

**Worksheets for
CUPA-HR 2003–04
NATIONAL FACULTY SALARY
SURVEY FOR FOUR-YEAR
INSTITUTIONS**

*Use these worksheets to assist with the data collection process.
Actual survey submissions must be online at
<http://surveysonline.cupahr.org>*

SURVEY INSTRUCTIONS

This survey collects salary data for **full-time faculty by discipline and rank**.

The primary contact for this survey is **Ray Sizemore**, CUPA-HR Director of Research at 865-637-7673 x110. Secondary contacts are **Maria Rodriguez-Calcano** at x112 and **Trisha Wright** at x114.

REQUIREMENT FOR PARTICIPANT DISCOUNT

In order to qualify for the 'participant' discount price, you must provide salary data for at least 10 disciplines.

NOTES FOR THIS YEAR

- Pay practices reintroduced. This year's survey includes twenty questions about pay practices relative to both full-time and adjunct faculty.
- New "express" form makes entering data on the Web faster and easier. Each survey section now covers four disciplines.
- Institutional identification information is preloaded, and must be updated only if it has changed.
- Real-time validation checks are built into the questionnaire. These checks flag data that are significantly different from data reported last year, or that are extremely low or high. A final validation check flags computational and other potential errors.

DISCIPLINE CHANGES

This year, for the first time, you may enter faculty salary data into any of the 332 four-digit CIP program codes defined by the U.S. Department of Education. Last year's survey included ninety-four codes. **Survey results will be reported for all four-digit disciplines having a sufficient number of respondents. Salary data reported at the four-digit level also will be aggregated and reported at the two-digit level.**

INSTRUCTIONS

Before entering data, review the discipline descriptions and match them to those at your institution. Valid matches should be based on discipline description content, not on title. You may find it useful to print out a questionnaire worksheet and discipline descriptions prior to entering data online.

[Click here for questionnaire worksheets and discipline descriptions.](#)

When entering data, please adhere to the following guidelines:

- Report salaries effective as of October 1, 2003. Report only current information despite the possibility of future or pending salary changes.
- Report salary for full-time faculty only. See **Full-time Faculty** below.
- Report base salary only. Do not include non-salary compensation such as housing allowances or stipends.
- Report salaries in terms of full-time 9–10 month contracts only. See **Contract Length** below.
- Report each faculty member in one discipline only. See **Assignment of Faculty to Disciplines** below.
- If you do not have faculty in a particular discipline, simply skip that discipline.

FULL-TIME FACULTY

Report salary data for full-time faculty only. Full-time faculty are defined as faculty on annual contracts of at least 9 months, whose teaching/research represents **more than half of their duties**.

Whom to include:

- Professors, Associate Professors, Assistant Professors, New Assistant Professors, and Instructors
 - Include positions regardless of whether they are tenured, tenure-track, or nontenure-track appointments.
 - Equate clinical duties with teaching/research duties when determining whether teaching/research represents more than half of a faculty member's duties.
 - Report salaries for New Assistant Professors twice: once with all Assistant Professors and once separately. New Assistant Professors are all fall 2003 external or internal hires to this position.
 - Report salaries for the position immediately below the rank of Assistant Professor as Instructors. Do not include data for adjunct faculty ranks such as Lecturer.
- Department chairs and other administrative staff who hold full-time faculty rank and whose teaching/research represents more than half of their duties
 - Report the contracted faculty salaries for these positions. Compensation, such as stipends, for administrative, managerial, or other responsibilities should not be reported.
 - Do not adjust the contracted faculty salaries to reflect a reduced teaching load.
- Faculty on sabbatical (report their regular salaries, even though they may receive reduced pay while on leave.)
- Coaches with faculty status who teach/research more than half time, independent of their coaching duties

Whom to exclude: Do **NOT** report salary data for the following:

- Adjunct faculty or others who teach/research full-time, but on a **temporary** basis (such as a semester)
- Adjunct faculty or others who teach/research **half time or less** on a limited, ad hoc basis
- Visiting faculty, regardless of whether they have full-time contracts of at least 9 months
- Replacements for faculty on sabbatical.
- Retirees on staff who are paid below or above the market rate for their rank and discipline
- Individuals on leave without pay
- Faculty whose services are valued by bookkeeping entries rather than by full cash transactions, such as members of religious orders
- Teaching/research faculty who, as members of the military, are paid on a salary scale different from that for civilian employees
- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, or registrar

ASSIGNMENT OF FACULTY TO DISCIPLINES

The survey defines disciplines using the *Classification of Instructional Programs: 2000 Edition* published by the U.S. Department of Education's National Center for Education Statistics (NCES). This publication replaces the CIP-1990 edition. Crosswalk information is provided where needed.

The CIP taxonomy is a hierarchy organized on 3 levels:

- 2-digit codes define the most general groupings of related programs. (XX)
- 4-digit codes define intermediate groupings of programs that have comparable content and objectives. (XX.XX)
- 6-digit codes define specific instructional programs. (XX.XXXX)

For example:

01. AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES. Instructional programs that focus on agriculture and related sciences and that prepare individuals to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.

01.01 Agricultural Business and Management. Instructional content for this group of programs is defined in codes 01.0101 - 01.0199

01.0102 Agribusiness/Agricultural Business Operations. A program that prepares individuals to manage agricultural businesses and agriculturally related

operations within diversified corporations. Includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

This survey allows you to report faculty salaries in any of the 333 four-digit codes available. For more information on CIP-2000, go to <http://nces.ed.gov/pubs2002/2002165.pdf>.

Report each faculty member in one and only one discipline (i.e. CIP code). In all or most instances, the disciplines you report are likely to represent divisions or departments within your institution, such as the History Department or the Chemistry Department.

- If a faculty member has a joint appointment in two or more disciplines (for example, sociology and anthropology), only report his or her full 9–10 month salary once in the most appropriate discipline.
- If your institution has an “interdisciplinary” division/department, report the salaries for its faculty in this division/department, even though its members may teach/research in several related, but different discipline groups. For example, if your institution has a Department of Social Sciences, General (CIP 45.01) with faculty that teach/research in Anthropology (CIP 45.02), Economics (CIP 45.06), Political Science and Government (45.10), and Sociology (45.11), you should report their salary data in CIP 45.01 and not in the other disciplines.

CONTRACT LENGTH

Report all salaries in terms of full-time 9–10 month contracts.

- A full-time 9–10 month contract covers teaching/researching two semesters, three quarters, two 4-month sessions, or the equivalent.
- Convert the salary of a full-time 11–12 month contract to a full-time 9–10 month contract by multiplying the 11–12 month salary by 9/11 or .818.

SURVEY DESCRIPTION

Specific instructions appear on the questionnaire. Please read these instructions carefully before answering. For each discipline and rank, please provide the following information as appropriate.

- **Number of Faculty** is the number reported for a given discipline and rank.
- **Average Salary** is the sum of the full-time 9–10 month salaries divided by the number of salaries. When the number of faculty is 1, please enter the single salary in only the Average Salary field.
- **Lowest Salary** is the lowest full-time 9–10 month salary. Do not report the bottom of a salary scale.
- **Highest Salary** is the highest full-time 9–10 month salary. Do not report the top of a salary scale.

Please provide salary data for New Assistant Professors twice: once with all Assistant Professors and again separately.

CONFIDENTIALITY GUARANTEED

Complete confidentiality of each institution's salary data is guaranteed. Confidential data about your institution will be released only in aggregated form. Salary data reported for a given position by three or fewer institutions will not be listed in the annual report or in special studies.

For a complete statement of CUPA-HR policy regarding use of survey data, please click the **Privacy Policy** link at the bottom right corner of this page.

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Enrollment, Staffing, Expenditures

NOTE: Enrollment, staffing and expenditure questions only have to be answered once by each institution. Input is used for all surveys. The phrasing of these questions is exactly the same as in Surveys Online

A. 2003-04 Total Operating Budget

- Enter the dollar value of your institution's 2003-04 total operating budget for educational and general operations (e.g. \$15,250,000). This number **includes** research funds, student aid, and auxiliary enterprises. It does **not include** capital funds. Ask your institution's comptroller for this number.
Operating Budget is a **required** field.

\$ _____

B. Student Enrollment

Report student enrollment for **fall of the 2003-04 academic year**. Fields outlined in **RED** online (**rows 1, 2, and 4**) are required. Answer all fields, if possible. *If you cannot answer a field, please leave blank.*

Note: If you can answer rows 1, 2, and 3 or rows 1 and 2, Surveys Online will calculate your FTE automatically.

There are three alternate ways to provide FTE figures for student enrollment, listed below in descending order of preference:

- If you can answer rows 1, 2 and 3, do so. Then click the calculator button below and row 4 amounts will be calculated for you as follows: Number of Full-Time Students + (Fall Part-Time Credit Hours divided by 15 for undergraduates, by 12 for graduates).
- If you are unable to provide row 3 amounts, please complete rows 1 and 2 and hit the calculator button. FTE will then be calculated as: Number of Full-Time Students + 1/3 Number of Part-Time Students.
- If you are unable to provide values for rows 1 and 2, please enter the FTE numbers (calculated according to one of the methods above) directly in row 4, if available.

	Undergraduate Students	Graduate Students	Total All Students
1. Number of Full-Time Students			DO NOT ENTER TOTALS. SURVEYS ONLINE WILL CALCULATE THESE AUTOMATICALLY
2. Number of Part-Time Students			
3. Total Number of Fall Credit Hours taken by Part-Time Students			
4. Full-Time Equivalent Enrollment			

C. Faculty Size

Please report full-time equivalent (FTE) faculty figures for **fall of the 2003-04 academic year**. Fields outlined in **RED** online (**rows 1, 2, 3, and 5**) are required. Please enter "0" in required fields that do not apply.

Note: Answer as many of rows 1–4 as you can. If you can answer all of them, Surveys Online will calculate your FTE automatically.

There are two alternate ways to provide an FTE figure for faculty; the first is preferred:

- If you are able to answer rows 1-4 below, Faculty FTE will be calculated automatically when you hit the Calculate button as: $\text{Number of Full-Time Faculty} + (\text{Total Number of Fall Course Hours Taught by Part-Time Faculty Only} / \text{Standard Full-Time Teaching Load in Course Hours})$.
- If you are unable to supply amounts for some or all of rows 1-4, please enter the FTE figure directly into row 5, if available.

	Faculty
1. Number of Full-Time Faculty	
2. Standard Full-Time Teaching Load in Course Hours (e.g. 15)	
3. Number of Part-Time Faculty	
4. Total Number of Fall Course Hours Taught by Part-Time Faculty Only	
5. Full-Time Equivalent Faculty	

D. Faculty Collective Bargaining

Are your faculty represented by a union for purposes of collective bargaining?

Yes

No

Faculty Pay Practices

FULL-TIME FACULTY

1. Tenure

What percentage of your full-time faculty is tenured? %

2. Promotion

Is tenure required for promotion to:

	Yes	No
Professor	<input type="checkbox"/>	<input type="checkbox"/>
Associate Professor	<input type="checkbox"/>	<input type="checkbox"/>
Assistant Professor	<input type="checkbox"/>	<input type="checkbox"/>

3. Contract Type

About what percentage of your full-time faculty is on Academic Year (9–10 month) versus Calendar Year (11–12 month) or Other Types of contracts?

<u>Contract Type</u>	Percentage of Faculty
Academic Year (9–10 months)	<input type="text"/>
Calendar Year (11–12 months)	<input type="text"/>
Other Types	<input type="text"/>

4. Contract Payout

Can full-time faculty members on 9–10 month contracts choose to be paid over 12 months?

Yes	<input type="checkbox"/>
No	<input type="checkbox"/>
Not applicable	<input type="checkbox"/>

5. Pay Period

How frequently are full-time faculty members paid?

Weekly	<input type="checkbox"/>
Biweekly (every two weeks)	<input type="checkbox"/>
Semimonthly (twice a month)	<input type="checkbox"/>
Monthly	<input type="checkbox"/>
Other	<input type="checkbox"/>

6. Definition of Teaching Load

Which method does your institution (primarily) use to define teaching load?

Credits/course hours	<input type="checkbox"/>
Contact hours	<input type="checkbox"/>
Number of courses	<input type="checkbox"/>
Other	<input type="checkbox"/>

7. Full-Time Teaching Load

How many **credits/course hours per term** are generally considered to be a full-time teaching load for undergraduate level teaching? For graduate level teaching?

Regardless of how your institution defines teaching load, please answer in terms of credits/course hours to facilitate comparisons.

Credits/Course Hours Per:	Undergraduate Level Teaching	Graduate Level Teaching
Regular term		
Summer term		

8. Compensation Methods for Overload and Summer Term Teaching

Which of the following methods does your institution use to pay full-time faculty for overload and summer term teaching beyond the scope of their contract? **Check all that apply.**

	Overload Teaching	Summer Term Teaching
Dollar amount per credit/course hour	<input type="checkbox"/>	<input type="checkbox"/>
Dollar amount per contact hour	<input type="checkbox"/>	<input type="checkbox"/>
Dollar amount per course	<input type="checkbox"/>	<input type="checkbox"/>
Pro-ration of full-time contract per credit/course hour	<input type="checkbox"/>	<input type="checkbox"/>
Pro-ration of full-time contract per contact hour	<input type="checkbox"/>	<input type="checkbox"/>
Pro-ration of full-time contract per course	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

9. Compensation Rates for Overload and Summer Term Teaching

Based on your salary schedule/rate structure, what are the minimum and maximum dollar amounts per credit/course hour you can pay full-time faculty for overload and summer term teaching?

Regardless of how your institution defines teaching load, please answer in terms of dollars per credit/course hour to facilitate comparisons.

	Minimum \$ per credit/course hour	Maximum \$ per credit/course hour
Overload Teaching		
Summer Term teaching		

10. Factors Affecting Compensation for Overload and Summer Term Teaching

If the compensation rate permitted for overload and summer term teaching varies, what factors help determine the actual amount that a full-time faculty member is paid? **Check all that apply**

Faculty rank	<input type="checkbox"/>
Discipline taught	<input type="checkbox"/>
Total # of units taught	<input type="checkbox"/>
Level of education/degree	<input type="checkbox"/>
Amount of college teaching experience	<input type="checkbox"/>
Length of tenure at institution	<input type="checkbox"/>
Lecture versus lab instruction	<input type="checkbox"/>
Graduate versus undergraduate instruction	<input type="checkbox"/>
Other	<input type="checkbox"/>

Department Chairs

11. Use of Department Chairs

Does your institution have department chairs or its equivalent?

Yes

No (Go to Q. 15)

12. Additional Compensation for Department Chairs

How does your institution compensate faculty members serving as department chairs? **Check all that apply**

No additional compensation provided

Pay stipends

Reduce teaching load

Extend contract to 11–12 months

Other

13. Duration of Department Chair Appointments

What is generally the duration of department chair appointments?

Varies by department

Permanent

1 year

2 years

3 years

More than 3 years

Varies by individual

Other

14. Rank Requirements for Department Chairs

What is the minimum rank required to be a Department Chair?

No minimum rank specified

Professor

Associate Professor

Assistant Professor

No minimum rank specified

Adjunct Faculty

15. Use of Paid Adjunct Faculty

Does your institution have paid adjunct faculty?

- Yes
- No (go to end of section and save)

16. Use of Academic Ranks for Adjunct Faculty

Does your institution assign academic ranks to adjunct faculty?

- Yes
- No

17. Pay Period for Adjunct Faculty

How frequently are adjunct faculty members paid?

- Weekly
- Biweekly (every two weeks)
- Semimonthly (twice a month)
- Monthly
- Mid-term and end of term
- Once a term
- Other

18. Compensation Methods for Adjunct Faculty

Which of the following methods does your institution use to pay adjunct faculty?

Check all that apply.

- Dollar amount per credit/course hour
- Dollar amount per contact hour
- Dollar amount per course
- Pro-ration of appropriate full-time position per credit/course hour
- Pro-ration of appropriate full-time position per contact hour
- Pro-ration of appropriate full-time position per course
- Other

19. Compensation Rates for Adjunct Faculty

Based on your salary schedule/rate structure, what are the minimum and maximum dollar amounts per credit/course hour you can pay adjunct faculty?

Regardless of how your institution defines teaching load, please answer in terms of dollars per credit/course hour to facilitate comparisons.

	Minimum \$ per credit/course hour	Maximum \$ per credit/course hour
Undergraduate instruction		
Graduate instruction		

20. Factors Affecting Compensation Rates for Adjunct Teaching Faculty

If the compensation rate permitted varies, what factors help determine the actual amount that an Adjunct faculty member is paid? **Check all that apply**

- Faculty rank
- Discipline taught
- Total # of units taught
- Level of education/degree
- Amount of college teaching experience
- Length of tenure at institution
- Lecture versus lab instruction
- Graduate versus undergraduate instruction
- Other

SALARIES BY DISCIPLINE & RANK

Enter the 4-digit code of each discipline for which you are reporting salary data. Discipline descriptions can be found at www.cupahr.org/surveys and in SurveysOnLine. Copy these two pages as needed.

CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
Professor				
Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				
CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
Professor				
Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				
CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
Professor				
Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				
CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
Professor				
Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				

CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
Professor				
Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				
CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
Professor				
Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				
CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
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Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				
CIP 4-digit code: _____				
Rank	# of Faculty	Average Salary	Lowest Salary	Highest Salary
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Associate Professor				
Assistant Professor (Include New Asst Prof reported below)				
New Assistant Professor – Hired Fall 2003.				
Instructor (Exclude Lecturers)				