

Option A Worksheets
Pay Structure Based on Level of Education

**CUPR-HR 2003-04 COMMUNITY COLLEGE
FACULTY SALARY SURVEY**

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

SURVEY INSTRUCTIONS

The survey collects salary and rate structure data for full-time teaching faculty. It also collects pay practices data for both full-time and part-time/adjunct teaching faculty, and information about each institution's structure, enrollment, staffing, and budget.

The primary contact for this survey is Ray Sizemore, CUPA-HR Director of Research, who may be reached at rsizemore@cupahr.org or 865-637-7673, ext 110.

Community colleges use a number of different pay structures. Because of this, we have provided four options for reporting faculty salaries. If none of these meet your needs, please contact Ray Sizemore to discuss your unique situation.

At the end of the survey we ask for your input and comments. Any suggestions you can provide that will help us improve the survey for next year will be greatly appreciated.

Go to www.cupahr.org/surveys to print out hard copy worksheets and complete descriptions of the academic disciplines covered.

GENERAL INSTRUCTIONS

Please complete the Institutional Basics section, which collects data on your institution's structure, enrollment, staffing, and budget. Also complete the section on Pay Practices.

Complete **only one** of the options for reporting full-time faculty salaries:

Option A: Pay Structure Based on Level of Education/Degree. Skip options B and C.

Option B: Pay Structure Based on Academic Rank. Skip options A and C.

Option C: Pay Structure Based on Discipline – Faculty Unranked (C-1). Pay Structure Based on Discipline – Faculty Ranked (C-2). Skip options A and B. Survey covers 43 disciplines.

IMPORTANT: Print out the discipline descriptions found at www.cupahr.org/surveys, as not all disciplines are fully defined on the questionnaire due to the length of the descriptions.

GUIDELINES FOR REPORTING SALARIES

Report all annual salaries in terms of an Academic Year (9–10 month) Contract. A full-time 9–10 month contract covers teaching two semesters, three quarters, two 4-month sessions, or the equivalent. Multiply salaries for Calendar Year (11–12 month) Contracts by 9/11 or .818.

Report all salaries for the 2003–04 academic year. Report base salary only. Do not include non-salary compensation such as housing allowances or stipends.

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

If you report salary data by academic discipline, report each faculty member's data in one discipline only. If you have no faculty in a particular discipline, simply skip that discipline.

Report the regular salaries of faculty members on sabbatical, even though they may receive reduced pay while on leave.

Report coaches with faculty status who teach 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 full-time, but on a **temporary** basis (such as a semester)
- Adjunct faculty or others who teach **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
- Individuals on leave without pay

ASSIGNMENT OF FACULTY TO DISCIPLINES IF USING REPORTING OPTION C

This survey defines disciplines from the *Classification of Instructional Programs: 2000 Edition* published by the U.S. Department of Education's National Center for Education Statistics (NCES). CIP-1990 program codes and names are also provided. The two are essentially the same for the purposes of this survey. The only changes you will notice for CIP-2000 are that some program names have been slightly modified and History has been made a stand-alone discipline; program codes are the same.

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 college, such as the History Department or the Physical Sciences Department. If a faculty member has a joint appointment in two or more disciplines (for example, communications and English), only report his or her full 9–10 month salary once in the most appropriate discipline.

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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Structure, Enrollment, Staffing, Expenditures

A. Calendar Type

Is your college on the semester or quarter calendar?

- Semester
- Quarter

B. Unionization

Is your teaching faculty unionized?

- Yes – both full-time and part-time/adjunct faculty
- Yes – but only for full-time faculty
- Yes – but only for part-time/adjunct faculty
- No bargaining unit for any faculty

C. 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.

\$ _____

D. Student Enrollment

Report student enrollment for **fall of the 2003-04 academic year**.

You must supply FTE enrollment figures by one of the three methods described below, which are listed in descending order of preference.

- If you can completely answer rows 1, 2 and 3, please do so. Then **hit the "Calculate" button** below the grid and the row 4 FTE figure will be derived for you as follows: Number of Full-Time Students + (Fall Part-Time Credit Hours divided by 15).
- If you are unable to provide a row 3 amount, please complete just rows 1 and 2, leave row 3 blank, and then **hit the "Calculate" button**. An FTE figure will be derived as: Number of Full-Time Students + 1/3 Number of Part-Time Students.
- If you are unable to provide amounts for at least rows 1 and 2, please just enter your FTE figure directly in row 4 and leave rows 1-3 blank. **Don't hit the "Calculate" button.**

Undergraduate Students

1. Number of Full-Time Students	
2. Number of Part-Time Students	
3. Total Number of Fall Credit Hours taken by Part-Time Students	
4. Full-Time Equivalent Enrollment	

E. Faculty Size

Please report faculty size figures for **fall of the 2003-04 academic year**.

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 completely, Faculty FTE will be derived automatically when you **hit the "Calculate" button** below the grid 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 all rows 1-4, please just enter the FTE figure directly into row 5 and leave rows 1-4 blank.

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	

Full-Time Faculty Pay Practices

1. Use of Ranks

Is your full-time teaching faculty Ranked or Unranked?

- Ranked (professor, assoc professor, etc.)
- Unranked

2. Type of Salary Structure Used

What are your pay grades for full-time teaching faculty based upon?

- Level of Education/Degree
- Academic Rank – e.g., professor, assoc professor, etc.
- Academic Discipline
- Academic Rank and Discipline
- Other (please explain below in comment box)

Please explain if you choose 'Other' above

3. Hard-to-Hire Disciplines

Do you pay differentially for selected hard-to-hire disciplines?

- Yes – please answer open-ended questions below
- No

What are your current "hard-to-hire" disciplines?

How do you determine the pay differential for hard-to-hire disciplines? **Check all that apply.**

- Market value
- Negotiated on individual basis
- Fixed percentage multiplier
- Variable percentage multiplier
- Determined by each department

- Determined by college president or other senior administrators
- Salary survey
- Other (please explain below in comment box)

4. Academic versus Technical Disciplines

Do you pay differentially for either academic or technical disciplines?

- Yes – pay more for academic disciplines
- Yes – pay more for technical disciplines
- No

5. Type of Faculty Contracts

About what percentage of your full-time teaching faculty is on Academic Year (9–10 month) Contracts versus Calendar-Year (11–12 month) Contracts? *Make sure percentages total 100%.*

<u>Contract Type</u>	<u>Percentage of Faculty</u>
Academic Year (9–10 months)	<input style="width: 100%; height: 20px;" type="text"/>
Calendar Year (11–12 months)	<input style="width: 100%; height: 20px;" type="text"/>

6. Definition of Teaching Load

Which method does your college (primarily) use to define a full-time teaching load?

- Credits/course hours
- Contact hours
- Number of courses
- Other

7. Full-Time Teaching Load

How many credits/course hours **per term** are considered a full-time teaching load?

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

	Credits/Course Hours Per term
Regular term	<input style="width: 100%; height: 20px;" type="text"/>
Summer term	<input style="width: 100%; height: 20px;" type="text"/>

8. Compensation Methods for Overload and Summer Term Teaching

Which of the following methods does your college 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 (please explain below)	<input type="checkbox"/>	<input type="checkbox"/>

If your college uses other methods, please briefly describe below.

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.

<u>Dollars per credit/course hour for:</u>	Minimum Amount	Maximum Amount
Overload Teaching		
Summer Term teaching		

10. Factors Affecting Compensation Rates 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**

- Pay Grade / Rank
- Discipline Taught
- Total # of Units Taught
- Level of Education
- Amount of College Teaching Experience
- Length of Tenure at College
- Other (specify below)

If other factors help determine actual compensation rates, please briefly describe below.

Part-Time/Adjunct Teaching Faculty – Pay Practices

11. Limits on Part-Time/Adjunct Faculty Teaching Load

Do you limit the teaching load of your part-time/adjunct faculty?

- Yes
- No

If Yes: What is the maximum number of credits/course hours per term your Part-Time/Adjunct faculty may teach? *Regardless of how your institution defines teaching load, please answer in terms of credits/course hours to facilitate comparisons.*

	Credits/Course Hours Per term
Regular term	
Summer term	

12. Compensation Methods for Part-Time/Adjunct Teaching Faculty

Which of the following methods does your college use to pay Part-Time/Adjunct teaching faculty? **Check all that apply.**

- Dollar amount per credit
- Dollar amount per contact hour
- Dollar amount per course
- Pro-ration of appropriate full-time position per credit
- Pro-ration of appropriate full-time position per contact hour
- Pro-ration of appropriate full-time position per course
- Other (specify below)

If your institution uses other methods, please briefly describe below.

13. Compensation Rates for Part-Time/Adjunct Teaching Faculty

Based on your salary schedule/rate structure, what are the minimum and maximum dollar amounts **per credit/course hour** you can pay Part-Time/Adjunct teaching 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

14. Factors Affecting Compensation Rates for Part-Time/Adjunct Teaching Faculty

If the compensation rate per credit/course hour varies, what factors help determine the actual amount that a Part-Time/Adjunct faculty member is paid? **Check all that apply.**

- Pay Grade / Rank
- Discipline Taught
- Total # of Units Taught
- Level of Education
- Amount of College Teaching Experience
- Length of Tenure at College

If other factors help determine actual compensation rates, please briefly describe below.

Pay Structure Based on Level of Education/Degree (Option A)

Complete this section if your pay structure for full-time teaching faculty is based on level of education or degree, and not on rank or discipline.

What are the current salaries of your full-time teaching faculty? Place your **full-time teaching faculty** in the Degree Pay Grades most like those used at your college. You will not use every grade. Report **actual salaries**. Report salary data for each faculty member one time only.

Check the "Not Exact Match" box, if a grade is similar enough to use, but not exactly the same. Explain how your grade(s) differ in the open-ended question at the bottom.

Report actual annual salary in terms of Academic Year (9–10 month) Contracts. Multiply salaries for Calendar Year (11–12 month) Contracts by 9/11 or .818.

If a Degree Pay Grade has:

- **One faculty member**
Enter 1 as the number of incumbents, then enter the faculty member's current 9–10 month salary in the average salary field only.
- **More than one faculty member**
Enter the number of incumbents, the average 9–10 month salary for all faculty members, the lowest salary, and the highest salary.
- **No faculty members**
Skip to the next pay grade.

Rows 1, 2, and 3: Report data in these rows only if faculty members with a Doctorate and those with a Master's plus graduate semester credits are in the same pay grade.

Report all data for the 2003–04 academic year.

	Check if not exact match	Number of Full-time Faculty	Average Salary	Lowest Salary	Highest Salary
1. Doctorate or Master's+60 graduate semester credits	<input type="checkbox"/>				
2. Doctorate or Masters+45 graduate semester credits	<input type="checkbox"/>				
3. Doctorate or Master's+30 graduate semester credits	<input type="checkbox"/>				
4. Doctorate	<input type="checkbox"/>				
5. Master's + 60 graduate semester credits	<input type="checkbox"/>				
6. Master's + 45 graduate semester credits	<input type="checkbox"/>				
7. Master's + 30 graduate semester credits	<input type="checkbox"/>				
8. Master's + 15 graduate semester credits	<input type="checkbox"/>				
9. Master's Degree	<input type="checkbox"/>				
10. Less than Master's Degree	<input type="checkbox"/>				
11. Bachelor's Degree	<input type="checkbox"/>				
12. Associate's Degree or Certificate	<input type="checkbox"/>				

Rate Structure/Salary Schedule

Enter the minimum, midpoint (if applicable), and maximum rate structure salaries. If your college does not have rate/salary structures, leave this table blank. Please report rate structure salaries in terms of Academic Year (9-10 month) contracts. Multiply rate structure salaries for Calendar Year (11–12 month) Contracts by 9/11 or .818.

Report all data for the 2003–04 academic year.

	Rate Structure Minimum	Rate Structure Midpoint	Rate Structure Maximum
1. Doctorate or Master's+60 graduate semester credits			
2. Doctorate or Master's+45 graduate semester credits			
3. Doctorate or Master's+30 graduate semester credits			
4. Doctorate			
5. Master's + 60 graduate semester credits			
6. Master's + 45 graduate semester credits			
7. Master's + 30 graduate semester credits			
8. Master's + 15 graduate semester credits			
9. Master's Degree			
10. Less than Master's Degree			
11. Bachelor's Degree			
12. Associate's Degree or Certificate			

Please describe any other requirements you may have in general or for specific grades.