

Option A Worksheets
Pay Structure Based on Level of Education

**CUPR-HR 2005-06 COMMUNITY COLLEGE
FACULTY SALARY SURVEY**

Use these worksheets to assist with the data collection process. Actual survey submissions must be online at <https://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 at 865-862-2838. Secondary contacts are Maria Rodriguez-Calcagno at 865-862-2840 and Suzi Bowen at 865-862-2842.

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 <http://www.cupahr.org/surveys/salariesurvey2005-06.html> for questionnaire worksheets and full discipline descriptions.

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. If you are reporting salaries using this option, please review the full discipline descriptions referenced above, as not all disciplines are described in their entirety on the questionnaire due to the length.

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 2005–06 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 half-time or more, 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 AND PRIVACY STATEMENT

All possible steps are taken to protect the confidentiality of each institution's salary data. Confidential data are released only in aggregated form. Salary data reported for a given position by three or fewer institutions are neither listed in the survey report nor available in DataOnDemand or special studies. Any attempt to use DataOnDemand for the purpose of violating the confidentiality of survey data are illicit and subject to serious penalty.

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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GENERAL QUESTIONS

The "Institutional Basics" section needs to be completed only once per year by your institution and is then used for all surveys. If someone else has already entered data below, please review and answer any unanswered questions. **If you disagree with any existing entries, please do not edit them until you have first contacted Ray Sizemore, CUPA-HR Director of Research and Information Systems.**

INSTITUTIONAL BASICS

1. Entity Type

Please select the type of entity for which you are reporting data. Your options:

- Single Unit Institution.** Institution that is not part of a college or university system.
- Institution within a College or University System.** Associated with one or more other colleges or universities in a group usually headed by a main campus or system office. Has its own administration, full program of study (not just courses), and a unique FICE Code/Unit ID assigned by the Department of Education.
- System Office.** The administrative office that oversees a group of institutions (system) usually comprised of a main campus and several individual campuses. The System Office does not offer courses or programs of study.
- System Summary.** Select this option if you wish to report data in the **aggregate** for all colleges and universities within your system.

IMPORTANT: If you want to select this option, but the words *System Summary is not part* of your institution's name at the top of the survey page (e.g. Demonstration University System Summary), please contact Ray Sizemore at 865-862-2838.

Note: This option may be used for the Benefits Survey only if benefits are the same across all institutions within the system.

For the remaining questions, if you are reporting data for a System Office or System Summary, please supply system-wide figures. Otherwise, supply individual institution figures.

2. Financial Data

Please provide the following data for your **2005-06 fiscal year**.

- a. **Total Operating Budget:** What is the dollar value of your institution's 2005-06 total operating budget for educational and general operations and auxiliary enterprises? **Include** research funds and *funded* student aid. **Do not include** unfunded student aid (discounts) or capital funds. Ask your comptroller for this number. Budget is a required field.
- b. **Total Endowment:** What is the total amount of your institution's endowment? If you are a public institution, include the value of endowments held by your institutionally-affiliated foundation.
- c. **Cost of Benefits:** What is the total cost of benefits as a % of payroll for employees who are eligible for benefits? This number is the total \$ expended on benefits divided by the total \$ expended on salaries for employees eligible for benefits.

3. Student Enrollment

Report student enrollment for **fall of the 2005-06 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 row d FTE figures will be derived 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 c amounts, please complete just rows a and b, leave row c blank, and then **hit the "Calculate" button**. FTE figures 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 a and b, please just enter your FTE numbers directly in row d and leave rows a – c blank. **Don't hit the "Calculate" button.**

	Undergraduate Students	Graduate Students	Total All Students
a. Number of Full-Time Students			DO NOT ENTER TOTALS. SURVEYS ONLINE WILL CALCULATE THESE AUTOMATICALLY
b. Number of Part-Time Students			
c. Total Number of Fall Credit Hours taken by Part-Time Students			
d. Full-Time Equivalent Enrollment			

4. Faculty Size

Please report faculty size figures for **fall of the 2005-06 academic year**. Include **all** full-time and part-time faculty (even if excluded in salary data).

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

- If you are able to answer rows a-d completely, Faculty FTE will be derived 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 all rows a-d, please just enter the FTE figure directly into row e and leave rows a-d blank. **Don't hit the "Calculate" button.**

	Faculty
a. Number of Full-Time Faculty	
b. Standard Full-Time Teaching Load in Course Hours for a regular semester (e.g. 15)	
c. Number of Part-Time Faculty	
d. Total Number of Fall Course Hours Taught by Part-Time Faculty Only	
e. Full-Time Equivalent Faculty	

5. Collective Bargaining

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

	Yes	No
a. Faculty		
b. Staff		

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>	Percentage of Faculty
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.

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 2005–06 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 2005-06 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.