Administrative Appointments

General Information

The Administrative Appointments tab provides trend metrics and rosters related to most administrative positions and jobs as determined by Job Family. The following Job Families are excluded from all counts on this page:

- Adjunct Faculty
- Tenure Track Full Time Faculty
- Non Tenure Track Full Time Faculty
- Post Doctoral
- Student Stipend
- Additional Compensation

Data Sources

Data are sourced from PeopleSync and are built using the UDW+ Position Assignment subject area.

In addition, UDW+ has incorporated data converted from legacy HR systems; where available, data for positions, compensation plans, and activity pay in effect on or after 9/1/2009 are included.

Definitions

For all positions/jobs within remaining Job Families, counts are based on the number unique individuals in filled positions on the As Of Date selected. Unfilled positions are not counted.

Bands. For administrative employees, counts are grouped by NYU Bands using the following guide:

<table>
<thead>
<tr>
<th>Band</th>
<th>Role*</th>
</tr>
</thead>
<tbody>
<tr>
<td>56</td>
<td>Officer, Associate Provost, Dean, VP, SVP</td>
</tr>
<tr>
<td>55</td>
<td>Director, Senior Director, Assistant/Associate Vice President, Assistant/Associate Dean</td>
</tr>
<tr>
<td>54</td>
<td>Senior Administrative and Professional/First-Level Manager</td>
</tr>
<tr>
<td>53</td>
<td>Mid-Level Administrative and Professional/First-Level Manager</td>
</tr>
<tr>
<td>52</td>
<td>Entry to Experienced Administrative and Professional First-Level Supervisor</td>
</tr>
<tr>
<td>51</td>
<td>Senior Non-Exempt/Non-Union Positions</td>
</tr>
</tbody>
</table>

(NYU band descriptions are sourced from [http://www.nyu.edu/employees/career-development/nyu-bands.html](http://www.nyu.edu/employees/career-development/nyu-bands.html))

Administrative positions without associated Bands in PeopleSync and administrative positions with Abu Dhabi Bands are grouped into the “Other” category.

Dashboard Prompt Filters

The Administrative Appointments page is intended to be run with a minimal number of filters. A variety of filters are available to further refine counts by organization, job profile, and position attributes.

The following dashboard prompts are available for filtering results:

<table>
<thead>
<tr>
<th>Filter</th>
<th>Location</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>School/Division</td>
<td>main filters</td>
<td>Required field. The aggregation of PeopleSync supervisory organizations above Reporting Department in NYU's hierarchy. It allows for analysis at the school or administrative division level of the University.</td>
</tr>
<tr>
<td>Department</td>
<td>main filters</td>
<td>The aggregation of PeopleSync supervisory organizations at the lowest level of NYU's hierarchy, used for isolating information for analysis at the administrative or academic department level.</td>
</tr>
</tbody>
</table>
Supervisory Organization | main filters | The PeopleSync Supervisory Organization associated with each position and job. Position, job, and head counts are determined by counting all positions, jobs, and people within the selected Supervisory Organization, associated Departments, or associated School/Division.

As Of Date | main filters | Required field. Selecting an As Of Date will limit counts to position assignments in effect on that particular day.

Job Family Group | more search options | The highest-level grouping of Job Families and Job Profiles in PeopleSync.

Job Family | more search options | The grouping of Job Profiles in PeopleSync. As an added feature, this filter can be applied by clicking a hyperlinked Job Family value in the report “Counts by Job Family and Title.”

Worker Type | more search options | PeopleSync classification of employees (Regular, Fixed Term, Contractor, etc).

Time Type | more search options | Determination of Full Time or Part Time status for each position.

Primary Position | more search options | Check ‘Y’ to limit counts to primary positions/jobs as identified in PeopleSync. Note: many headcount reports in PeopleSync are limited to counting employees in their primary position/job only.

The graph displays unique individual counts by Job Family, NYU Band, and Gender. Pie graphs display gender ratios by Job Family and NYU Band. Roll over each pie segment to view counts. To the right, a table displays the corresponding counts by Job Family and NYU Band.

**Security Notes:**

- Users without data access to Bio/Demo attributes will see only total counts, undifferentiated by gender. A message will display notifying a user of this access limitation.
- Users without data access to Compensation attributes will be unable to view this metric. NYU Bands are restricted to users with Compensation data access.
- See About this Dashboard: Security for additional security restrictions.

**Administrative Appointments Roster**

Check the box labelled, “View Administrative Appointments Roster” to display the list of administrative assignments comprising the counts on the page. Assignments are grouped by Reporting Department, and basic detail about each position is displayed. Drill from the hyperlinked Campus Id to view the full Employee History.