

## HOW TO UPLOAD FACULTY SALARY DATA TO THE NFS SURVEY

The NFSS Upload Option allows you to upload a file of faculty salary data to the SurveysOnLine (SOL) database server, saving you the effort of manually keying in each item.

The *WILL DO* and *DONE* status boxes still need to be checked and Institutional Basics and Pay Practices data still have to be keyed into SOL. The NFSS Upload Option is for salary data only.

This process will **most benefit** institutions with HRIS type groups that can create the file for you. If you have to create your upload file manually (e.g. in Excel), this option may not save you time.

### UPLOAD STEPS

1. Create the Upload File according to the directions below.
2. Go to SurveysOnLine at <https://surveysonline.cupahr.org> and logon as you normally do.
3. Go to Surveys and select the NFS Survey for 2006–07.
4. Check "Will Do." This will open a new Upload Data area right below the Survey Status.
5. Use the browse button to find your file to be uploaded.
6. Select your file and hit the Upload button.
7. Wait while your data are verified and imported to the NFS Survey online.
8. You will then get a page report that your data file was imported without trouble – **or** you will be notified that there is an error in the file that must be fixed. Correct the error and resubmit. You may have to repeat this step several times if you have more than one error in the file.
9. Once you have uploaded your data and completed the Institutional Basics, Pay Practices, and Feedback Sections, please remember to check the *DONE* status box.

### FILE CREATION

#### File Type

File type must be **comma separated values** (CSV).

Do not use a header record – i.e. do not use the first row to identify the fields in the file.

CIP code must be formatted to display **2 decimal places**. Leading zeros are not required.

The system will accept DOS, UNIX or Mac Line endings.

#### Record/Row Layout

1. CIP code\*: Enter 2 digits, a decimal point, 2 more digits, followed by a comma.
2. Rank: Enter 1 digit, followed by a comma. (1=Professor, 2=Associate Professor, 3=Assistant Professor, 4=New Assistant Professor, 5=Instructor)
3. # of Incumbents: Enter the number of faculty in the specified CIP at the specified Rank, followed by a comma.
4. Average Salary: Enter the arithmetic mean (average) of the salaries of the faculty in the specified CIP at the specified Rank, followed by a comma.
5. Lowest Salary: Enter the smallest reported salary among the faculty in the specified CIP at the specified Rank, followed by a comma.
6. Highest Salary: Enter the largest reported salary among the faculty in the specified CIP at the specified Rank.

\* All CIP Codes used must be 4-digits (XX.XX). For a list of the acceptable codes, go to <http://www.cupahr.org/surveys/salariesurvey2006-07.html>

#### Sample File Lines and Interpretation

4.02,1,2,50000,40000,60000

Within the Architecture CIP (4.02,) at the Professor Level (1,) there are two Faculty Members (2,) with an Average Salary of \$50,000, a Lowest Salary of \$40,000 and a highest salary of \$60,000.

9.04,2,1,45000,45000,45000

Within the Journalism CIP (9.04,) at the Associate Professor Level (2,) there is one Faculty Member (1,) with an Average Salary of \$45,000. That same salary amount is also reported as the Lowest Salary and the Highest Salary.

#### Basic Validation Rules Checked on Upload

1. Each row must be fully populated with 6 values, each separated by a comma.
2. Salary amounts must be reported with no decimal places, no dollar sign, no embedded commas.
4. Number of incumbents must be greater than (>) 0. If there are no incumbents in a CIP at a given rank, there should be no row reported.
5. If N = 2, the average will be verified. The file will be rejected if the average isn't correct.
6. Lowest Salary must be equal to or less than (= <) the Average Salary
7. Highest Salary must be greater than or equal to (>=) the Average Salary