HEADS I: Completing and Submitting the HEADS Data Survey

Nora R. Hamme
NAST National Office
Higher Education Arts Data Services (HEADS) Project

• Established in 1982

• Joint effort NASD, NASAD, NASM, NAST
  - 1,249 institutions participated in 2019-20
  - 186 in Theatre

• Became Web-based app in 2004
HEADS Data Survey

• Collects institutional and program data

• Data Summaries released the following Spring

• Self-Study (3 years for Member Institutions, 1 for Original Applicants)

• Option of ordering Special Reports
HEADS Data Survey

• Timeline
  - Launch email reminder sent to representatives each November
  - Open November 1 to January 31

• Online Access
  - Notice of Intention to Apply
  - New Representative
  - HEADS log in credentials not usable on NAST website and vice-versa

• Non-Degree Granting Institutions sent specific survey
ANNUAL REPORTING REQUIREMENTS

All accredited institutional members of NAST must participate in annual reporting requirements to maintain their accreditation status. Please click the appropriate box for further information. Due dates for each annual report may also be found on the Calendar.

- HEADS Data Survey: Due January 31
- Accreditation Audit: Due July 1
- Affirmation Statement: Due July 1
- Supplemental Annual Report: Due October 15
HEADS DATA SURVEY

DUE ANNUALLY BY JANUARY 31

The Higher Education Arts Data Services (HEADS) Data Survey requests statistical information regarding theatre program operations and achievements. This report is required annually of all NAST accredited postsecondary institutions. In addition, HEADS data is a required component of each Self-Study document prepared for NAST reviews for accredited institutional Membership and renewal of Membership.

HEADS Data Surveys are launched each year on November 1 and due by January 31.
The Higher Education Arts Data Services (HEADS) project is a joint effort of the National Association of Schools of Music, the National Association of Schools of Art and Design, the National Association of Schools of Theatre, and the National Association of Schools of Dance. The HEADS Project is designed to provide comprehensive management data on the arts in higher education.

The HEADS project, officially established in 1982, is a statistics system that gathers and compiles data from member and non-member institutions. Compiled data is published annually by discipline in the form of HEADS Data Summaries.

Participation in the project is mandatory for institutional members of the National Association of Schools of Art and Design, National Association of Schools of Dance, National Association of Schools of Music, and National Association of Schools of Theatre.

Special reports may be requested for the purpose of comparing one's own institution to a selected group of participating peer institutions.

For further information, please visit the HEADS website.

Click here to pay a HEADS invoice.
The Higher Education Arts Data Services (HEADS) Project is a joint effort of the National Association of Schools of Music, the National Association of Schools of Art and Design, the National Association of Schools of Theatre, and the National Association of Schools of Dance. The HEADS Project is designed to provide comprehensive management data on the arts in higher education.

The HEADS Project, officially established in 1982, is a statistics system that compiles and reports data from member and non-member institutions. Compiled data is published annually in the form of HEADS Data Summaries. Participation in the project is mandatory for institutional members of the National Association of Schools of Music, the National Association of Schools of Art and Design, the National Association of Schools of Theatre, and the National Association of Schools of Dance.

**HEADS Data Surveys**

The Data Survey form for degree-granting units requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and so forth.

**The 2020-2021 HEADS Data Survey is now open to submission.** Previous years’ data surveys can be accessed through the link above. Please note that data entered now for this and previous surveys will not be included in the Data Summaries.

**HEADS Data Summaries**

Compilations of composite HEADS Survey data from degree-granting music, art/design, theatre and dance programs in higher education are available in the form of Data Summaries. Data Summaries provide statistics on enrollment, faculty numbers and salaries, administrative process, budget, presentation information, and a series of ratios providing comparisons in two or more of these areas.

**2019-2020 Data Summaries are now available.** Accredited member institutions that participated in the 2019-2020 HEADS Data Survey may access the entire set of Data Summaries, or any portion thereof, by clicking the link above and signing in.

**HEADS Special Reports**

Special reports are existing charts from the HEADS Data Summaries run for a specified group of participants. This service offers the executive the ability to compare his or her own institution to a selected group of peer institutions.

**Special Reports are currently available.** Please click the link above for more information.

This Web site is intended to provide general assistance regarding the operation of the HEADS project. Requests for further information may be directed to the National Office Staff. HEADS accepts no responsibility for the content of any information or Web site attached to this site.
HEADS Data Surveys

Overview

The HEADS Data Survey requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and the like.

Logging-in

Institutional Representatives receive an e-mail each year regarding access to the HEADS Data Survey when it opens. Participants are assigned a user name and password for their HEADS discipline (music, art/design, theatre, dance). If participants have created a login account for a previous year, that information will remain active for future years. Login accounts for separate disciplines must be set up individually (i.e., a separate account must be set up for music, art/design, theatre, dance).

Please note that the Associations also have a separate login account to access their Web Sites. These login accounts will not provide access the HEADS Web Site. Please make sure the appropriate user name and password are used when logging into the site.

If you have lost your login information, please click the "Forget your user name or password?" link below.

Please select the survey you wish to complete:
- Music
- Art/Design
- Theatre
- Dance

Web Browser Requirements

The recommended browsers are the most recent versions of Internet Explorer, Mozilla FireFox, Safari, and Chrome. Older browsers may not allow appropriate operation of the site. Please ensure that cookies and scripting and enabled in the Web browser.
HEADS Data Surveys

Overview

The HEADS Data Survey requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and the like.

Logging-in

Note: HEADS Login is different from NAST website credentials.

Institutional Representatives receive an e-mail each year regarding access to the HEADS Data Survey when it opens. Participants are assigned a user name and password for their HEADS discipline (music, art/design, theatre, dance). If participants have created a login account for a previous year, that information will remain active for future years. Login accounts for separate disciplines must be set up individually (i.e., a separate account must be set up for music, art/design, theatre, dance).

Please note that the Associations also have a separate login account to access their Web Sites. These login accounts will not provide access the HEADS Web Site. Please make sure the appropriate user name and password are used when logging into the site.

If you have lost your login information, please click the "Forget your user name or password?" link below.

Login

User Name: 
Password: 
Please note that the password is case-sensitive.

Login

Forget your user name or password?

Web Browser Requirements

The recommended browsers are the most recent versions of Internet Explorer, Mozilla FireFox, and Safari. Older browsers may not allow appropriate operation of the site. Please ensure that cookies and scripting and enabled in the Web browser.
Welcome to the home of the HEADS Data Surveys. Please select your survey from the list below.

Enter the 2020-2021 HEADS Data Survey

The 2020-2021 HEADS Data Survey is now open. Collection will close on Sunday, January 31, 2021.

Enter the 2019-2020 HEADS Data Survey

Enter the 2018-2019 HEADS Data Survey

Enter the 2017-2018 HEADS Data Survey
Welcome to the home of the HEADS Data Surveys. Please select your survey from the list below.

Enter the 2020-2021 HEADS Data Survey

The 2020-2021 HEADS Data Survey is now open. Collection will close on Sunday, January 31, 2021.

Enter the 2019-2020 HEADS Data Survey

Enter the 2018-2019 HEADS Data Survey

Enter the 2017-2018 HEADS Data Survey
Assign Other Data Reporters (Optional)

1. Please select the person whom you would like to assign as a data reporter for your institution and proceed to step 2. If the person you want to assign is not listed, please click the Add New button to add them to the list before selecting them.

Please note that you, the Institutional Representative, have full access to the HEADS system using the links above and should NOT appear in this list.

- Paul Florek [Edit] [Remove]

2. Please select the survey pages which this person will be able to access and click the Assign Data Reporter button below:

- General Information
- Section I: General Institutional Information
- Section II: Theatre Enrollment
  - Associate Degrees
  - Baccalaureate Degrees
  - Master of Arts or Master of Science Degree Programs in Theatre
  - Terminal Graduate Degree Programs
  - Non-Degree Programs
  - Grand Total Theatre Major Enrollment
  - Ethnic Breakdown of Students
- Section III: Total Instructional Service
- Section IV: Theatre Faculty and Instructional Staff
  - Theatre Faculty Teaching a Full-Time Load
  - Theatre Faculty/Instructors Teaching Less Than a Full-Time Load
An email will be sent with instructions for the assigned individual.
Welcome to the home of the HEADS Data Surveys. Please select your survey from the list below.

Enter the 2020-2021 HEADS Data Survey
The 2020-2021 HEADS Data Survey is now open. Collection will close on Sunday, January 31, 2021.

Enter the 2019-2020 HEADS Data Survey

Enter the 2018-2019 HEADS Data Survey

Enter the 2017-2018 HEADS Data Survey
Entering HEADS Data

• May enter data in any order, except for Section II: Grand Total Theatre Enrollment (System Check)

• System expects a range of values

• Estimate only if data cannot be obtained

• Confidential: Data only released in aggregate through summaries and Special Reports
Welcome to the 2020-2021 HEADS Data Survey. Nora's Test IR #1. The Annual Report Form requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and the like.

Below is the status of your participation. Please note that your survey session will timeout after 30 minutes of inactivity. If you are not an Institutional Representative, please note that you may not have access to all the survey pages. Please contact your Institutional Representative if you would like to request access.

General Information

Section I: General Institutional Information

Section II: Theatre Enrollment

Associate Degrees
Baccalaureate Degrees
Master of Arts or Master of Science Degree Programs in Theatre
Terminal Graduate Degree Programs
Non-Degree Programs
Grand Total Theatre Major Enrollment
Ethnic Breakdown of Students

Section III: Total Instructional Service

Section IV: Theatre Faculty and Instructional Staff

Theatre Faculty Teaching a Full-Time Load
Theatre Faculty/Instructors Teaching Less Than a Full-Time Load

Section V: Theatre Administrative Personnel and Procedures

Theatre Executives
Assistant or Associate Theatre Executives
Other Personnel Assignments
### GENERAL INFORMATION

For more information about completing this section, please [click here](https://example.com).

**Name of Theatre Executive/Representative to NAST**
- Nora's Test IR #1

**Title of Theatre Executive/Representative to NAST**
- 

**Name of Institution** (please do not abbreviate)
- Nora's NAST University

**Name of Unit** (please use full designation)
- 11250 Roger Bacon Drive
  - Suite 21

**Street Address and/or P.O. Box**
- 

**City**
- Reston

**State**
- Virginia

**Zip Code**
- 20190

**Telephone**
- 410-555-5000
- ext. [blank]

**Facsimile**
- 410-555-5001

**E-Mail**
- test5@theatreuniv.edu

### CONFIDENTIALITY

Individual institutional financial information provided in the HEADS Data Survey is held in confident by HEADS. HEADS will release non-institution specific financial data in the aggregate and subsets of the aggregate through HEADS Data Summaries and HEADS Special Reports. Information pertaining to a specific institution should be sought from the institution directly.
2020-2021 HEADS Data Survey

GENERAL INFORMATION

Please correct the following:

- Please enter an answer for: Title of Theatre Executive/Representative to NAST
- Please enter an answer for: Name of Unit (please use full designation)
- Please enter an answer for: Street Address and/or P.O. Box

For more information about completing this section, please click here.

Name of Theatre Executive/Representative to NAST: Nora's Test IR #1
Title of Theatre Executive/Representative to NAST: 
Name of Institution (please do not abbreviate): Nora's NAST University!
Name of Unit (please use full designation): 
Street Address and/or P.O. Box: 
City: Reston
State: Virginia
Zip Code: 
Telephone: ext.
Facsimile: 
E-Mail: test5@theatreuniv.edu

CONFIDENTIALITY

Individual institutional financial information provided in the HEADS Data Survey is held in confident by HEADS. HEADS will release non-institution specific financial data in the aggregate and subsets of the aggregate through HEADS Data Summaries and HEADS Special Reports. Information pertaining to a specific institution should be sought from the institution directly.
2020-2021 HEADS Data Survey

Welcome to the 2020-2021 HEADS Data Survey, Nora's Test IR #1. The Annual Report Form requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and the like.

Below is the status of your participation. Please note that your survey session will timeout after 30 minutes of inactivity. If you are not an Institutional Representative, please note that you may not have access to all the survey pages. Please contact your Institutional Representative if you would like to request access.

**General Information**

**Section I: General Institutional Information**

**Section II: Theatre Enrollment**

- Associate Degrees
- Baccalaureate Degrees
- Master of Arts or Master of Science Degree Programs in Theatre
- Terminal Graduate Degree Programs
- Non-Degree Programs
- Grand Total Theatre Major Enrollment
- Ethnic Breakdown of Students

**Section III: Total Instructional Service**

**Section IV: Theatre Faculty and Instructional Staff**

- Theatre Faculty Teaching a Full-Time Load
- Theatre Faculty/Instructors Teaching Less Than a Full-Time Load
<table>
<thead>
<tr>
<th><strong>Name of Theatre Executive/Representative to NAST</strong></th>
<th>Nora's Test IR #1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of Theatre Executive/Representative to NAST</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name of Institution (please do not abbreviate)</strong></td>
<td>Nora's NAST University1</td>
</tr>
<tr>
<td><strong>Name of Unit (please use full designation)</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Street Address and/or P.O. Box</strong></td>
<td></td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Reston</td>
</tr>
<tr>
<td><strong>State</strong></td>
<td>Virginia</td>
</tr>
<tr>
<td><strong>Zip Code</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Telephone</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Facsimile</strong></td>
<td></td>
</tr>
<tr>
<td><strong>E-Mail</strong></td>
<td></td>
</tr>
<tr>
<td><strong>CONFIDENTIAL</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Individual institution reports</strong></td>
<td></td>
</tr>
</tbody>
</table>

- Please save frequently
- 30 minutes of inactivity causes a session time out
- Information is saved automatically prior to time out
Welcome to the 2020-2021 HEADS Data Survey, Nora's Test IR #1. The Annual Report Form requests statistical information on a number of areas including enrollment, degrees offered, operational budgets, faculty salaries, ethnic breakdown of faculty and students, and the like.

Below is the status of your participation. Please note that your survey session will timeout after 30 minutes of inactivity. If you are not an Institutional Representative, please note that you may not have access to all the survey pages. Please contact your Institutional Representative if you would like to request access.

**General Information**

**Section I: General Institutional Information**

**Section II: Theatre Enrollment**
- Associate Degrees
- Baccalaureate Degrees
- Master of Arts or Master of Science Degree Programs in Theatre
- Terminal Graduate Degree Programs
- Non-Degree Programs
- Grand Total Theatre Major Enrollment
- Ethnic Breakdown of Students

**Section III: Total Instructional Service**

**Section IV: Theatre Faculty and Instructional Staff**
- Theatre Faculty Teaching a Full-Time Load
- Theatre Faculty/Instructors Teaching Less Than a Full-Time Load
Section by Section Overview
Section I
General Institutional Information
Enter Section I. information - applicable institution wide unless indicated
4. What is the highest program level offered IN ANY UNIT at your institution? (Please check only one.)
   - a. Associate Degree
   - b. Baccalaureate Degree
   - c. Master's Degree (non-MFA)
   - d. Master of Fine Arts Degree
   - e. Doctoral Degree

5. Is your institution an accredited institutional member of NAST? (Please check only one.)
   - a. Member
   - b. Non-Member

6. Is your institution involved with either of the following during the 2020-2021 academic year? (Check all that apply. If your institution is not involved with either, please leave blank.)
   - a. Building a new theatre facility
   - b. Renovating the theatre facility

7. Does your institution offer any programs IN THEATRE in which more than forty percent (40%) of the curricular requirements are fulfilled through distance learning mechanisms?
   - Yes
   - No
Section II
Theatre Enrollments
Section II Enrollment

Section II.A Associate Degrees

Section II.B Baccalaureate Degrees

Section II.C Initial Graduate Degree Programs

Section II.D Terminal Graduate Degree Programs

Section II.E Non-degree Programs
A theatre major is defined as:
a) a full-time student declared as a theatre major,
b) a currently enrolled part-time student declared as a theatre major, or

c) a currently enrolled student participating in the academic and theatre courses prerequisite to future declaration of a theatre major.
If students have double majors or similar arrangements, either:

1) enter them in only one category based on your judgement, or
2) enter them in the “Other” category.

Do not enter any student twice.
Section II.F
Grand Total Theatre Major Enrollment
The grand total enrollment figures are derived by adding answers from II.A., B., C., D., and E. This is an automatically populating field that pulls data from other sections. If data is not accurate, figures must be adjusted in previous sections.
Section II.G
Ethnic Breakdown of Students
• Usually self-reported by students

• Opted out students may be categorized as “Other/Unknown”

• Students who are not required to report (ex. International students), “Other/Unknown”

• Total number of students should match grand total

• Each degree type row must match earlier corresponding sections
Section III
Total Instructional Service
Section III: TOTAL INSTRUCTIONAL SERVICE (IN QUARTER OR SEMESTER CREDIT HOURS)

For more information about completing this section, please click here.

A. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by non-theatre major students?

(a) Quarter Hours OR (b) Semester Hours

B. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by theatre major students?

(a) Quarter Hours OR (b) Semester Hours

C. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer).

(a) Quarter Hours OR (b) Semester Hours

D. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by students?

(a) Quarter Hours OR (b) Semester Hours

- Institution’s Registrar may have this information
- For the purposes of this section of the survey, an academic year should include all instructional periods except summer
- Reminder: these are projections based on the Fall 2020 semester
20 non-theatre majors x 2 credit course = 40 credit hours
Section III: TOTAL INSTRUCTIONAL SERVICE (IN QUARTER OR SEMESTER CREDIT HOURS)

For more information about completing this section, please click here.

A. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by non-theatre major students?

(a) Quarter Hours __________
(b) Semester Hours ________ 40

B. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by theatre major students?

(a) Quarter Hours __________
(b) Semester Hours __________

C. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer).

(a) Quarter Hours __________
(b) Semester Hours ________ 40

D. What is the projected number of students (nonduplicated headcount) involved in any curricular aspect of the theatre unit during the 2020-2021 academic year (excluding summer)?

_________ students
100 theatre majors x
18 credits in theatre (9 per term) =
1,800 credit hours
Section III: TOTAL INSTRUCTIONAL SERVICE (IN QUARTER OR SEMESTER CREDIT HOURS)

For more information about completing this section, please click here.

A. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by non-theatre major students?

(b) 40

B. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer) by theatre major students?

(b) 1800

C. What is the projected total number of quarter credit hours OR semester credit hours generated in theatre courses offered during the 2020-2021 academic year (excluding summer).

(b) 1840

D. What is the projected number of students (nonduplicated headcount) involved in any curricular aspect of the theatre unit during the 2020-2021 academic year (excluding summer)?

students
Check occurs with information entered in II.A-F. - In this example, 50 theatre majors were entered in II.B. System check tells us that 1800 semester hours for 50 student (9-27 credit hours possible per year per student) is not within the range of entry.

System check will also ensure necessary answers are input.
Section IV
Theatre Faculty and Instructional Staff
Section IV.A
Theatre Faculty Teaching a Full-Time Load
Note that actual salary figures are requested in columns (k) and (l).

Salary information is released by HEADS only in aggregate or subsets of the aggregate.

Do not include individuals who are not teaching a full-time load in theatre, including those on sabbatical, or those in early retirement programs and therefore not teaching full-time and/or not receiving a full-time salary. (See Section IV.B.)

Please do not include salary or other data regarding theatre executives in this chart. (see Section V)

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.

<table>
<thead>
<tr>
<th>Highest Degree Earned</th>
<th>Length of Service in Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total Number</td>
</tr>
<tr>
<td></td>
<td>(a)</td>
</tr>
<tr>
<td>Full Professors</td>
<td></td>
</tr>
<tr>
<td>Associate Professors</td>
<td></td>
</tr>
<tr>
<td>Assistant Professors</td>
<td></td>
</tr>
</tbody>
</table>

LOWEST Individual Salary (k)

HIGHEST Individual Salary (l)

TOTAL Salary Expenditure (m)

Number with Tenure (n)
3. Ethnic Breakdown of Theatre Faculty Teaching a Full-Time Load

<table>
<thead>
<tr>
<th></th>
<th>Black/African-American</th>
<th>American Indian/Alaska Native</th>
<th>Asian</th>
<th>Hispanic (of any race)</th>
<th>Native Hawaiian/Pacific Islander</th>
<th>White</th>
<th>Other/Ethnicity Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Full Professors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Associate Professors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistant Professors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instructors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lecturers</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unranked</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Visiting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• Same approach as ethnic breakdown for students
Section IV.B
Theatre Faculty and Instructors
Teaching Less than a Full-Time Load
Please do not report individuals reported in previous section.
Please note following slides for FTE calculation.
<table>
<thead>
<tr>
<th>Faculty</th>
<th>Credit/Load Hours per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty A</td>
<td>6</td>
</tr>
<tr>
<td>Faculty B</td>
<td>13</td>
</tr>
<tr>
<td>Faculty C</td>
<td>8</td>
</tr>
<tr>
<td>Faculty D</td>
<td>5</td>
</tr>
<tr>
<td>Faculty E</td>
<td>20</td>
</tr>
</tbody>
</table>

52 total credit/load hours
52 total credit/load hours

\[
\frac{52}{24} = 2.17 \text{ FTE}
\]

24 credit/load hours (FT load)

One FTE load is equal to one employee who is deemed to be carrying a full load in accordance with an institutionally agreed upon convention.
Section IV: THEATRE FACULTY AND INSTRUCTIONAL STAFF

B. THEATRE FACULTY/INSTRUCTORS TEACHING LESS THAN A FULL-TIME LOAD

For more information about completing this section, please click here.

1. Male (2020-2021 Data Only)

Check here, if appropriate: □ We are unable to provide faculty data by gender and are providing combined faculty data. This is recorded in the "Part-Time Faculty: Male" chart only.

<table>
<thead>
<tr>
<th>(a) Actual Number of Individuals</th>
<th>(b) Full-Time Faculty Equivalence</th>
<th>(c) Total Salaries</th>
</tr>
</thead>
<tbody>
<tr>
<td>i. With Faculty Status</td>
<td>5</td>
<td>2.17</td>
</tr>
<tr>
<td>ii. Adjunct Faculty and Teaching Associates</td>
<td></td>
<td></td>
</tr>
<tr>
<td>iii. Graduate Teaching Assistants/Associates</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Section V
Theatre Administrative Personnel and Procedures
Section V.A
Theatre Executive
Section V: THEATRE ADMINISTRATIVE PERSONNEL AND PROCEDURES

A. THEATRE EXECUTIVES

For more information about completing this section, please click here.

*Information provided in Section V.A. must not be duplicated in Section IV.A.1. or IV.A.2. of "Theatre Faculty and Instructional Staff."

1. Is the theatre executive appointed by the administration/Board of Trustees?

<table>
<thead>
<tr>
<th></th>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Is the theatre executive elected by faculty?

<table>
<thead>
<tr>
<th></th>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

3. Is the theatre executive subject to formal review by faculty?

<table>
<thead>
<tr>
<th></th>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>No</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yes</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

• For the purposes of this survey, the “theatre executive” is defined as the chief academic administrator of the theatre unit.

• Columns provided for cases of multiple theatre executives.
5. What percentage (estimates) of the theatre executive's time is assigned to the following duties? (Percentages must total 100%. The figure is not assigned F.T.E., but actual time spent.)

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Teaching</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>b. Research/Creative Activities</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>c. Administrative Matters</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>d. Service to professional organizations and community</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>e. Fundraising</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
<tr>
<td>TOTAL (Must Equal 100%)</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
<td>%</td>
</tr>
</tbody>
</table>

6. What is the theatre executive’s title?

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
</table>

7. What is the theatre executive’s salary for 2020-2021? (exclusive of benefits)

<table>
<thead>
<tr>
<th>(a) $</th>
<th>(b) $</th>
<th>(c) $</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d) $</td>
<td>(e) $</td>
<td>(f) $</td>
</tr>
</tbody>
</table>

8. Upon how many months is the theatre executive’s salary based?

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
<th>(d)</th>
<th>(e)</th>
<th>(f)</th>
</tr>
</thead>
<tbody>
<tr>
<td>9 or 10</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11 or 12</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. What is the gender of the theatre executive?

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td></td>
</tr>
<tr>
<td>Female</td>
<td></td>
</tr>
</tbody>
</table>

10. Please enter the theatre executive’s teaching load in full-time equivalence:

<table>
<thead>
<tr>
<th>(a)</th>
<th>(b)</th>
<th>(c)</th>
</tr>
</thead>
<tbody>
<tr>
<td>(d)</td>
<td>(e)</td>
<td>(f)</td>
</tr>
<tr>
<td>F.T.E.</td>
<td>F.T.E.</td>
<td>F.T.E.</td>
</tr>
<tr>
<td>F.T.E.</td>
<td>F.T.E.</td>
<td>F.T.E.</td>
</tr>
<tr>
<td>F.T.E.</td>
<td>F.T.E.</td>
<td>F.T.E. Units</td>
</tr>
</tbody>
</table>

Please use the previous calculation instructions for determining executive teaching workload expressed in FTE.
Section V.B

Assistant or Associate Theatre Executive
Section V: THEATRE ADMINISTRATIVE PERSONNEL AND PROCEDURES

B. ASSISTANT OR ASSOCIATE THEATRE EXECUTIVES

For more information about completing this section, please click here.

Information provided in Section V.B. must not be duplicated in Section IV.A.1. or IV.A.2. of "Theatre Faculty and Instructional Staff." Please ensure that all individuals are counted only once.

1. Does your institution have an assistant or associate theatre executive?  
   ○ No  ○ Yes

   If no, proceed to Section C. If yes, answer questions 2 through 7.

2. What is the title of the assistant or associate theatre executive?
   (a)  (b)  (c)
   (d)  (e)  (f)

3. What percentage (estimate) of the assistant or associate theatre executive’s time is assigned to the following duties? (Percentages must total 100%. The figure is not assigned F.T.E., but actual time spent.)
   a. Teaching  
      (a)  (b)  (c)  (d)  (e)  (f) % % % % % %
   b. Research/Creative Activities  
      % % % % % % %
   c. Administrative Matters  
      % % % % % % %
   d. Service (to professional organizations and community)  
      % % % % % % %
   e. Fundraising  
      % % % % % % %
   TOTAL (Must Equal 100%)  
      % % % % % % %

4. What is the assistant or associate theatre executive’s salary for 2020-2021 (exclusive of benefits)?
   (a) $  (b) $  (c) $  
   (d) $  (e) $  (f) $
Section V.C
Other Personnel Assignments
Section V: THEATRE ADMINISTRATIVE PERSONNEL AND PROCEDURES

C. OTHER PERSONNEL ASSIGNMENTS (including student help)

For more information about completing this section, please click here.

1. Secretarial/Clerical Assistance
   a. How much staff time in the theatre unit is allotted for secretarial and clerical assistance?  
      F.T.E.  
   b. What are the total salary expenditures (exclusive of benefits) for secretarial and clerical assistance? $  

2. Library Staff
   a. How much staff time is allotted for library personnel dealing with theatre holdings, regardless of budget source?
      Branch Theatre Library  
      Main Library  
      Other Library  
      F.T.E.  
   b. What are the total salary expenditures (exclusive of benefits) for theatre library staff? $  

3. Technical Staff
   a. How much staff time in the theatre unit is allotted for technical/production staff?  
      F.T.E.  
   b. What are the total salary expenditures (exclusive of benefits) for technical/production staff? $  

4. Professional and Miscellaneous Staff
   a. How much staff time in the theatre unit is allotted for professional/miscellaneous staff? This section should include admissions staff, and all other staff not accounted for.  
      F.T.E.  
   b. What are the total salary expenditures (exclusive of benefits) for professional/miscellaneous staff? $  

FTE is calculated based on 40 hr week for Other Personnel.
Admin Assistant 1  40 hrs. per week
Admin Assistant 2  40 hrs. per week
PT Secretarial Asst.  20 hrs. per week
Student Employee  10 hrs. per week

110 total hrs.
110 total hrs.  

\[ \frac{40 \text{ hr. work week (FT)}}{= 2.75 \text{ FTE}} \]
Section V: THEATRE ADMINISTRATIVE PERSONNEL AND PROCEDURES

C. OTHER PERSONNEL ASSIGNMENTS (including student help)

For more information about completing this section, please click here.

1. Secretarial/Clerical Assistance
   a. How much staff time in the theatre unit is allotted for secretarial and clerical assistance?
      $__________________________
   b. What are the total salary expenditures (exclusive of benefits) for secretarial and clerical assistance?
      2.75 F.T.E.  

2. Library Staff
   a. How much staff time is allotted for library personnel dealing with theatre holdings, regardless of budget source?
      Branch Theatre Library
      Main Library
      Other Library
      $__________________________
   b. What are the total salary expenditures (exclusive of benefits) for theatre library staff?

3. Technical Staff
   a. How much staff time in the theatre unit is allotted for technical/production staff?
      $__________________________
   b. What are the total salary expenditures (exclusive of benefits) for technical/production staff?

4. Professional and Miscellaneous Staff
   a. How much staff time in the theatre unit is allotted for professional/miscellaneous staff? This section should include admissions staff, and all other staff not accounted for.
      $__________________________
   b. What are the total salary expenditures (exclusive of benefits) for professional/miscellaneous staff?
      $__________________________
Section VI
Direct or Allocated Expenditures and Income
Section VI.A
Specific Instructional, Operational, and Performance Budget
If budgeted expenses for a particular category are not under direct control of the theatre unit, place a check in the N/I column.

- Only monies under direct control of the theatre unit should be entered.
- Do not report salary expenditures already reported previously.
- Please round up to the nearest dollar.
2. Production Budget (This category includes all production budget figures of the theatre unit. Separate figures are requested for the Summer 2020 and the 2020-2021 academic year. Do not include instructional expenses; these should be recorded in Section VI.A.1.)

<table>
<thead>
<tr>
<th>Category</th>
<th>Summer 2020</th>
<th>N/I</th>
<th>Academic Year 2020-2021</th>
<th>N/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Costumes (construction, cleaning, repair)</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>b. Crews (in addition to salaried technical staff)</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>c. Equipment Rental</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>d. Film/Video Expense</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>e. Lighting</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>f. Makeup</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>g. Performers</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>h. Programs</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>i. Properties</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>j. Publicity</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>k. Royalties</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>l. Salaries for Periodic Personnel</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>m. Salaries for Technical Crew</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>n. Scenery</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>o. Sound</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>p. Tickets</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>q. Travel/Tours</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>r. All Other Expenses (Production)</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PRODUCTION BUDGET

<table>
<thead>
<tr>
<th></th>
<th>Summer 2020</th>
<th></th>
<th>Academic Year 2020-2021</th>
<th></th>
</tr>
</thead>
</table>

3. Number of Productions

<p>| | | | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
</table>


Section VI.B
Benefits
Section VI.B: BENEFITS

For more information about completing this section, please click here.
Please provide a total figure for benefits to all individuals recorded in Sections IV (faculty), and V (administration) of this survey form regardless of budget source. (If you do not know this figure, please estimate based on the benefits package at your institutions.) Benefits include, but are not limited to, FICA, Health Insurance, Disability Insurance, Life Insurance, Retirement Plans, etc., paid for by the institution.

Information should be provided regardless of budgetary source.
Section VI.C
Grand Total Annual Budget of the Theatre Unit
2020-2021 HEADS Data Survey

Section VI.C: GRAND TOTAL ANNUAL BUDGET OF THE THEATRE UNIT IN 2020-2021

For more information about completing this section, please click here.

This figure will include monies that are directly controlled by the theatre unit. It will include faculty and staff salaries (including benefits), and operational budgets (sum of expenses from Sections IV, V, and VI).

$ 772650

Note that this section is populated from previous entries field.
Section VI.D

Equipment and Building Budget
**Section VI.D: EQUIPMENT AND BUILDING BUDGET**

For more information about completing this section, please [click here](#).

<table>
<thead>
<tr>
<th>1. Equipment</th>
<th>2020-2021 Academic Year</th>
<th>N/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Purchases</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>b. Leases and Rentals</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>c. Repairs</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Building</th>
<th>2020-2021 Academic Year</th>
<th>N/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Renovation and Repair</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>b. Leases and Rentals</td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>c. New Construction (Please describe below)</td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

- Please apply the N/I as appropriate.
- Only monies under direct control are entered.
- 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. (Annual amounts in VI.A.)
Section VI.E
Specific Sources of Income/Endowment Budgeted for the Theatre Unit
Only income/endowment monies directly allocated to the theatre unit are entered.

With regard to long term endowments, only indicate allocation for this academic year as applicable.
Section VI.F
Total Endowment
Section VI.F: TOTAL ENDOWMENT

For more information about completing this section, please click here.

Provide the total endowment of the theatre unit restricted for use by the theatre unit. Include endowment principal for items such as theatre professorships, theatre scholarships, theatre library, theatre operating funds, performance, and theatre activities.

$
Section VII
Demographic Survey of Master of Fine Arts and Doctoral Degree Students
Section VII.A
Master of Fine Arts Students Who Graduated

Section VII.B
Master of Fine Arts Students Who Did Not Graduate
Section VII: DEMOGRAPHIC SURVEY OF MASTER OF FINE ARTS AND DOCTORAL DEGREE STUDENTS

A. MASTER OF FINE ARTS STUDENTS WHO GRADUATED IN 2019-2020

For more information about completing this section, please [click here](#).

<table>
<thead>
<tr>
<th>Black/African-American</th>
<th>American Indian/Alaska Native</th>
<th>Asian</th>
<th>Hispanic (of any race)</th>
<th>Native Hawaiian/Pacific Islander</th>
<th>White</th>
<th>Other/ Ethnicity Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
<td>Female</td>
<td>Male</td>
</tr>
<tr>
<td>Lighting Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Musical Theatre</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Playwriting</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Production</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scenery Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sound Design</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stage Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Theatre Management</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Major</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other (please specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total

|  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
Section VII.C
Doctoral Degree Students Who Graduated

Section VII.D
Doctoral Degree Students Who Did Not Graduate
### Section VII: Demographic Survey of Master of Fine Arts and Doctoral Degree Students

#### C. Doctoral Degree Students Who Graduated in 2019-2020

For more information about completing this section, please [click here](#).

<table>
<thead>
<tr>
<th>Black/African-American</th>
<th>American Indian/Alaska Native</th>
<th>Asian</th>
<th>Hispanic (of any race)</th>
<th>Native Hawaiian/Pacific Islander</th>
<th>White</th>
<th>Other/Ethnicity Unknown</th>
</tr>
</thead>
<tbody>
<tr>
<td>Male</td>
<td>Male</td>
<td>Male</td>
<td>Male</td>
<td>Male</td>
<td>Male</td>
<td>Male</td>
</tr>
<tr>
<td>Female</td>
<td>Female</td>
<td>Female</td>
<td>Female</td>
<td>Female</td>
<td>Female</td>
<td>Female</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Theatre Criticism</th>
<th>Theatre Education</th>
<th>Theatre History</th>
<th>Theatre Theory</th>
<th>Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| Total                 |                               |                               |                               |                                 |
Addendum
Actual Instructional, Operational, and Performance Expenses
### Addendum: ACTUAL INSTRUCTIONAL, OPERATIONAL AND PERFORMANCE EXPENSES FOR 2019-2020

For more information about completing this section, please [click here](#).

1. **Instructional, Operational, and Performance Budget Figures Administered by the Theatre Unit**
   (for the entire fiscal year related to the 2019-2020 academic year)

<table>
<thead>
<tr>
<th>EXPENSES 2019-2020</th>
<th>N/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Faculty and Professional Travel (to meetings, etc.)</td>
<td>$</td>
</tr>
<tr>
<td>b. Instructional Supplies</td>
<td>$</td>
</tr>
<tr>
<td>c. Library (books, periodicals, slides, films, videos)</td>
<td>$</td>
</tr>
<tr>
<td>d. Office Supplies</td>
<td>$</td>
</tr>
<tr>
<td>e. Postage</td>
<td>$</td>
</tr>
<tr>
<td>f. Printing/Duplication</td>
<td>$</td>
</tr>
<tr>
<td>g. Student Recruitment</td>
<td>$</td>
</tr>
<tr>
<td>h. Undergraduate Scholarships (administered by theatre unit) including tuition remission/discounts</td>
<td>$</td>
</tr>
<tr>
<td>i. Graduate Scholarships (administered by theatre unit) including fellowships/assistantships/tuition remission/discounts not already reported in a previous section</td>
<td>$</td>
</tr>
<tr>
<td>j. Student Wages</td>
<td>$</td>
</tr>
<tr>
<td>k. Short-Term Visiting Artists/Lecturers, etc. (less than one semester)</td>
<td>$</td>
</tr>
<tr>
<td>l. Telephone/Fax/Electronic Communications</td>
<td>$</td>
</tr>
<tr>
<td>m. Technical Services (Nonproduction)</td>
<td>$</td>
</tr>
<tr>
<td>n. Technology Services (electronic media, software, fees, etc)</td>
<td>$</td>
</tr>
<tr>
<td>o. Public Relations and Fundraising (Nonproduction)</td>
<td>$</td>
</tr>
<tr>
<td>p. All Other Expenses (Instructional and Operational)</td>
<td>$</td>
</tr>
</tbody>
</table>

**TOTAL INSTRUCTIONAL, OPERATIONAL AND PERFORMANCE EXPENSES FOR 2019-2020**

$
2. Production Budget (This category includes all production budget figures of the theatre unit. Separate figures are requested for the Summer 2019 and the 2019-2020 academic year. Do not include instructional expenses; these should be recorded in the Instructional, Operational, and Performance Budget Figures section above.)

<table>
<thead>
<tr>
<th>Item</th>
<th>Summer 2019</th>
<th>N/I</th>
<th>Academic Year 2019-2020</th>
<th>N/I</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Costumes (construction, cleaning, repair)</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>b. Crews (in addition to salaried technical staff)</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>c. Equipment Rental</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>d. Film/Video Expense</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>e. Lighting</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>f. Makeup</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>g. Performers</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>h. Programs</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>i. Properties</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>j. Publicity</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>k. Royalties</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>l. Salaries for Periodic Personnel</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>m. Salaries 'or Technical Crew</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>n. Scenery</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>o. Sound</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>p. Tickets</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>q. Travel/Tours</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
<tr>
<td>r. All Other Expenses (Production)</td>
<td>$</td>
<td></td>
<td>$</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL PRODUCTION BUDGET

<table>
<thead>
<tr>
<th>Summer 2019</th>
<th>Academic Year 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

3. Number of Productions

<table>
<thead>
<tr>
<th>Summer 2019</th>
<th>Academic Year 2019-2020</th>
</tr>
</thead>
</table>
The survey may be printed in hard copy for various purposes (e.g. Self-Study). Page setup margins should be set at 0.25” each.
The Complete Survey button will appear only when institutional representatives are logged into the system and all sections have a complete status.
HEADS - Please note

- HEADS Login is Different from NAST Login
- You can designate other “data reporters” and assign them particular sections of the Survey.
- Data Summaries are available for free to all HEADS participants.
- Special Reports, which allow for customized peer comparisons, can be ordered. (min. of 10)
HEADS - Please note

• Three years of data is required in the Self-Study for members; one year for new applicant institutions

• Data may be used in other accreditation applications

• Due January 31, no extensions can be granted
To Review

• Annual Reporting Requirements are required

• Failure to submit will result in review and action by the Commission

• Exist to help NAST stay in continuous communication with institutions
HEADS - When in doubt

• Contact staff at the National Office

• Within any page, see “For more information about completing this section, click here.”
Questions about the HEADS Data Survey?
Thank You

Nora R. Hamme

nhamme@arts-accredit.org
(703) 437-0700, ext. 128

Please feel free to contact the National Office should you wish to receive a copy of this presentation.