Data Survey by the prescribed deadline will cause the accreditation status of the institution to be reviewed by the appropriate Commission (It may also result in the absence of inclusion of the institution’s data in the navigable dashboards). Upon completion of the HEADS Data Survey and once data from a particular year is made available, participating accredited institutional members of NASM are granted access to the electronic collection of data available in the form of navigable dashboards. Access to and use of the HEADS Data System is a benefit of accredited institution membership. There are no fees assessed to accredited institutional members for 1) participation in the HEADS Data Survey, 2) access to navigable dashboard, and 3) archival copies of HEADS Data Summaries from 1982-1983 through 2020-2021.

**Non-Member Institutions:** Non-member institutions may participate in the HEADS Data Survey. There are no fees assessed for participation. Non-member participating institutions completing the HEADS Data Survey by the prescribed deadline may purchase access to the electronic collection of data available in the form of navigable dashboards.

## Accessing the HEADS Data Survey

The designated “NASM Institutional Representative” from member institutions required to participate, and the representatives from non-member institutions expressing a desire to participate in the HEADS Data Survey **will access the survey from an email invitation.**

## Web Browser Requirements

The recommended browser includes the most current versions of Chrome, Edge, Firefox, and Safari. Older browsers may not allow appropriate operation of the site. Please ensure that cookies and scripting are enabled in the Web browser.

## GENERAL INFORMATION

The HEADS Data Survey seeks data about aspects of the dance program at the institution. Composite and comparative data in the form of navigable dashboards will be made available by HEADS to allow dance units to compare themselves with all participants or dance units of similar size and type. Therefore, it remains important that the HEADS Data Survey be completed accurately and completely.

Most information requested in the 2023-2024 HEADS Data Survey covers the 2023-2024 academic year.

## **CONFIDENTIALITY**

Individual institutional financial information provided in the HEADS Data Survey is held in confidence by HEADS. HEADS will make available non-institution specific financial data in the aggregate and subsets of the aggregate, accessible through the navigable dashboards. All other data provided may be released.

## SECTION I. GENERAL INSTITUTIONAL INFORMATION

1. Please review the following definitions:

**Private:** An educational institution controlled by a private individual(s) or by a nongovernmental agency, usually supported primarily by other than public funds, and operated by other than publicly elected or appointed officials.

**Public:** An educational institution whose programs and activities are operated by publicly elected or appointed school officials, and which is supported primarily by public funds.

**Proprietary:** A private educational institution in which the individual(s) or agency in control receives compensation other than wages, rent, or other expenses for the assumption of risk.

**Not-for-Profit:** An educational 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.

**Free-Standing/Independent:** An educational institution, the focus of which typically is on a single discipline, such as dance, and is usually supported by other than public funds.

**Land-Grant:** An educational institution that has been designated by its state to receive the benefits of the Morrill Acts of 1862 and 1890.

**Research:** An educational institution that receives Federal funding for the purposes of research and development.

**Community/Two-Year College:** A nonresidential educational institution usually offering two-year programs of study.

**Degree-Granting:** An educational institution that offers at least one complete curriculum culminating in the conferral of a degree. Such institutions may also offer non-degree-granting programs.

**Non-Degree-Granting:** An educational institution that provides only postsecondary professional education and training programs without conferring degrees.

2. Indicate whether the institution is building a new **dance facility**. If the institution is not involved with the activity during this academic year, leave the item blank.
3. Indicate whether the institution is involved in renovating an existing **dance facility**. If the institution is not involved with the activity during this academic year, leave the item blank.
4. Indicate whether or not the institution offers any discrete programs **in dance** in which any curricular requirements are fulfilled through distance learning mechanisms.

## SECTION II. DANCE ENROLLMENT

In Section II., provide the actual number (non-duplicated headcount) of dance major students only who are enrolled in or have graduated from dance degree-granting and postsecondary non-degree-granting programs. This includes programs/degrees holding Plan Approval status.

In the first and second columns, please provide data on the number of dance majors enrolled in Summer 2023 and Fall 2023, respectively.

A “dance major” is defined as: 1) a full-time student declared as a dance major; 2) a currently enrolled part-time student declared as a dance major; or 3) a currently enrolled student studying applied dance, performing in a major ensemble, and taking first-year theory (students must be enrolled in all three courses).

Students in category 3) above should be included in the “Other” line.

If students have double majors or similar arrangements, the institution may either 1) enter them in only one category based on the institution’s judgement, or 2) enter them in the “Other” category. Do not enter students twice.

For degree programs, in the third column, record the number of degrees awarded in the various areas of dance during the period July 1, 2022–June 30, 2023. For non-degree programs, in the third column, record the number of students completing the program during the period July 1, 2022–June 30, 2023.

It is imperative that the totals provided equal the sum of enrollments listed in each specific major area. Please enter each student in only one category. All students entered in any category must be dance majors as defined above. These data are used throughout the compilation process to place institutions in appropriate categories and in figuring ratios.

Regardless of the method employed to deliver coursework, students must be entered in Section II. by major. For example, if an institution offers both an on ground and an online major in the same area, the total number of students enrolled in the major should be entered. This includes students enrolled in programs offered solely online, those offered partially online (hybrid), and those offered only on ground. Please enter students only by major and only once. Distance learning programs are those in which any aspect of the curricular requirements is delivered through distance learning means.

In **Section II.A.–E.**, enter students by major area of study as defined by NASM standards and guidelines (please see *NASM Handbook 2023-24*, Standards for Accreditation IV.C.2.; VII.; IX.; XIII.; XIV.; XVI.). Do not enter students by track, emphasis, or concentration.

If the institution offers a major with a title similar to one of those listed, student enrollment should be reported under the similar degree title rather than “Other” (e.g., Worship Arts, Worship Studies, etc.).

### **Section II.A. Associate Degrees**

This Section pertains only to Associate (two-year) degree programs. If the institution does not offer an Associate degree, please continue without entering any data in this section.

### **Section II.B. Baccalaureate Degrees**

This Section pertains only to Baccalaureate (four-year) degree programs. If the institution does not offer a Baccalaureate degree, please continue without entering any data in this section.

**Section II.C. Master's Degrees**

This Section pertains only to Master's degree programs. If the institution does not offer a Master's degree, please continue without entering any data in this section.

**Section II.D. Doctoral Degree**

This Section pertains only to Doctoral degree programs. If the institution does not offer a Doctoral degree, please continue without entering any data in this section.

**Section II.E. Non-Degree Programs**

This Section pertains only to non-degree-granting postsecondary programs that qualify for NASM listing. If the institution does not offer a non-degree-granting postsecondary program, please continue without entering any data in this section.

**Section II.F. Ethnic Breakdown of Students**

For each degree/program level, please indicate the number of students presently enrolled in the available categories.

This information is typically self-reported by students. In the case of students who report more than one ethnicity, please use the "Two or More Races" column.

In the case of students who have opted not to report this information, please use the "Other/Race Ethnicity Unknown" column. International students who may not be required to report this information should be included in the "Other/Race Ethnicity Unknown" column.

The total number of each row (associate degrees: professional, liberal arts; baccalaureate degrees: professional, liberal arts; etc.) should match the corresponding totals in Sections II.A.-E.



### SECTION III. TOTAL INSTRUCTIONAL SERVICE (IN QUARTER OR SEMESTER CREDIT HOURS)

**PLEASE NOTE:** For the purposes of this Section of the HEADS Data Survey, an academic year should include all instructional periods except summer. Please be sure to **exclude summer sessions** from all calculations in this Section.

The accuracy of information requested in Section III. is vital to the HEADS database because it is used as the basis of several ratio calculations.

The institution's registrar may already have these figures available. If not, they may be calculated using the examples below as a guide. For future academic terms, projections of course enrollment may be used. These projections should be based on previous year's

enrollment and any other data that may provide an accurate indication of expected enrollment.

The user will first be asked to enter whether the institution utilizes quarter credit hours or semester credit hours.

The user is then asked to enter the projected total number of credit hours generated in **dance courses** by all non-dance majors during the academic year (excluding summer). For instructions on calculating projected credit hours by enrollment, please see Figure 2. below.

#### FIGURE 2. CALCULATING PROJECTED CREDIT HOURS, BY ENROLLMENT

During the academic year, the dance unit offers the following six courses to non-majors:

##### Fall Semester

- Course A: 1 credit – 20 non-dance major students enrolled
- Course B: 2 credits – 25 non-dance major students enrolled
- Course C: 3 credits – 30 non-dance major students enrolled

##### Spring Semester

- Course D: 1 credit – 15 non-dance major students enrolled (projected)
- Course E: 2 credits – 20 non-dance major students enrolled (projected)
- Course F: 3 credits – 35 non-dance major students enrolled (projected)

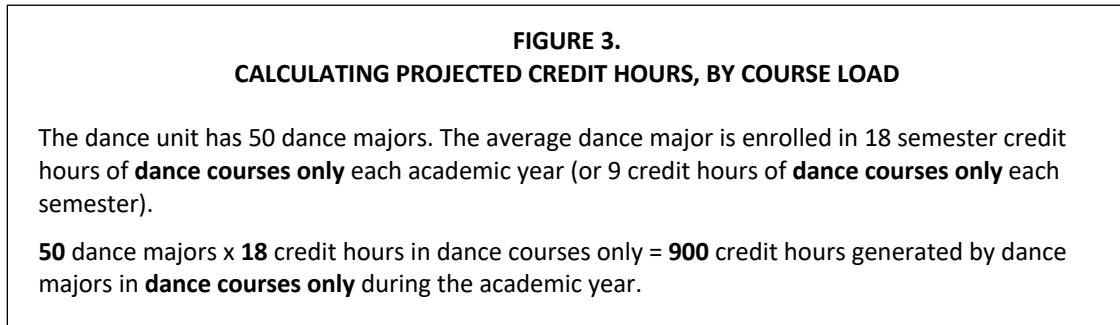
Multiply the number of students in each course by the number of credits assigned to that course:

- Course A: 1 credit x 20 students = 20 credit hours
- Course B: 2 credits x 25 students = 50 credit hours
- Course C: 3 credits x 30 students = 90 credit hours
- Course D: 1 credit x 15 students = 15 credit hours
- Course E: 2 credits x 20 students = 40 credit hours
- Course F: 3 credits x 35 students = 105 credit hours

Then total all credit hours. In the example above, there are a total of 320 credit hours generated by non-dance majors in dance courses during the academic year. This figure is entered into Section III.A. in the appropriate column.

In the same column, on the second line, the user is asked to provide the projected total number of credit hours generated **in dance courses** by dance majors (**in degree-granting and non-degree-granting programs**) during the academic year (excluding summer).

The method shown in Section III.A. (see Figure 2.) may be used to calculate this figure, using dance major enrollment in dance courses. Another way to make this projection is by calculating the average load of dance courses taken by dance majors and multiplying that by the total number of dance majors. For instructions on calculating projected credit hours by course load, please see Figure 3. below.



This column will automatically calculate by totaling the figures entered in the two areas. The system will generate this auto total. If the figure is incorrect, please check the figures entered in the two areas.

The last entry area represents the total number of students (nonduplicated headcount) involved in the curricular activities of the dance unit in any way. An approximation of this figure may be used if exact figures are not available.

## SECTION IV. DANCE FACULTY AND INSTRUCTIONAL STAFF

Please complete each applicable Section of each chart. Data cannot be processed unless all information is provided.

At the beginning of the Section, the user will be asked to indicate the institution's ability to provide data by gender or by combined faculty. This will determine the configuration of the next part of the Section.

Should the institution be able to provide data by gender, please report the data in the section divided by reported sex (male/female). Should the institution select the box that indicates it is not able to provide data by gender, the please report the data in the single chart for all faculty combined.

### Section IV.A. Dance Faculty Teaching a Full-Time Load

#### Male (2023-2024 Data Only)

#### Female (2023-2024 Data Only)

Only information regarding faculty teaching a full-time load should be entered in this Section. Should the institution be able to provide data by gender, there will be two charts one for Male and one for Female. Institutions unable to provide information by gender should check the box marked "We are unable to provide faculty data by gender and are providing combined faculty data". Should this box be marked, the institution will be allowed to report overall numbers, both male and female combined.

**PLEASE NOTE:** Do not include individuals who are **not** teaching a full-time load in dance. Do not include faculty members on sabbatical, those in early retirement programs, or those not assigned a full-time load and therefore not teaching full-time and/or not receiving a full-time salary. These individuals should be reported in **Section IV.B.**

Please do not include salary or other data regarding dance executives in this chart. **Section V.** requests specific data for dance executives.

The charts in Section IV.A. should include all individuals teaching a full-time load. The intent of the data in this section is to develop average faculty salaries for individuals teaching full-time loads. Salary figures are assumed to be based on nine months of teaching service. This figure should be exclusive of benefits and additional stipends or other income sources. Stipends and other income sources should instead be reported in Section VI.A. under "All Other Expenses."

### Ranks

The various ranks of the professoriate are consistent with those of "A Common Language for Postsecondary Accreditation," a joint project of COPA and NCHEMS published in 1985. If the institution's rankings are not consistent with those listed, please consult with appropriate institutional resources to determine the institution's policy in relation to these commonly referred to ranks.

#### Total Number

This area will auto fill as the user enters data into the other columns.

#### Highest Degree Earned

Record the number of individuals in that particular rank who have earned the highest degree indicated. The total of these columns should equal the total number of individuals entered.

### **Length of Service at the Institution**

Record the number of individuals at the given rank who have served full-time continuously at the institution for the number of years indicated. The total of these columns should equal the total number of individuals entered.

### **Salaries for 2023-2024**

In the first column, please provide the lowest individual salary for a faculty member in that rank (salary is based on nine months of teaching service during the academic year, exclusive of benefits or other stipends).

In the second column, please provide the highest individual salary for a faculty member in that rank (salary is based on nine months of teaching service during the academic year, exclusive of benefits or other stipends).

In the third column, please provide the total salary expenditures (salary is based on nine months of teaching service during the academic year, exclusive of benefits or other stipends) for all individuals recorded in column (a).

Salary data should be the figures budgeted for the 2023-2024 academic year only.

If there is only one faculty member in a given category, the individual salary figure should be entered in all salary columns.

### **Tenure**

Please record the number of individuals in each rank who have tenure. If there is no tenure system at the institution, check the box provided below the table.

### **Ethnic Breakdown of Faculty Teaching a Full-Time Load**

For each faculty rank, please indicate the total number of faculty in each category. All faculty members should be reported here.

### **Section IV.B. Dance Faculty/Instructors Teaching Less Than a Full-Time Load (2023-2024 Data Only)**

At the beginning of the Section, the user will be asked to indicate the institution's ability to provide data by gender or by combined faculty. This will once again determine which section to input data.

Should the institution be able to provide data by gender, please report the data in the section divided by reported sex (male/female). Should the institution select the box that indicates it is not able to provide data by gender, the please report the data in the single chart for all faculty combined.

**PLEASE NOTE:** Actual salary figures are requested in the third column. General salary ranges for dance faculty at that rank are not appropriate responses.

Salary information is released by HEADS only in the aggregate or subsets of the aggregate. Salary figures provided by individual institutions are held in strict confidence by HEADS. Institutions are asked to furnish complete information to ensure that all participating institutions receive true averages in the published results of this Survey.

In the first column, please record the total number of individuals. In the next column, please record the full-time equivalence of the individuals in the first column based on the institutional definition of full-time equivalence.

**PLEASE NOTE:** Individuals reported in Section IV.A. should **not** be reported in Section IV.B.

Please see definitions below to determine the appropriate category to report instructors teaching less than a full-time load.

In the third column, please provide the total salary expenditure for all individuals included in the first column.

It is requested that institutions provide this dance instruction data by gender; however, institutions unable to do so should check the box marked “We are unable to provide data by gender and are providing combined data” and enter figures in the “Total Faculty” chart. It is important that the box be checked if salary figures are combined by gender. Should the box be marked, the institution will be able to report overall numbers, both male and female combined.

**PLEASE NOTE:** One full-time equivalent unit is equal to one employee who is deemed to be carrying a full load in dance with an institutionally agreed upon convention for converting numbers of specific employees to an equivalent number of full-time employees.

For further instructions, please see **Figure 4**.

In this Section, please include only those faculty/instructors who teach courses related to the degree programs at the institution. Do not include continuing education or preparatory department instructors unless they are teaching in the degree-granting program.

For the purposes of this Survey, three categories of faculty/instructors have been defined.

**i. WITH FACULTY STATUS**

Individuals who hold faculty rank and are considered faculty members by the institution, but who teach less than a full-time load as defined by the institution. They are employed on an ongoing basis to perform assigned duties for which the individual receives salaries and wages.

Faculty members with limited teaching loads due to sabbatical, early retirement programs, or who for any reason are not teaching a full-time load as defined by the institution, but still hold faculty status should be reported here. **These individuals should not be reported in Section IV.A.**

**ii. ADJUNCT FACULTY AND TEACHING ASSOCIATES**

Individuals without faculty rank who teach at the institution and are not graduate students. They serve in a temporary or auxiliary capacity.

iii. **GRADUATE TEACHING ASSISTANTS/ASSOCIATES**

Graduate students who teach at the institution.

**FIGURE 4.  
CALCULATING F.T.E.—DANCE FACULTY AND INSTRUCTIONAL STAFF**

The institution defines a full-time credit load as 15 semester credit hours per semester (or 30 credit semester credit hours per year). The institution has the following part-time faculty meeting the criteria to be reported as “Adjunct Faculty and Teaching Associates” with their annual course load indicated:

Faculty A – 12 credit hours per year  
Faculty B – 18 credit hours per year  
Faculty C – 8 credit hours per year  
Faculty D – 5 credit hours per year  
Faculty E – 22 credit hours per year

In total, these five individuals account for 65 total credit hours of instruction each year. To determine the full-time equivalency for these individuals, divide the total annual credit hours by one full-time annual load (in this case, 30 credit hours).

Total part-time load / one full-time load = Full-Time Equivalence  
 $65 \text{ credit hours} / 30 \text{ credit hours} = 2.17 \text{ F.T.E.}$

**Section IV.C. Dance Performance Faculty/Instructors Teaching Less Than a Full-Time Load (2023-2024 Data Only)**

Section IV.C. seeks additional, more specific information for performance faculty/instructors (applied dance teachers) who only teach performances classes (e.g., lessons, ensembles, etc.). Individuals who teach some performance classes in addition to non-performance classes should be included, but only for the performance classes.

Please note that Section IV.C. is an extension of Section IV.B. and, therefore, may necessarily duplicate information reported in that Section.

**Highest Degree Earned**

Record the number of individuals who have earned the highest degree indicated. The total of these degree areas should equal the total number of individuals entered.

**Length of Service at the Institution**

Record the number of individuals who have served continuously at the institution for the number of years indicated. The total of these length of service areas should equal the total number of individuals entered.

### Hourly Wages\*

Please provide the lowest, highest, and average individual hourly wages for a dance performance faculty member/instructor teaching less than a full-time load.

**PLEASE NOTE:** \*For the purposes of this Survey, “hourly” refers to clock hours. Please report part-time performance staff wages per clock hour.

*Though the majority of institutions use a semester/quarter credit-hour basis for the purpose of calculating performance faculty/instructor compensation, each institution has different methods of performing this calculation. By reporting hourly wages using clock hours, data may be compared on a consistent basis among institutions. For instructions on calculating clock hour wages, please see Figure 5. below.*

#### FIGURE 5. CALCULATING CLOCK HOUR WAGES

A performance faculty/instructor teaches individual lessons to five students in one semester. This represents five one-hour lessons each week of the semester. The total salary expenditure for this individual for the semester is \$3,500.

Assuming there are 14 weeks in the semester, this individual is compensated \$250 each week of the semester.

To calculate clock hour wages, divide the weekly compensation by the number of hours teaching lessons each week:

$$\begin{aligned} \text{Weekly compensation} / \text{studio hours per week} &= \text{clock hour wage} \\ \$250 \text{ per week} / 5 \text{ hours per week} &= \$50 \text{ per clock hour} \end{aligned}$$

In the case of an institution on a quarter credit hour system the same formula applies, but the calculation of weekly compensation should use the total compensation for a quarter divided by the total number of weeks in the quarter.

## SECTION V. DANCE ADMINISTRATIVE PERSONNEL AND PROCEDURES

### Section V.A. Dance Executives

For the purposes of this Survey, the “dance executive” is defined as the chief academic administrator of the dance unit. This may be the coordinator of the dance program, chair of the dance department, director of the school of dance, etc. In an independent school, this individual is the chief academic officer.

Information provided in Section V.A. must not be duplicated in Section IV.A.

For those institutions with multiple dance executives, multiple lines will be provided so that each may be reported individually and separately.

If the dance executive has teaching responsibilities, the workload should be expressed as an F.T.E. for that question.

**PLEASE NOTE:** For an example of how to calculate this F.T.E., please see **Figure 4**.

### Section V.B. Assistant or Associate Dance Executives

For the purposes of this Survey, the “assistant or associate dance executive” is defined as the assistant or associate chief academic administrator of the dance unit. This may be the assistant or associate coordinator of the dance program, assistant or associate chair of the dance department, assistant or associate director of the school of dance, etc. In an independent school, these individuals may be assistant or associate chief academic officers.

Should the institution not have an assistant or associate dance executive, please mark “No” to the question “Does your institution have an assistant or associate dance executive”.

Information provided in Section V.B. must not be duplicated in Section IV.A. Please ensure that all individuals are counted only once.

For those institutions with more than one assistant or associate dance executive, multiple lines will be provided in questions V.B.2.–7. for reporting each individual separately. Do not include clerical/secretarial/administrative staff in this category.

If the assistant or associate dance executive has teaching responsibilities, the workload should be expressed as an F.T.E. for that question.

**PLEASE NOTE:** For an example of how to calculate this F.T.E., please see **Figure 4**.



## Section V.C. Other Personnel Assignments

In each of the four categories, the user will be asked to supply the “F.T.E.”. The user is then asked to supply the total salary expenditure for that F.T.E. Full-time equivalence (F.T.E.) is a measure of how many full-time workloads (as defined by the institution) are represented by the total collective workload. Full-time equivalence for individuals in this Section should be based on a 40-hour work

**FIGURE 6.  
CALCULATING F.T.E.—ADMINISTRATIVE PERSONNEL**

Two full-time secretarial staff each work a 40-hour week. One part-time secretarial staff works a 15-hour week. One part-time secretarial staff works a 20-hour week. This represents a total of 115 hours of secretarial staff work each week. Dividing this total by one full-time workload (a 40-hour week) provides the secretarial full-time equivalence.

Total hours per week / one full-time workload = F.T.E.  
115 hours / 40 hours = 2.875 F.T.E.

week. For instructions on calculating F.T.E., please see Figure 6. below.

### 1. Secretarial/Clerical Assistance

Individuals included in this Section are those whose assignments typically are associated with clerical activities or are specifically of a secretarial nature and whose salary is included in the dance budget. This includes personnel who are responsible for internal and external communications; recording and retrieval of data (other than computer programmers); and/or information and other paperwork required in an office, such as bookkeepers, clerk-typists, office-machine operators, statistical clerks, and payroll clerks. It also includes salesclerks such as those employed full-time in the bookstore, and library clerks who are not recognized as librarians.

### 2. Library Staff

Individuals included in this Section are librarians whose work primarily deals with dance holdings. For the F.T.E., library staff should be reported regardless of budget source. For the total salary expenditure, only the portion of the salary that is included in the dance budget should be reported. The figures are mutually exclusive.

### 3. Technical Staff

Individuals included in this Section are those whose assignments require specialized knowledge or skills, which may be acquired through experience or academic work, and whose salaries are included in the dance budget.

### 4. Professional and Miscellaneous Staff

Individuals included in this Section are those not included in one of the above Sections or another Section of the HEADS Data Survey, but whose salaries are included in the dance budget.

## SECTION VI. DIRECT OR ALLOCATED EXPENDITURES AND INCOME

### Section VI.A. Specific Instructional, Operational, and Performance Budget

This Section seeks information on the budget of the dance unit for the fiscal year related to the 2023-2024 academic year. Please use the categories provided as appropriate. The line “All Other Expenses” should be used for those figures that do not fit into any categories listed.

It is important to include all budgeted expenses allocated for dance resources under the direct control of the dance unit in some section of the survey.

**PLEASE NOTE:** If budgeted expenses for a particular category are not under the direct control of the dance unit but are related to the operation of the dance unit, place a check in the N/I column and do not report the amount.

Do not report salary expenditures already reported in a previous Section.

Please round off all figures to the nearest dollar.

**Please note:** All fields must contain an entry. If a line item does not apply to the institution’s budget, the user should enter “0”.

### Section VI.B. Benefits

Please provide a total figure for benefits in 2023-2024 for all individuals recorded in Section IV. (faculty), and Section V. (administration) of this HEADS Data Survey form regardless of budget source. If an exact figure is not available, please estimate based on the benefits package at the institution. Benefits include, but are not limited to: FICA, health insurance, disability insurance, life insurance, retirement plans, etc., paid for by the institution.

### Section VI.C. Equipment and Building Budget

This Section seeks information on equipment and building expenses. Equipment expenses include those that are one-time purchases, not items that are paid for annually.

**PLEASE NOTE:** Only monies under the direct control of the dance unit should be entered in any category. If budgeted expenses for a particular category are not under the direct control of the dance unit but are related to the operation of the dance unit, place a check in the N/I column and do not report the amount.

**Please note:** All fields must contain an entry. If a line item does not apply to the institution’s budget, the user should enter “0”.

### Section VI.D. Specific Sources of Income/Endowment for the Dance Unit in 2022-2023

This Section seeks information on several specific types of income/endowment sources of the dance unit for the fiscal year related to the 2022-2023 academic year. Please use the categories provided as appropriate. Include only income/endowment during the fiscal year in question. For example, a three-year grant from a state arts agency would be recorded as including only that amount allocated in the 2022-2023 fiscal year.

**PLEASE NOTE:** It is not intended that the total income/endowment of the dance unit will be accounted for in this section; only income/endowment from categories listed in this section should be included.

The figures should include only income/endowment derived specifically for the dance unit.

**Please note:** All fields must contain an entry. If a line item does not apply to the institution’s budget, the user should enter “0”.

**Section VI.E. Total Endowment**

Provide the total endowment of the dance unit at the close of the 2022-2023 fiscal year that is restricted for use by the dance unit. Include endowment principal for items such as dance professorships, dance scholarships, dance library, dance operating funds, concert series, dance activities, and guest artists.

**Section VI.F. Tuition Remission for Graduate Students**

Enter the number of full- and part-time students receiving full tuition remission. Enter the dollar value of full- and part-time tuition remission.

**Please note:** All fields must contain an entry. If a line item does not apply, the user should enter “0”.

## SECTION VII. DEMOGRAPHIC SURVEY OF MASTER OF FINE ARTS AND DOCTORAL DEGREE STUDENTS

**PLEASE NOTE:** Only institutions granting Master of Fine Arts and/or Doctoral degrees should enter data into Section VII., although each institution must complete this Section. If the institution does not offer Master of Fine Arts and/or Doctoral degrees in dance, simply leave blank.

### Section VII.A. Master of Fine Arts Students Who Graduated in 2022-2023

For each major area, please indicate the number of students who graduated from Master of Fine Arts degree programs or equivalent between July 1, 2022 and June 30, 2023. Every student who graduated should be included.

### Section VII.B. Master of Fine Arts Students Who Did Not Graduate in 2022-2023

For each major area, please indicate the number of students who were enrolled in, but did not graduate from, a Master of Fine Arts degree program or equivalent between July 1, 2022 and June 30, 2023. This may include students who left the program during the academic year or those who did not yet have sufficient credits to graduate.

### Section VII.C. Doctoral Degree Students Who Graduated in 2022-2023

For each major area, please indicate the number of Doctoral degree students who graduated between July 1, 2022 and June 30, 2023. Every student who graduated from a Doctoral degree program should be included.

### Section VII.D. Doctoral Degree Students Who Did Not Graduate in 2022-2023

For each major area, please indicate the number of Doctoral degree students who did not graduate between July 1, 2022 and June 30, 2023. Every student who was enrolled in, but did not graduate from, a Doctoral degree program should be included. This may include students who left the program during the academic year or those who did not yet have sufficient credits to graduate.

## **ADDENDUM: ACTUAL INSTRUCTIONAL, OPERATIONAL, AND PERFORMANCE EXPENSES FOR 2022-2023**

This Section seeks information on the actual expenses of the dance unit for the fiscal year related to the 2022-2023 academic year. Please use the categories provided as appropriate. The line "All Other Expenses" should be used for those figures that do not fit into any categories listed.

It is important to include only expenses of the dance unit, and all actual expenses allocated for dance resources under the direct control of the dance unit.

**Please note:** All fields must contain an entry. If a line item does not apply to the institution's expenses, the user should enter "0".

**PLEASE NOTE:** *If actual expenses for a particular category were not under the direct control of the dance unit but were related to the operation of the dance unit, place a check in the N/I column and do not report the amount.*

*Do not report salary expenditures.*

*Please round off all figures to the nearest dollar.*