

## Faculty Availability by Discipline using IPEDS Data Center (Completions data)

- 1) First, go to the IPEDS Data Center, here: <https://nces.ed.gov/ipeds/use-the-data>

The screenshot shows the IPEDS Data Center homepage. At the top, there is a navigation bar with the NCES logo and a search box. Below the navigation bar, the main heading reads "IPEDS Integrated Postsecondary Education Data System". A secondary search bar is located below the heading. The main content area is titled "Use the Data" and includes a sub-heading "Access IPEDS data submitted to NCES through our data tools or download the data to conduct your research". Below this, there are six data tools listed with icons and brief descriptions: Data Explorer, IPEDS Survey Components, Data Trends, Look Up an Institution, Data Feedback Report, and Statistical Tables.

- 2) Scroll down to the option **Survey Data**. Click the drop-down “Select download option” and select “Custom data Files”. The **Custom Data Files** report builder opens in a new browser tab.



### Survey Data

Data are available starting with the 1980-81 collection year for the *Complete data files* and *Custom data files* functions, which zip the data into comma separated value (\*.csv). Beginning with the 2004-05 collection year, data for each collection year are compiled into an *Access database*.



Select download option
Access database
Complete data files ⓘ
Custom data files ⓘ

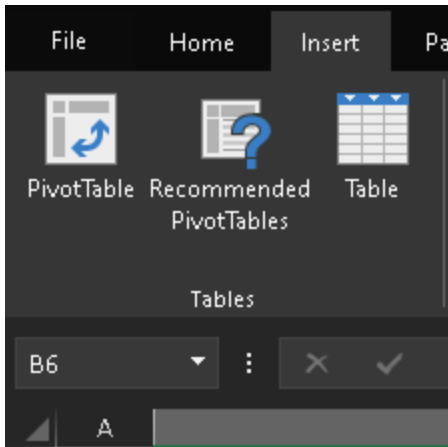
returning data user.

- 3) On the **Custom Data Files** page, go to the section titled “How would you like to select institutions to include in your data file/report?”. Hover over the “By Groups” option and select “EZ Group”. The **EZ Group** subpage will populate on this tab.

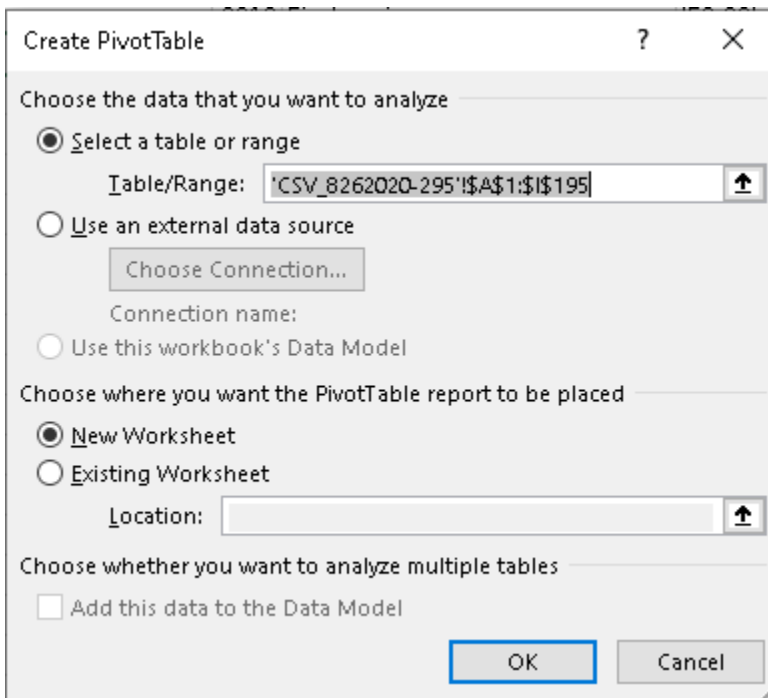
- 4) Under “**Data Collection: YYYY [change year]**”, select the year you wish to pull data for. If you want current data, then leave this selection as-is.
- 5) Go to the section titled “**Select**” and click the “All Institutions” checkbox.
- 6) Click the **Search** button immediately above the **Select** section. This will select all IPEDS institutions that reported in the selected year. You will be transferred to the “**My Institutions**” sub-page.
- 7) A new option will be available after one or more institutions are selected. Above the **My Institutions** section will be the sentence “When you have finished selecting institutions, ***CONTINUE*** to **Step 2 – Select Variables.**”. Click the word/button in the sentence titled **CONTINUE**. You will be moved to the **Select Variables** page.
- 8) You will need to choose a data source year or leave it at the default year value (the default is the most recent collection cycle). If the variable group “**Completions**” is not listed under the **Available Year(s)** selection, you will need to click/select a prior year, as the **Completions** report is not yet available for the selected year.
- 9) Click the plus sign (+) next to the **Completions** variable group to expand the selection. Click the plus sign (+) next to the “**Awards/degrees conferred by program (CIP), award level, race/ethnicity, and gender: July 1, 2018 to June 30, 2019**” to expand the selection again. This should automatically expand the necessary variable “**Completions, awards and degrees by 6-digit cipcode**”.
- 10) Under the sub-section “Select Qualifying Variables (Recommend)”, you will need to click and select each of the criteria (they are required selections).
  - a. First, click “First or Second Major”. Under the selections, check “First major” only, then click the **Save** button to return to variable selection.
  - b. If the option “CIP Code – 2010 Classification” is the only CIP Code option for the current year, click it to select the appropriate discipline code. If the option “CIP Code – 2020 Classification” is available for the current year instead, click it instead. The **CIP Code** popup box will appear.
    - i. Every U.S. Dept of Education-accredited institution reports their graduates’ degree awards in a count by academic discipline using the **Classification of Instructional Programs code**. To see a detailed listing of these programs, please see <https://nces.ed.gov/ipeds/cipcode/browse.aspx?y=56>
    - ii. There are three levels of aggregation for CIP codes: 2-, 4-, and 6-digits. Specificity of program increases with each level of digits. Further, counts of degrees become sparser with increasing specificity. If a discipline has too few degrees awarded to be of use, please select a different discipline or increase the aggregation level by decreasing the specificity (i.e., go from 6- to 4-digit CIP codes).
    - iii. Please note that SIUE has specific program disciplines that are assigned to faculty based on the program they were hired into. These disciplines can be found in the current SIUE fact book under the program inventory. Please find the pdf link on the left bar of the following web site: <https://www.siue.edu/inrs/>
  - c. You can expand any of the 2-digit and 4-digit disciplines in the **CIP Code** pop-up box by clicking the adjacent plus sign (+). Once you find a discipline you want to select, click the checkbox next to it. After you have selected all needed disciplines, click the **Save** button to close the pop-up and return to variable selection.
  - d. Lastly, you must select the “Award Level code” by clicking that option. You have a number of selections to choose from, and which you choose will vary by your discipline. If you are hiring

into the tenure track, please select degree levels that are appropriate for terminal degrees in your discipline.

- i. The majority of disciplines need PhDs or Doctor's degree – research/scholarship.
  - ii. Some disciplines should include other degrees, such as JDs, PharmDs, and DMDs using Doctor's degree – professional practice, or such as DNPs using Doctor's degree – other.
  - iii. Some disciplines will need to look at Master's degree recipients in candidates, as that is the terminal degree for fields such as Creative Writing or Art Therapy.
  - iv. In some cases, multiple degree levels may and should be selected if a discipline has multiple valid terminal degrees.
- e. Once the required options have at least 1 value selected, you can then move down to the subsection "Select from the List of Variables". Here you will find counts by gender, by race/ethnicity, by the intersection of gender and race/ethnicity, and by grand total for the given options. Select any and all that apply.
- i. **!!!NOTE!!!** Only the following race/ethnicity categories **are** used for the purposes of determining minority counts/totals: American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; Hispanic or Latino; and Two or more races. The following categories **are not** in consideration for determining minority counts/totals: White; Race/ethnicity unknown; Nonresident alien.
- 11) Now that you have selected your variables, go back up to the section above the variable and available years selection and click the **Continue** button. You will be moved to the Output/Summary screen.
- 12) On the Output Screen, you should see a summary of all selected variables. To the right of the screen for each variable section, there are four download options: **CSV; SAS; STATA;** and **SPSS**. Go ahead and click **CSV** for ease of use in Excel, or select a different option if you wish to use a different program. Regardless of format, the file will be downloaded in a .zip file.
- 13) Open the .zip file and open the .csv file contained within. Go ahead and save the file as another file on your computer, and change the save file type as to .xlsx. This will allow any analyses on the data to be saved later.
- 14) The data is currently in a disaggregated format. The data is the counts by gender/race/ethnicity category (column) by award level by CIP code by institution (row). The easiest way to manage this data and convert it into a useable format is to use a pivot table.
- a. With a cell in the dataset selected, go to the Ribbon and click the Insert tab. The leftmost group on this tab is "Tables", and the first option is "PivotTable". Go ahead and click this option. The PivotTable pop-up dialog box will appear.



- b. The default options should be sufficient, so click “OK” to create a pivot table on a new worksheet. The new sheet tab will be titled “Sheet#”, so go to the bottom of the excel window and click the new “Sheet#”.



- c. Left click the PivotTable box. The right pane will open to “PivotTable Fields”:

- d. In the fields list, left click and drag “[...] CIP Code – [...]” to the “Rows” box. Go back to the fields list. Left click and drag each “[...] total” field to the “Values” box. These will be converted into “Count of” or “Sum of” fields, which will then show up on the PivotTable as a value.
  - e. Make sure that all of the “Values” box fields are “Sum of” fields. If any are automatically coded as “Count of” or something else, you will need to left click the drop-down arrow on that field and select “Value Field Settings”. From there you can change the summarizing option to “Sum” and click “OK”.
  - f. A new field called “Values” will automatically populate the columns box when you add a second total variable to the “Values” box.
  - g. If you would prefer the horizontal axis be CIP codes and the totals be labeled on the vertical axis, move the CIP Code field to the “Columns” box and move the “Values” field to the “Rows” box. This will invert the rows/columns.
- 15) Observe the recorded values for each total category, and use this information to guide your recruitment of new faculty as desired.
- 16) **!!!NOTE!!!** Some disciplines report much more/fewer degrees awarded than others. If you believe that the counts you see are too small given your knowledge of the discipline, please return to the IPEDS Data Center and use a different or more aggregated discipline CIP code.