

HIGHER EDUCATION ARTS DATA SERVICES

National Association of Schools of Music

Data Survey Instructions

2024-2025

Higher Education Arts Data Services

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[Higher Education Arts Data Services](#)

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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 *NASM 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.**

A log in account is not required to access the survey, just the survey link from the invitation. Institutional representatives may share the survey link with those that will help enter data into the system.

No more than one user should access the survey at the same time. Because the survey is now one file, more than one user in the survey at the same time will cause the system to fail to save data.

Please note: the survey has now returned to one survey, as opposed to several separate, smaller survey sections. As such, it is no longer possible to limit access to only parts of the survey. Those that have access to the survey link will have access to the whole survey.

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.

Moving Within the Survey

The survey contains both left and right pointing arrows. Users may use these arrows to move back and forth amongst the survey sections.

Users may utilize the table of contents in order to move within the survey from one section to another without having to go in order. A section must be completed before the table of contents will allow the user to move to another section.

GENERAL INFORMATION

The HEADS Data Survey seeks data about aspects of the music program at the institution. Composite and comparative data in the form of navigable dashboards will be made available by HEADS to allow music units to compare themselves with all participants or music 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 2024-2025 HEADS Data Survey covers the 2024-2025 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 by institution 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 music, 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 **music** 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 **music** 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 **music** in which any curricular requirements are fulfilled through distance learning mechanisms.

SECTION II. MUSIC ENROLLMENT

In Section II., provide the actual number (non-duplicated headcount) of music major students only who are enrolled in or have graduated from music 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 music majors enrolled in Summer 2024 and Fall 2024, respectively.

A “music major” is defined as: 1) a full-time student declared as a music major; 2) a currently enrolled part-time student declared as a music major; or 3) a currently enrolled student studying applied music, 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 music during the period July 1, 2023–June 30, 2024. For non-degree programs, in the third column, record the number of students completing the program during the period July 1, 2023–June 30, 2024.

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 music 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 on this page.

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 on this page.

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 on this page.

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 on this page.

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 on this page.

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 II.G. Baccalaureate Music Major Enrollment by Instrument

This Section seeks additional, more specific information pertaining to baccalaureate music majors. It is an extension of Section II.B. and E. and, therefore, may necessarily duplicate information reported in those Sections. For each instrumental category, please indicate the number of students enrolled.

PLEASE NOTE: The total number of students entered in Section II.G. should be identical to the total number of students entered in Section II.B. and E.1.

Section II.H. Grand Total Enrollments

This section will auto fill from the data entered in the previous Sections II.A.-E. Should a total not be correct, the user must return to the previous sections and correct the enrollment numbers there.

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 music courses by all non-music 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 music unit offers the following six courses to non-majors:

Fall Semester

Course A: 1 credit – 20 non-music major students enrolled

Course B: 2 credits – 25 non-music major students enrolled

Course C: 3 credits – 30 non-music major students enrolled

Spring Semester

Course D: 1 credit – 15 non-music major students enrolled (projected)

Course E: 2 credits – 20 non-music major students enrolled (projected)

Course F: 3 credits – 35 non-music 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

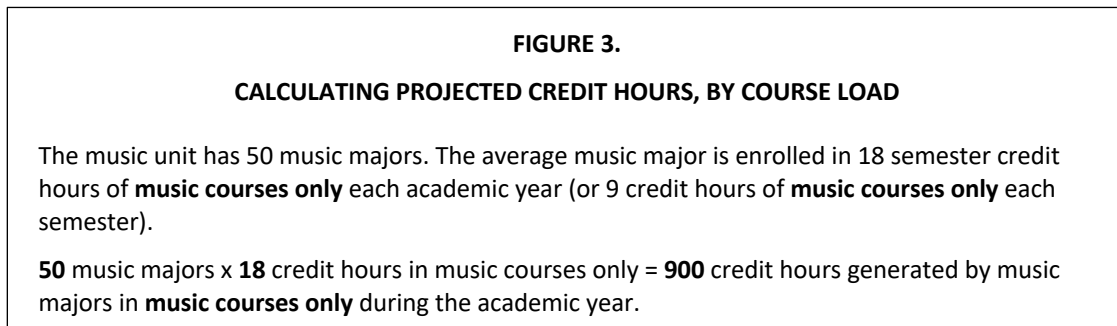
Course E: 2 credits x 20 students = 40 credit hours

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-music majors in music 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 music courses by music 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 music major enrollment in music courses. Another way to make this projection is by calculating the average load of music courses taken by music majors and multiplying that by the total number of music 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 music unit in any way. An approximation of this figure may be used if exact figures are not available.

SECTION IV. MUSIC 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. Music Faculty Teaching a Full-Time Load

Male (2024-2025 Data Only)

Female (2024-2025 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 music. 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 music executives in this chart. **Section V.** requests specific data for music 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 2024-2025

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 2024-2025 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.

PLEASE NOTE: Actual salary figures are requested in the third column. General salary ranges for music 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.

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. Music Faculty/Instructors Teaching Less Than a Full-Time Load (2024-2025 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.

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 music 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 music 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.—MUSIC 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).

Ethnic Breakdown of Music Faculty/Instructors Teaching Less Than 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.C. Music Performance Faculty/Instructors Teaching Less Than a Full-Time Load (2024-2025 Data Only)

Section IV.C. seeks additional, more specific information for performance faculty/instructors (applied music 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 music 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:

Weekly compensation / studio hours per week = clock hour wage

\$250 per week / 5 hours per week = \$50 per clock hour

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. MUSIC ADMINISTRATIVE PERSONNEL AND PROCEDURES

Section V.A. Music Executives

For the purposes of this Survey, the “music executive” is defined as the chief academic administrator of the music unit. This may be the coordinator of the music program, chair of the music department, director of the school of music, 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 music executives, multiple lines will be provided so that each may be reported individually and separately.

If the music 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 Music Executives

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

Should the institution not have an assistant or associate music executive, please mark “No” to the question “Does your institution have an assistant or associate music 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 music 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 music 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 week. For instructions on calculating F.T.E., please see Figure 6. below.

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.

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 music 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 music 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 music 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 music 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 music budget.

Ethnic Breakdown of Other Personnel

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

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 music unit for the fiscal year related to the 2024-2025 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 music resources under the direct control of the music unit in some sections of the survey.

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”.

PLEASE NOTE: If budgeted expenses for a particular category are not under the direct control of the music unit but are related to the operation of the music 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.

Section VI.B. Benefits

Please provide a total figure for benefits in 2024-2025 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: All fields must contain an entry. If a line item does not apply to the institution’s budget, the user should enter “0”.

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

Section VI.D. Specific Sources of Income/Endowment for the Music Unit in 2023-2024

This Section seeks information on several specific types of income/endowment sources of the music unit for the fiscal year related to the 2023-2024 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

PLEASE NOTE: It is not intended that the total income/ endowment of the music 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 music unit.

from a state arts agency would be recorded as including only that amount allocated in the 2023-2024 fiscal year.

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 music unit at the close of the 2023-2024 fiscal year that is restricted for use by the music unit. Include endowment principal for items such as music professorships, music scholarships, music library, music operating funds, concert series, music 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 DOCTORAL DEGREE STUDENTS

PLEASE NOTE: Only institutions granting Doctoral degrees should enter data into Section VII., although each institution must complete this Section. If the institution does not offer a Doctoral degree in music, simply leave blank.

Section VII.A. Doctoral Degree Students Who Graduated in 2023-2024

For each major area, please indicate the number of Doctoral degree students who graduated between July 1, 2023 and June 30, 2024. Every student who graduated from a Doctoral degree program should be included.

Section VII.B. Doctoral Degree Students Who Did Not Graduate in 2023-2024

For each major area, please indicate the number of Doctoral degree students who did not graduate between July 1, 2023 and June 30, 2024. 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 2023-2024

This Section seeks information on the actual expenses of the music 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 only expenses of the music unit, and all actual expenses allocated for music resources under the direct control of the music 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 music unit but were related to the operation of the music 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.