REPORTING CONCEPTS

The information asked for in this survey can be divided into three categories. The first category includes all the data elements that refer specifically to the reporting institution. These elements are referred to as "Institution-Specific".

The second category deals with the data elements that describe attributes of individual staff members. These elements, labelled "Individual-Specific", are more or less fixed in the sense that they will not likely change from survey year to survey year. Examples include permanent staff identification number, gender and year of birth. However, some of the elements in this category may occasionally require updating. For instance, credentials may need to be updated periodically as an individual attains further credentials.

The third category includes the data elements relating to each appointment/contract. These "Appointment/Contract Specific" elements make up the variable portion of an individual record since they will likely change each survey year. These data elements will therefore have to be updated every survey year.

The table on the following page lists all the data elements required for this survey and which category each belongs to.

ELEMENT	INSTITUTION-SPECIFIC	INDIVIDUAL-SPECIFIC	APPOINTMENT/ CONTRACT-SPECIFIC
Name of reporting institution	X		
Report start date	X		
Permanent staff identification number		X	
Gender		X	
Year of birth		X	
Years of teaching experience		X	
Major activity prior to appointment/contract		X	
Employment relationship		X	
Status of staff member		X	
Full-time/part-time designation		X	
Credentials		X	
Staff position			X
Salary			X
Type of program taught			X
Field of principal subject taught			X
Start date of each appointment/contract			X
End date of each appointment/contract			X
Full-time teaching equivalence			X