<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1 Instruction.</strong> This category includes all activities that are part of an institution’s instructional program. Included are credit and noncredit courses for academic, vocational, and technical instruction; remedial and tutorial instruction; regular, special, and extension sessions; and community education. Includes departmental research and sponsored instruction.</td>
</tr>
<tr>
<td><strong>2 Organized/Sponsored Research.</strong> This category should include all activities specifically organized and separately budgeted to produce research outcomes, whether commissioned by an agency external to the institution or separately by an organizational unit within the institution.</td>
</tr>
</tbody>
</table>
| **3 Public Service.** This category includes identified activities that are established primarily to provide noninstructional services beneficial to individuals and groups external to the institution. Examples:  
  - Community Services  
  - Cooperative Extension Services  
  - Public Broadcasting Services |
| **4 Academic Support.** This category includes support services for the institution’s primary missions: instruction, research, and public service. Examples:  
  - Libraries  
  - Museums and Galleries  
  - Educational Media Services  
  - Academic Computing Services  
  - Ancillary Support  
  - Academic Administration  
  - Academic Personnel Development  
  - Course and Curriculum Development |
| **5 Student Services.** This category should include admissions and registrar offices and those activities whose primary purpose is to contribute to the student’s emotional and physical well-being and to his or her intellectual, cultural, and social development outside the context of the formal instructional program. Examples:  
  - Student Services Administration  
  - Social and Cultural Development  
  - Counseling and Career Guidance  
  - Financial Aid Administration  
  - Student Admissions  
  - Student Records  
  - Student Health Services |
| **6 Institutional Support.** This category includes 1) central executive-level activities concerned with management and long-range planning of the entire institution, such as the governing board, planning and programming, and legal services; 2) fiscal operations, including the investment office; 3) administrative data processing; 4) employee personnel and records; 5) logistical activities that provide procurement, storerooms, printing, and transportation services to the institution; 6) support services to faculty and staff that are not operated as auxiliary enterprises; and 7) activities concerned with community and alumni relations, including development and fundraising. Examples:  
  - Executive Management  
  - Fiscal Operations  
  - General Administration and Logistical Services  
  - Administrative Computing Services  
  - Public Relations/Development |
Description

7 **Operation and Maintenance of Plant.** This category should include the operation and maintenance of physical plants for all institutional activities, including auxiliary enterprises and independent operations. Examples:

- **Physical Plant Administration**
- **Building Maintenance**
- **Custodial Services**
- **Safety**
- **Security**
- **Space Management**
- **Occupational Health**
- **Utilities**
- **Landscape and Grounds**
- **Major Repairs and Renovation**

8 This category includes Scholarships and Fellowships but is not used in facilities. (NACUBO)

9 **Auxiliary Enterprises.** An auxiliary enterprise is an entity that exists to furnish goods or services to students, faculty, or staff, and that charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. This also includes Division I Intercollegiate Athletics.

10 **Independent Operations.** This category includes those operations that are independent of, or unrelated to, the primary missions of the institution but that may enhance these activities. This category is generally limited to major federally funded research and development centers such as the Johns Hopkins Applied Physics Laboratory.

11 **Hospitals.** This category includes patient care operations of the separately organized and budgeted hospital, including nursing and other professional services, general services, administrative services, fiscal services, etc., that are included within the organized hospital.

12 **Service Center.** An operation that provides a service or product or a group of services or products for a fee to users principally within the institutional community. The services may range from highly specialized to typical or necessary functions. Often they could not be provided as effectively or efficiently if provided by external sources. A service center develops a rate for the service activity based on actual incurred costs and charges users based on actual usage.

13 **Unoccupied Space.** (Supplemental Category) Space that at the time of the inventory is either vacant (not assigned to any faculty or staff members) or under renovation.