



## HOW TO UPLOAD DATA:

### For the CUPA-HR National Faculty Salary Survey for Four-Year Institutions

The Upload Data option in Surveys Online (SOL) allows you to upload a file of salary data, saving you the effort of manually entering a large quantity of data. The Upload Data option is for salary data only. Either four-digit or six-digit Classification of Instructional Programs (CIP) code data may be uploaded. **Data on Institutional Basics and Pay Practices must still be entered manually in Surveys Online.**

### Step 1: Creating Your Data File to Upload

#### Accepted File Types:

- **Microsoft Excel (XLS)**  
*Excel 2007's XLSX format is NOT supported*
- **Comma separated values (CSV)**  
*DOS, UNIX or Mac line endings are accepted*

#### Set Up Rules:

- Excel files should contain only a single worksheet. *(If a file has multiple worksheets, only the first worksheet will be uploaded.)*
- Do not use a header record or first row to identify the fields or columns in the file. *(Using a header record or first row will cause an error when uploading the file.)*
- The Department of Education's Classification of Instructional Programs (CIP) codes must be formatted to display 2 or 4 decimal places. Leading zeros — for codes such as 01 or 05 — are not required.
- Either 4-digit **OR** 6-digit Classification of Instructional Programs (CIP) code data may be entered, but **NOT** both.



## Step 2A: Formatting Your Data in Excel

If you are using a CSV file format, refer to Step 2B on page 3.

### Record/Row Layout in Excel:

CIP Code	Rank	Number of Incumbents	Annualized Average Salary	Actual Low Salary	Actual High Salary
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### Examples (4-Digit CIP Codes):

	A	B	C	D	E	F	G
1	4.02	1	2	50000	40000	60000	
2	9.04	2	1	45000	45000	45000	

**In the First Row Above (4-Digit CIP Code):** Within the architecture CIP (4.02) at the Professor (Rank) Level 1, there are 2 faculty members with an Annualized Average Salary of \$50,000, an Actual Low Salary of \$40,000 and Actual High Salary of \$60,000.

**In the Second Row Above (4-Digit CIP Code):** Within the journalism CIP (9.04) at the Associate Professor (Rank) Level 2, there is 1 faculty member, with an Annualized Average Salary of \$45,000. Because the number of incumbents is equal to 1, the same amount is also reported as the Actual Low and the Actual High Salaries.

### Examples (6-Digit CIP Codes):

	A	B	C	D	E	F
1	4.0201	1	1	70000	70000	70000
2	9.0402	3	4	47500	42000	54000

**In the First Row Above (6-Digit CIP Code):** Within the architecture CIP (4.0201) at the Professor (Rank) Level 1, there is 1 faculty member with an Annualized Average Salary of \$70,000. Because the Number of Incumbents is equal to 1, the same amount is also reported as the Actual Low and the Actual High Salaries.

**In the Second Row Above (6-Digit CIP Code):** Within the broadcast journalism CIP (9.0402) at the Assistant Professor (Rank) Level 3, there are 4 faculty members with an Annualized Average Salary of \$47,500, an Actual Low Salary of \$42,000 and an Actual High Salary of \$54,000.

### Data Set-Up Checklist for Validation for Excel Files:

- ✓ **(Check each validation rule below before uploading your file.)**
- The Department of Education's Classification of Instructional Programs (**CIP Code**) (the first field in the row) must be valid. (Acceptable CIP codes can be found at [www.cupah.org/surveys/participation](http://www.cupah.org/surveys/participation).)
- Make sure that the CIP codes entered are either 4 digits or 6 digits, but not both.
- The **Rank** must be a valid value from 1-8: 1(Professor); 2 (Associate Professor); 3 (Assistant Professor); 4 (New Assistant Professor); 5 (Instructor); 6 (Senior-Level Researcher); 7 (Beginning-Level Researcher); 8 (Residents).
- Make sure that the **Number of Incumbents** is greater than zero.
- Is the **Number of Incumbents** equal to 1 for any position? If yes, then the **Annualized Average Salary**, **Actual Low Salary** and **Actual High Salary** should all be the same value.
- Is the **Number of Incumbents** greater than 1 for any position? Then:
  - The **Actual Low Salary** and **Actual High Salary** can NOT be left blank.
  - The **Actual Low Salary** must be less than the **Annualized Average Salary** and should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
  - The **Annualized Average Salary** must be less than the **Actual High Salary** which should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
- Does the **Number of Incumbents** equal to 2? Then the average of the **Actual Low Salary** and **Actual High Salary** must equal the reported **Annualized Average Salary**.
- The **Annualized Average Salary** must be greater than zero and should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
- Check that each row has data for the **CIP Code**, **Rank**, **Number of Incumbents**, **Annualized Average Salary**, **Actual Low Salary** and **Actual High Salary**. Delete any row without this information before you upload your file.

## Step 2B: Formatting Your Data as CSV File

If you are using an Excel file format, refer to Step 2A on page 2.

### Record Layout for CSV files:

**CIP Code, Rank, Number of Incumbents, Annualized Average Salary, Actual Low Salary, Actual High Salary**

#### Examples (4-Digit CIP Codes):

**4.02,1,2,50000,40000,60000**

Within the architecture CIP (4.02) at the Professor (Rank) Level 1, there are two faculty members with an Annualized Average Salary of \$50,000, an Actual Low Salary of \$40,000 and an Actual High Salary of \$60,000.

**9.04,2,1,45000,45000,45000**

Within the journalism CIP (9.04) at the Associate Professor (Rank) Level 2, there is one faculty member, with an Annualized Average Salary of \$45,000. The same amount is also reported as the Actual Low and the Actual High Salaries.

#### Examples (6-Digit CIP Codes):

**4.0201,1,1,70000,70000,70000**

Within the architecture CIP (4.0201) at the Professor (Rank) Level 1, there is one faculty member with an Annualized Average Salary of \$70,000. The same amount is also reported as the Actual Low and the Actual High Salaries.

**9.0402,4,3,47500,42000,54000**

Within the broadcast journalism CIP (9.0402) at the Assistant Professor (Rank) Level 3, there are 4 faculty members with an Annualized Average Salary of \$47,500, an Actual Low Salary of \$42,000 and an Actual High Salary of \$54,000.

### Data Set-Up Checklist for Validation of CSV Files:

- ✓ (Check each validation rule below before uploading your file.)
- The Department of Education's Classification of Instructional Programs (**CIP Code**) (the first field in the row) must be valid. (Acceptable CIP codes can be found at [www.cupah.org/surveys/participation](http://www.cupah.org/surveys/participation).)
- Make sure that the CIP codes entered are either 4 digits or 6 digits, but not both.
- The **Rank** must be a valid value from 1-8: 1(Professor); 2 (Associate Professor); 3 (Assistant Professor); 4 (New Assistant Professor); 5 (Instructor); 6 (Senior-Level Researcher); 7 (Beginning-Level Researcher); 8 (Residents).
- Make sure that the **Number of Incumbents** is greater than zero.
- Is the **Number of Incumbents** equal to 1 for any position? If yes, then the **Annualized Average Salary, Actual Low Salary and Actual High Salary** should all be the same value.
- Is the **Number of Incumbents** greater than 1 for any position? Then:
  - The **Actual Low Salary** and **Actual High Salary** can NOT be left blank.
  - The **Actual Low Salary** must be less than the **Annualized Average Salary** and should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
  - The **Annualized Average Salary** must be less than the **Actual High Salary** which should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
- Does the **Number of Incumbents** equal to 2? Then the average of the **Actual Low Salary** and **Actual High Salary** must equal the reported **Annualized Average Salary**.
- The **Annualized Average Salary** must be greater than zero and should NOT contain any decimal places, dollar signs or embedded commas. (Example: \$40,000.00 should be entered as 40000)
- Check that each row has data for the **CIP Code, Rank, Number of Incumbents, Annualized Average Salary, Actual Low Salary and Actual High Salary**. Delete any row without this information before you upload your file.

## Step 3: Uploading Your File

1. Create the Upload File according to the directions in Step 2A or 2B for either Excel or CSV files.
2. Visit <https://surveysonline.cupahr.org> and log in using your Surveys Online username and password.
3. Go to the Surveys drop-down menu and select Survey Menu. Find the National Faculty Salary Survey survey for the year on which you are reporting and click on the Go button.
4. In the **Survey Status** section, check the box next to **My institution will complete this survey**. This allows you to enter your data and will reveal the option to Upload Data.
5. In the Upload Data section, use the Browse button to find the file you wish to upload.
6. Select your file and click the Upload button.
7. Wait while your data are verified and imported.
8. A webpage will automatically open to indicate either that your file was imported without trouble, or that there are one or more errors in the file that must be fixed.
9. If you have error(s) that must be fixed, review the Data Set-Up Checklist in either Step 2A or 2B (depending on your file type), correct errors and upload your file again following Step 3.
10. When you have successfully uploaded your data, **complete the Institutional Basics, Pay Practices and Feedback sections of the survey**.
11. Your survey is **NOT** complete until you check the Survey Status box next to “My institution has completed this survey.”
12. After you check this box, the Data Validation process will start automatically. Here, the system will review your data for Fatal or Serious Problems. Please review the description of each problem carefully.
  - a. All Fatal Problems must be fixed.
  - b. All Serious Problems can either be fixed or noted as correct with an explanation via the Add a Comment link.

**Need Assistance?** The CUPA-HR research department staff is available to help.  
Simply contact us at [research@cupahr.org](mailto:research@cupahr.org).