



College and University Professional Association for Human Resources

SurveysOnLine DataOnDemand User's Guide

KNOWLEDGE | RESOURCES | ADVOCACY | CONNECTIONS

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WHAT IS DATAONDEMAND?

DataOnDemand (DOD) is an application that gives your institution and specified users direct access to CUPA-HR survey data. DOD is a valuable tool, because you can access data any time and as often as you want, using peer comparison groups that you create. Furthermore, you have access to results for any survey to which you have subscribed for both the current and previous four years. For most users, using DOD is a matter of creating comparison groups and running user-specified reports.

CONFIDENTIALITY

DOD has five parameters in place to protect confidentiality:

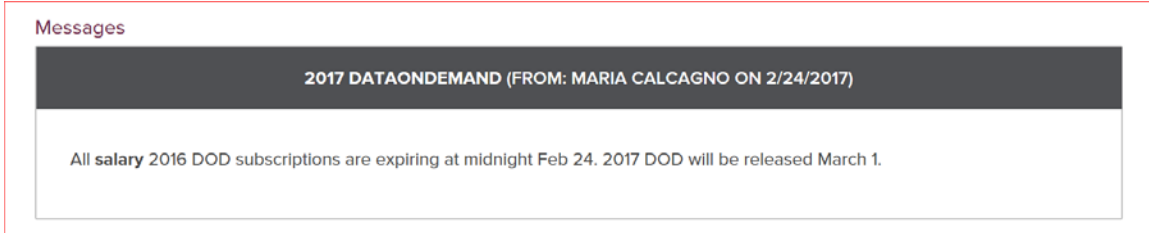
- No salary data are linked to a given institution (other than where users have permission to see their own institution's data).
- A comparison group must include a minimum of **eight** institutions that participated in the survey.
- Each comparison group created must differ by at least **three** institutions from all other existing and deleted comparison groups. This protects the confidentiality of submitted data by disallowing a backdoor method of varying one or two institutions to determine a single institution's salaries.
- No salary data are reported for positions with fewer than **five** responding institutions. In some outputs the label **insufficient data** will show in this case.
- When weighted statistics are requested, results are not reported for positions in which one institution's data represents **25%** or more of the total incumbents.

CUPA-HR SURVEY RESULTS AVAILABLE IN DOD

- Administrators in Higher Education
- Professionals in Higher Education
- Staff in Higher Education (previously Non-Exempts)
- Four-Year Faculty in Higher Education
- Two-Year Faculty in Higher Education
- Higher Education Employee Health Care and Other Benefits

ACCESSING DOD

Use your CUPA-HR log-in credentials to sign into **Surveys Online** at <http://www.cupahr.org/surveys/login.aspx>. Once you are in Surveys Online, you will see a homepage. Note the Messages section below your Personal Info. CUPA-HR uses this box to post messages to DOD subscribers and Surveys Online users.

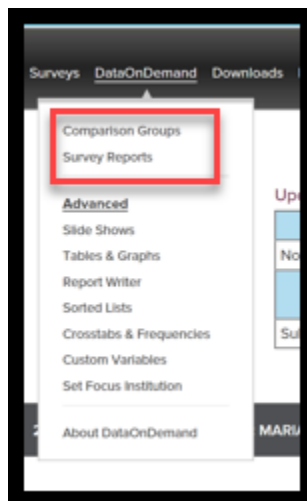


Surveys Online is a menu interface application; you will notice a menu bar across the top of the screen. To open DOD, click DataOnDemand on the menu bar.



For most users, using DOD is a two-step process.

1. Select or create your Comparison Group
2. Select your data output option in Survey Reports



COMPARISON GROUPS

Comparison Groups are defined sets of institutions used for benchmarking purposes. They allow you to compare aggregate results of a group to your own institution.

*A **peer group** is a list of comparator companies (institutions) selected by compensation committees, institutional investors and proxy advisors to serve as a market benchmark for evaluating pay (salaries) ... and comparing pay design. Benchmarking against a peer group helps the compensation committee determine the competitiveness of its pay plans as well as demonstrate the alignment of pay and performance relative to peers. When selecting a peer group, committees typically consider industry, size and other qualitative factors such as competition for talent, global footprint or unique situational factors that may drive the selection of companies.*¹

Personal, Shared and Public Groups

In DOD, the Comparison Groups page displays three sections:

⊕ Your Personal Groups

⊕ Shared Groups

⊕ Public Groups

- **Personal Groups:** Groups that you create and save for your own use. **Only you can see and use these groups.**
- **Shared Groups:** Groups that you create and share with other users at your institution (or that others at your institution have created and shared with you). If others at your institution have access to DOD and you want them to be able to use your groups, you will want to move them into the Shared Groups area. To share a personal group, click the **down arrow** to move a group from Your Personal Groups area to Shared Groups.
- **Public Groups:** Groups created by CUPA-HR and available to all DOD users. Public Groups that partially meet your needs can be copied to your Personal Groups and modified. To see the list of public groups available, click the + symbol next to the Public Groups' section you wish to expand. To include a public group in your drop-down list of comparison groups available for analyses, check the box next to each group that you want, and then select Save Changes at the bottom of the page. To make a Public Group part of your Personal Groups, make a copy of the group by clicking on the copy icon; the copied group will be assigned to your Personal Groups. The copy can then be structured to include or exclude your own institution. *The copy icon with the plus sign copies a group and adds your institution. The copy icon with the minus sign copies a group without your institution.*

¹ Center for Executive Compensation, <http://www.execcomp.org/Issues/Issue/pay-for-performance/peer-groups>

Creating Comparison Groups

Comparison groups can be created based on a set of peer institutions, aspirant institutions, or institutions matching certain criteria.

Peer Institutions:

- Identify institutions that are like yours
- Consider institutions similar in mission
- Choose institutions appropriate for performance comparison

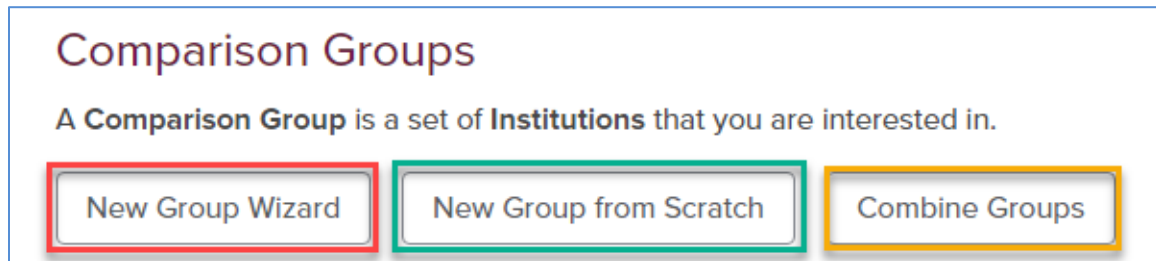
Aspirant Institutions:

- Identify institutions that provide a developmental goal
- Consider institutions that represent programs and features that your institution plans to emulate
- Choose institutions that place the vision and strategy of your institution in context

Groups based on specific criteria:

- Total Expenses
- Enrollment
- Faculty Size
- Carnegie Classification
- Affiliation
- Geographical Location
- Survey Participation

The first step in creating your own group is to click the DataOnDemand menu option and then select the Comparison Groups option. This option offers four ways to create groups: The New Group Wizard, New Group from Scratch, Combine Groups, and New Set of Groups.



How to Create a New Group Using the Wizard

Click on the New Group Wizard button. Multiple selections are available for most variables in the Wizard by simply holding your **Ctrl-Key** down while making multiple selections. All parameters are optional, note that the more you choose the narrower your query becomes.

As mentioned earlier, for reasons of confidentiality, the minimum number of institutions required for creating a comparison group is **eight**, and each group must differ by at least **three** institutions from any other group **created and used, or deleted, by your own institution's DOD subscribers.**

With the **New Group Wizard**, you create a peer group by selecting one or more of the following parameters:

- **Systems:** Allows you to select a specific system or a group of systems. In most cases, you will not need to change the default selection, which is **All Systems**.

- **States:** Allows you to select a specific state or a group of states. Remember, to make a multiple selection just keep your Ctrl-Key pressed down.

- **Participation:** Allows you to select institutions that have participated in a survey in an academic year or set of years. In the dropdown, select the survey, and “in all the checked survey years”, check the box next to the year or years you would like to retrieve participant institutions from; by selecting two or more years you will be pulling schools that participated in the selected years (for instance 2015-16 and 2016-17). **If you do not select this option, the system selects all institutions that meet your other criterion, regardless of survey participation.**

- **Survey Variables:** Allows you to add variables individually by selecting and hitting the add button.

Variables currently available are:

- o Faculty Unionized/Not Unionized. Select Yes or No.

- o Staff Unionized/Not Unionized Select Yes or No.

- o Faculty Full-Time Equivalent. Enter a range in the displayed boxes.

<p>FACULTY FULL-TIME EQUIVALENT (FTE)</p> <p>is between <input type="text"/> and <input type="text"/></p>
--

- o Total Operation Expenses (Total Operating Budget for 2013-14 survey year and back). Enter a range in the displayed boxes.

<p>TOTAL OPERATING EXPENSES (TOTAL OPERATING BUDGET FOR 2013-14 SURVEY YEAR AND BACK)</p> <p>is between <input type="text"/> and <input type="text"/></p>
--

- o Student Full-Time Equivalent. Enter a range in the displayed boxes.
- **Classifications:** Allows you to select Carnegie Classification. There are two options available:
 - o 2015 Carnegie Class, to learn more about this classification go to: <http://classifications.carnegiefoundation.org>

<p>2015 CARNEGIE CLASS</p> <p>Master's Colleges & Universities: Larger Programs (M1)</p> <p>Master's Colleges & Universities: Medium Programs (M2)</p> <p>Master's Colleges & Universities: Small Programs (M3)</p>
--

- o 2010 Carnegie Class
- **Affiliation:** Four options are available: Public, Private Independent, Private Religious, and Private For-Profit.

<p>AFFILIATION</p> <p>Public</p> <p>Private Independent</p> <p>Private Religious</p> <p>Private for-Profit</p>

- **Level of Instruction:** Three options are available: Offers Undergraduate Only, Offers Graduate Only, and Offers Both Undergraduate and Graduate.

<p>LEVEL OF INSTRUCTION</p> <p>Offers Undergraduate Only</p> <p>Offers Graduate Only</p> <p>Offers Both Undergraduate and Graduate</p>

- **US Census Region:** Four options are available

<p>US CENSUS REGION</p> <p>Northeast</p> <p>South</p> <p>Midwest</p> <p>West</p>

- Northeast: CT, ME, MA, NH, NJ, NY, PA, RI, and VT
- Midwest: IN, IO, IL, KS, MN, MI, MO, NE, ND, OH, SD, and WI,
- South: AR, AL, DE, DC, FL, GA, KY, LA, MD, MS, NC, OK, SC, TN, TX, VI, and WV
- West: AK, AZ, CA, CO, HI, ID, NM, MT, NV, OR, UT, WA, and WY
- **Metropolitan Statistical Area: A map of current MSAs is available at http://www.census.gov/population/metro/files/metro_micro_Feb2013.pdf**

METROPOLITAN STATISTICAL AREA
Missing
AK-Anchorage
AL-Anniston
AL-Auburn-Opelika

- **NCAA Division:** Six options are available 1A, 1AA, 1AAA, 2, 3, and NA.

NCAA DIV
Missing
1A
1AA
1AAA

- **Entity Type:** The following options are available

ENTITY TYPE
Single Unit Institution
Institution within a system
System Office
System Summary

- Single Unit Institution
- Institution within a system
- System Office
- System Summary

After selecting your peer group criteria, click the **Search** button at the bottom right hand corner of the Wizard. Institutions matching your query will then be listed.

Once your group is complete, name it and select Save Comparison Group. You may also want to add a description of the group you just created for future reference.

INSTITUTIONS MEETING FILTER CRITERIA

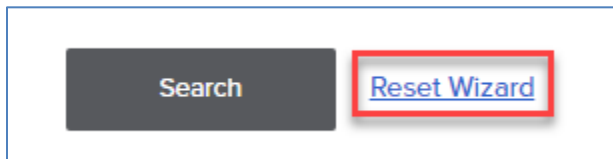
547 Institutions			
Member Type	Institution Name	HEDunitID	unitID
Institutional	Adams State University (Alamosa, CO)	126182	23376
Institutional	Aims Community College (Greeley, CO)	126207	25468
Non-Member	Alexandria Technical & Community College (Alexandria, MN)	172918	25293
Institutional	Anne Arundel Community College (Arnold, MD)	161767	23844
Non-Member	Anoka-Ramsey Community College (Coon Rapids, MN)	172963	24021

SAVE

NAME

SELECTION CRITERIA DESCRIPTION

Your New Group Wizard selections are saved. That is, once you perform a query with the wizard, when you reopen the it, your selections are kept. The Wizard can be restarted by clicking on the **Restart Wizard** link at the bottom of the Wizard's dialog box:



How to Create a New Group from Scratch

Click on the New Group from Scratch button.

Comparison Groups

A **Comparison Group** is a set of **Institutions** that you are interested in.

New Group Wizard

New Group from Scratch

Combine Groups

Enter part of the institution's name or its Unitid and click on **Search**.

Comparison Group

SEARCH FOR INSTITUTIONS TO ADD

art academy

Search

To select a school for inclusion in your list, check the box next to its name.

INSTITUTIONS

Select institutions, then save or search again. Survey Participation shows the last time the institution finished a survey.

Include in Group <small>All None</small>	Member Type	1 Institution			Survey Participation								
		Institution Name	HEDunitID	unitID	Administrators (Incumbent- Level Salaries)	Professionals (Incumbent- Salaries)	Staff (Incumbent- Salaries)	Four-Yr Faculty (Incumbent- Level Salaries)	Two- Yr Faculty	Administrators in Higher Education Survey	Professionals in Higher Education Survey	Non- Employe	
<input checked="" type="checkbox"/>	M	Art Academy of Cincinnati (Cincinnati, OH)	201061	24467									

Repeat these steps until your group is complete, name the group, and select Save Comparison Group.

SAVE

NAME

Peer Institutions 2017

SELECTION CRITERIA DESCRIPTION

New peer group, approved by Comp Committee 02/2017]

You can check participation in the surveys by going to <http://www.cupahr.org/surveys/results.aspx> and selecting the appropriate survey.

Salary Surveys

- ✓ [Administrators in Higher Education Salary Survey](#)
- ✓ [Professionals in Higher Education Salary Survey](#)
- ✓ [Staff in Higher Education Salary Survey](#)
- ✓ [Four-Year Faculty Survey in Higher Education](#)
- ✓ [Two-Year Faculty Survey in Higher Education](#)

Combining Groups

It is important to note that only groups that have been checked to appear in dropdown lists will be also active for combining. If the groups you are combining are unchecked, check their boxes and then click on the Save Changes button to make them available for combining.

The screenshot shows a list of groups under the heading "Your Personal Groups". Each group has a set of icons (edit, trash, share, plus, minus) and a checkbox. Two groups, "Executive Comp Peer Group One" and "Executive Comp Peer Group Two", have their checkboxes checked and are highlighted with red arrows. A "Save Changes" button is located at the bottom right of the list.

Group Name	Checked
Administrators Survey Participants in the last three years NH, NJ and NY	<input type="checkbox"/>
Aspirant Institutions 2016 Compensation Review	<input checked="" type="checkbox"/>
Comparator Group-Faculty	<input type="checkbox"/>
Executive Comp Peer Group One	<input checked="" type="checkbox"/>
Executive Comp Peer Group Two	<input checked="" type="checkbox"/>
Executive Comp Peer Group Two (minus my institution) (copy)	<input type="checkbox"/>
Horizon League 2016-2017	<input type="checkbox"/>
Midwest	<input checked="" type="checkbox"/>
Test Group CT, NY and NJ	<input type="checkbox"/>
Test Group CT, NY and NJ (plus my institution) (copy)	<input type="checkbox"/>
UNCNCHEMS10 (copy)	<input type="checkbox"/>
UNC Peer 10 Group	<input type="checkbox"/>
University of Miami Peers (17 Institutions)	<input type="checkbox"/>

Shared Groups

Save Changes

To combine two or more groups under a single group, click on the Combine Groups button.

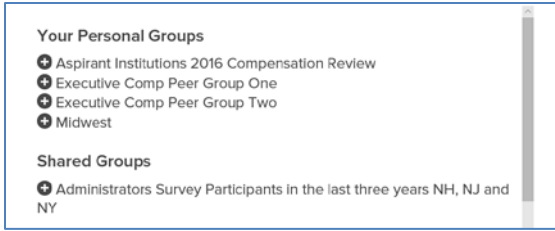
The screenshot shows the "Comparison Groups" section. It includes a definition: "A Comparison Group is a set of Institutions that you are interested in." Below this are three buttons: "New Group Wizard", "New Group from Scratch", and "Combine Groups". The "Combine Groups" button is highlighted with a yellow border.

Comparison Groups

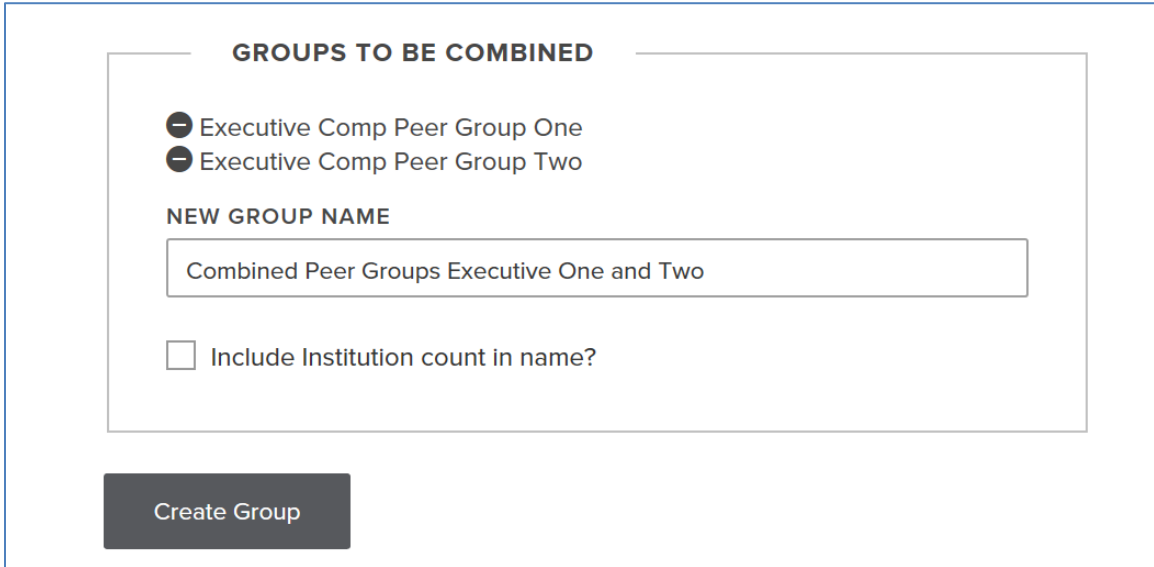
A **Comparison Group** is a set of **Institutions** that you are interested in.

New Group Wizard New Group from Scratch **Combine Groups**

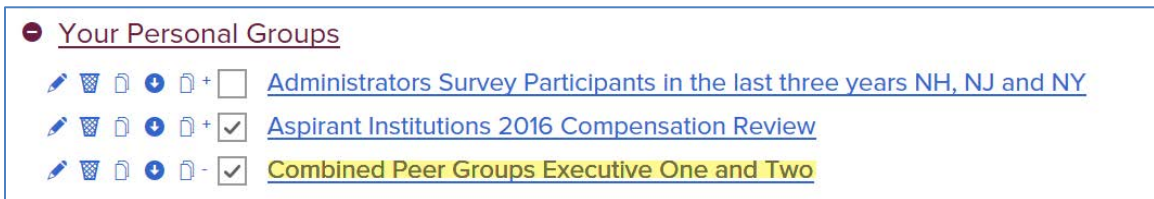
You will be presented a list of groups that you currently have access to in your Personal, Shared and Public Groups areas. Click on the plus symbol to select a group, which would be displayed under "Groups to be combined". Add as many groups as needed and then type a name for your combined group.



After selecting your comparison groups to be combined, name your new group and then click on **Create Group**.



The combined group will show in Your Personal Groups:



Renaming, Deleting, Copying and Moving Comparison Groups



1. To rename a group click on the pencil icon and in the Group Name box type a new name for your group and hit the Save button.
2. To delete a group click on the trash can icon; this will remove the group from the display but not from Surveys Online. When creating a new group, it needs to differ by at least three institutions from any existing group, including any that have been used and deleted. However, if you delete a group before running a report, it is not compared to any new groups you create. As such, it is

important to make sure that your group includes all the institutions you want before running any reports.

3. To copy a group, click on the copy icon. By clicking on the icon with the plus (or minus) symbol, you would be creating a copy of your group that includes (or excludes) your institution. You can copy personal, shared or public comparison groups.
4. To move a group to the Shared area, click on the down arrow. Once your group is showing in the Shared area, your screen will show an up arrow that will allow you to move the group back to your Personal Groups area.
5. By clicking on the icon with the plus (or minus) symbol, you would be creating a copy of you're the group that includes (or excludes) your institution. A plus symbol will show next to the second copy icon, if your institution is not included in the present group. On the other hand, a minus symbol will show, if your institution is included in the group. The copied group will be placed in Your Personal Comparison Groups.

Making a Comparison Group Visible for Benchmarking

In **Comparison Groups**, you can see all the groups you have created and all other groups you are entitled to see, such as shared groups and public groups. The check boxes next to the groups' name allow you to specify which groups will appear in the various reports' dropdown lists while selecting a group to use in the report. To be able to select a group for use in benchmarking, check the box next to the group's name and then hit the **Save Changes** button.

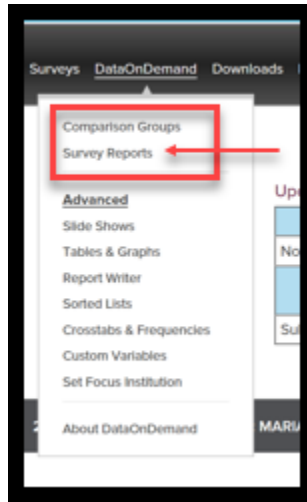
The screenshot displays a user interface for managing comparison groups. It is titled "Your Personal Groups" with a minus sign icon. Below the title is a list of 13 groups, each with a set of icons (edit, trash, share, copy, down arrow, up arrow) and a checkbox. Two groups, "Executive Comp Peer Group One" and "Executive Comp Peer Group Two", have their checkboxes checked, and red arrows point to these checkboxes. At the bottom of the list is a plus sign icon and the text "Shared Groups". A red-bordered button labeled "Save Changes" is located at the bottom right of the interface.

Group Name	Checked
Administrators Survey Participants in the last three years NH, NJ and NY	<input type="checkbox"/>
Aspirant Institutions 2016 Compensation Review	<input checked="" type="checkbox"/>
Comparator Group-Faculty	<input type="checkbox"/>
Executive Comp Peer Group One	<input checked="" type="checkbox"/>
Executive Comp Peer Group Two	<input checked="" type="checkbox"/>
Executive Comp Peer Group Two (minus my institution) (copy)	<input type="checkbox"/>
Horizon League 2016-2017	<input type="checkbox"/>
Midwest	<input checked="" type="checkbox"/>
Test Group CT, NY and NJ	<input type="checkbox"/>
Test Group CT, NY and NJ (plus my institution) (copy)	<input type="checkbox"/>
UNCNCHEMS10 (copy)	<input type="checkbox"/>
UNC Peer 10 Group	<input type="checkbox"/>
University of Miami Peers (17 Institutions)	<input type="checkbox"/>

Save Changes

RUNNING REPORTS

Under the DataOnDemand menu option select **Survey Reports**.



A list of available reports will be displayed. To run a specific report, click on the corresponding link (if reports for a survey are not underlined, it means that your institution has not purchased DOD access for that survey.)

DataOnDemand (DOD) reports can provide both unweighted and weighted salary data; the unweighted data is the default option; the weighted data option is a user-selected alternative. Unweighted data more precisely reflect what institutions are paying in that the average or median salary for a position is included only once for each participating institution. Weighted data, in contrast, are more an indicator of what incumbents are earning in that the average or median salary for a position is included once for each incumbent, thereby giving more weight to salaries paid by institutions with large numbers of incumbents. All reports include your institution's salary data (the Focus Institution), if your institution participated in that survey. If you don't have permission to see salary data for your institution, you will only see salary data for the selected comparison group.

Weighted statistics are calculated on all reported incumbents in all institutions in your chosen Comparison Group. Each incumbent is given a weight of one; therefore, an institution reporting data on four incumbents **carries more weight** than an institution reporting data on one incumbent for a given position. On the other hand, un-weighted, statistics are calculated on institutional averages reported by institutions in your Comparison Group; an institution reporting on two incumbents will carry the **same weight** as an institution reporting on four incumbents.

This is an example of weighted versus unweighted average:

Un-weighted versus weighted data

\$10,000	10	\$100,000	
\$15,000	2	\$30,000	
\$25,000	3	\$75,000	
\$16,667	15	\$205,000	\$13,667
Un-weighted			Weighted

To comply with Department of Justice **Safe Harbor Guidelines**, salary data are provided only for positions or faculty discipline ranks with 5 or more responding institutions. In addition, when using the weighted data option, if a position or discipline rank has at least 5 responding institutions but one institution represents more than 25% of the incumbents, salary data are not reported.

ABOUT SAFE HARBOR GUIDELINES

In DataOnDemand, both un-weighted and weighted salary data are available; un-weighted data is the default for reports and weighted data is a user selected option. To comply with the Department of Justice's Safe Harbor Guidelines, the weighted data option provides salary data only for positions with five or more responding institutions and in which no responding institution accounts for more than 25% of the incumbents. If a position has at least five responding institutions but one institution represents more than 25% of the incumbents, salary data will not show in any of the DataOnDemand reports. To read a summary of the Safe Harbor Guidelines go to http://compforce.typepad.com/compensation_force/2007/02/antitrust_regul.html

SAVING POSITION SELECTIONS FOR STAFF SURVEYS

For any report that provides for position selection, users can now save their selections for future use. Traditionally, the options available were to select all positions available, to select all positions reported by the user's institution, or to custom select positions, which users would have to repeat for each report. Now, users can save one or more sets of positions in which they are interested for future use in a given survey. Once saved, these sets of positions are available for selection in the drop-down list of options for any report that provides for position selection. These custom sets of positions are automatically available to everyone benchmarking on that survey at the institution (i.e., they are shared).

AGING SALARY DATA

Salary data can be aged for the Administrators, Professionals, Non-Exempt, and Four-Year Faculty Salary Surveys. Aging allows you to run the DOD salary survey reports and see estimated results had the data been collected at a different point in time (the Aging Date). You can age the data from the day after the "report as of" date (i.e., November 2) to as far ahead as March 1 of the year following the end year of the survey's academic year (i.e., roughly the time when a new year's worth of survey data are released, providing more accurate information).

Aging is based on a projected annual rate of increase for the survey year and a portion of the subsequent year and there is not compounding. The same rate is used for both years and there is no compounding. If you wish to age the salary data, check the Aging box on the report setup page. You may select an Aging Date (date to age to) between November 2, the beginning of the academic year of the survey and March 1 of the year after the end of the academic year of the survey. **Today** is the default Aging Date. An Aging Factor is provided by CUPA-HR. It is generic as to position within a given CUPA-HR salary survey. **If you have access to salary increase projections more**

specific to your institution and positions of interest, you may over-ride the default.

This is an example of how aging works in DataOnDemand:

Current salary = \$119,000

Aging Factor = 2%

Effective Date of the Data 10/15/11

Aging Date = 7/16/12

Aged Salary = \$120,785

1. The monthly aging percentage is calculated. Using the example above, divide 2% by 12 months ($0.02/12$) = 0.001667, this is the monthly aging rate.
2. The monthly aging rate is multiplied by the number of months the data is being aged. Our aging date is 7/16/12, which equals 9 months. In the example (0.001667×9) = 0.015
3. The salary that is being aged is multiplied by the rate calculated in the previous step. This will determine the amount that needs to be added to the salary. In the example $\$119,000 \times 0.015 = \$1,785$
4. The aged salary is the current salary plus the amount calculated in the previous step. In the example $\$119,000 + \$1,785 = \$120,785$

SALARY SURVEYS DOD REPORTS

Multi-Position Graphical Report

Surveys: Administrators, Professionals, and Staff

Number of Comparison Groups: One or two

Data Options: Unweighted or Weighted

Basic Chart Statistics: Average, Median

Comparative Chart Percentiles: 1 - 100

Output Formats: HTML, PDF

The Multi-Position Graphical Report generates a comparative table and two comparative bar graphs for one or two comparison groups. For the selected comparison group(s), the table provides average and median salary data for all positions reported by your institution (default), for all positions covered in the survey, or for self-selected positions. Since this is a graphical report, we suggest that you select no more than 20 positions for comparison. For the Basic and Comparative charts, you can choose either Average or Median salary. For the Comparative Chart, you may compare your institution's salaries to those of the comparison group(s) at the "xx" percentile. You may select percentiles from 1 to a 100. When you have completed making your selections for the report, simply hit the "Go to Report" button. Charts can be downloaded to your desktop. Report added 2015-16.

Multi-Position Report

Surveys: Administrators, Professionals, and Staff

Data Options: Unweighted or Weighted

Output Formats: HTML, PDF, CSV

Other Options: Additional Percentiles, Outlier Filtering, Data Aging

For the selected comparison group, the Multi-Position Report provides average, standard deviation, median, minimum and maximum salary for each position, N of incumbents (NP), N of institutions (NI), and your institution's salaries as a percentage of the comparison group's. You may also select to have additional percentiles displayed. There are two options: 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90.

By default, the report highlights positions at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. The report automatically selects the positions for which your institution has reported data. Alternatively, you may select All Positions or No Positions. If you select No Positions, you must then select positions manually by checking the corresponding boxes, and then click the "Update Selection" button for your changes to take place. On the selection screen, choose your comparison group, survey year and whether you wish to run unweighted or weighted statistics; the default is unweighted. You can also choose to age the data. When you have completed making your selections for the report, simply hit the "Go to Report" button. Non-Exempt Survey report added 2013-14.

Standard deviation (SD) is reported in the comparison group column next to Average Salary. The SD indicates how tightly salaries are clustered around the average; the smaller the SD the more concentrated the salaries; the larger, the more dispersed. The SD used in DOD reports is the "actual" SD (the formula contains N rather than N-1 in the denominator) and not an estimated (corrected) SD. Users also have the option to filter outliers – i.e., to exclude salaries that are more than 2 standard deviations from the average in either direction. Approximately 5% of salaries lie beyond two SDs of the average and would be excluded as outliers with this option. Option added 2013-14.

Single Position Report

Surveys: Administrators, Professionals, and Staff

Staff Selection Options: All, by Gender, by Ethnicity

Data Options: Unweighted or Weighted

Output Formats: HTML, PDF

Other Options: Data Aging

For the selected comparison group, the Single Position Report provides average, median, minimum and maximum salary for one position, N of incumbents, N of institutions, your institution's salaries as a percentage of the comparison group's and salary percentile ranks 20, 25, 40, 60, 75, 80. The Single Position Report also provides optional statistics based on gender and ethnicity (for single incumbent positions). Non-Exempt Survey report added 2013-14.

Minority status, years of service, and hiring source are available for data gathered in 2011-12 and prior years. Similarly, for 2011-12 data and prior, the Professionals

Survey Single Position Report gives you the option of a salary report based on FLSA Status: Exempt, Non-Exempt, or Both. On the selection screen, choose your comparison group, survey year, and the Characteristics of Comparison Group Incumbents you want (if any).

Trend Report

Surveys: Administrators and Professionals

Data Options: Unweighted or Weighted

Output Formats: HTML, PDF

Other Options: Additional percentiles

The Trend Report allows you to see the percentage change in your salaries by position from a prior year to a second year (e.g. the current year) and comparable percentage change statistics for a selected set of peer institutions. Rates are calculated for institutions providing data for both years. The report shows the percentage change in the average, median, minimum and maximum salary for all positions, N of incumbents. The report also compares the percentage change in the salaries at your institution to those of your comparison group and calculate the percentage represented by the ratio. For example, if your institution had a salary change of 1.5% for a position, while the average change for the same position in the comparison group was 3.0%, the ratio of 1.5/3.0 would show in the report as 50%. You may also select to have additional percentiles displayed in the report – either 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90.

Multi-Position Demographic Report

Surveys: Administrators, Professionals, Staff and Four-Year Faculty

Staff Selection Options: Gender, Minority status, and Age

Data Options: Unweighted

Output Formats: HTML, PDF

The Multi-Position Demographic Report provides median salary data by minority/non-minority status and gender. Hiring source (internal vs. external) is also available through 2012.

Aggregated Positions Report

Surveys: Administrators and Professionals

Data Options: Unweighted or Weighted

Output Formats: HTML, PDF

Other Options: Additional percentiles

Allows users to select and combine two or more positions that are a single position at the user's institution. Option added 2013-14.

Multi-Position Years in Position Report

Surveys: Administrators, Professionals, Staff and Four-Year Faculty

Data Options: Unweighted or Weighted
 Output Formats: HTML, PDF
 Other Options: Additional percentiles

For the selected comparison group, this report provides average, median, minimum and maximum years in position for current incumbents, N of incumbents, N of institutions, and the years in position of your institution's incumbents as a percentage of the comparison group's. You may also select to have additional percentiles displayed. There are two options: 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90. By default, the report highlights positions at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. Report added 2013-14.

Prevailing Wage Report

Surveys: Administrators, Professionals and Four-Year Faculty Surveys

Data Options: Unweighted or Weighted
 Output Formats: HTML, PDF

Provides salary data for a single position in a format that meets the requirements for a prevailing wage submission to the Department of Labor as part of the H-1B Visa process. Comparison groups used in these Geographical Statistical Area (GSA) analyses are based on Metropolitan Statistical Areas.

Report added 2015-16.

FOUR-YEAR FACULTY (4YF) SURVEY DOD REPORTS

T/TT: Tenured/Tenure Track NTT-T: Non-Tenure Track Teaching
 NTT-R: Non-Tenure Track Research T/TT-NTT: Combined

Multi-Discipline Report (4YF)

Faculty Type Options: T/TT, NTT-T, NTT-R, T/TT-NTT
 Data Options: Unweighted or Weighted
 Output Formats: HTML, PDF, CSV
 Other Options: Additional Percentiles, Outlier Filtering, Data Aging

For the selected comparison group, the Faculty Multi-Discipline Report provides average, standard deviation, median, minimum and maximum salary by faculty rank for each 4-digit CIP code discipline, N of incumbents (NP), N of institutions (NI), and your institution's salaries as a percentage of the comparison group's. You may also select to have additional percentiles displayed. There are two options: 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90.

The report highlights academic faculty ranks (Professor, Associate Professor, Assistant Professor and Instructor) at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. The report automatically selects the disciplines for which your institution has reported data. Alternatively, you may select All Positions or No Positions. If you select No Positions, you must then select disciplines manually by checking the corresponding boxes, and then click the "Update Selection" button for

your changes to take place. On the selection screen, choose your comparison group, survey year, and whether you wish to run unweighted or weighted statistics; the default is unweighted. You can also choose to age the data. When you are ready to run the report, simply hit the "Go to Report" button. This report can be run by one faculty rank at a time or for all faculty ranks at once. The report may take longer to run if you have selected a large comparison group and many or all the disciplines.

Standard deviation (SD) is reported in the comparison group column next to Average Salary. The SD indicates how tightly salaries are clustered around the average; the smaller the SD, the more concentrated the salaries; the larger, the more dispersed. The SD used in DOD reports is the "actual" SD (the formula contains N rather than N-1 in the denominator) and not an estimated (corrected) SD. Users also have the option to filter outliers – i.e., to exclude salaries that are more than 2 standard deviations from the average in either direction. Approximately 5% of salaries lie beyond two SDs of the average and would be excluded as outliers with this option. Option added 2013-14.

Single Discipline Report (4YF)

Faculty Type Options: T/TT, NTT-T, NTT-R, T/TT-NTT

Data Options: Unweighted or Weighted

Output Options: HTML, PDF

The Single Discipline Report provides average and median salaries, as well as lowest and highest of reported low and high salaries by rank for one discipline, N of incumbents, N of institutions and your institution's salaries as a percentage of the comparison group's salaries.

Rank Order of Disciplines by Salary within Faculty Rank (4YF)

Faculty Type Options: T/TT, NTT-T, NTT-R, T/TT-NTT

Data Options: Unweighted or Weighted

Output Formats: HTML, PDF

This report, for each academic faculty rank (Professor, Associate Professor, Assistant Professor and Instructor), orders disciplines from high to low based on salary. Report added 2013-14.

6-Digit Multi-Discipline Report (T/TT Only) (4YF)

Faculty Type: T/TT

Data Options: Unweighted or Weighted

Output Formats: HTML, PDF

The 6-digit Multi-Discipline Report provides average, median, minimum and maximum salary by academic faculty rank for each 6-digit CIP code discipline, N of incumbents, N of institutions, and your institution's salaries as a percentage of the comparison group's.

Faculty Paid-by-the-Course Survey (4YF)

Provides salary data by academic discipline for temporary faculty teaching undergraduate (or graduate) credit courses for which they are paid on a course-by-course basis. For each discipline, average, median, minimum and maximum salary are reported, as well as average number of credit hours taught per person. Output format: HTML or PDF. Report added 2013-14. Note: Survey not conducted every year.

Faculty Department Head Survey (4YF)

Provides the following data for faculty department heads by academic discipline: percentage at each academic rank, average, median, low and high base salary, percentage of incumbents receiving a salary supplement with average and median amount, percentage of incumbents receiving summer coverage of salary with average and median number of months, and percentage receiving course relief with average and median number of courses. Output format: HTML or PDF. Report added 2013-14. Note: Survey not conducted every year.

HEALTHCARE AND OTHER BENEFITS SURVEY DOD REPORTS

Healthcare Benefits

All reports are generated in Excel. The following Healthcare reports are available for obtaining survey results:

- Health Care Basics and Wellness Program
- Impact of Affordable Care Act
- PPO Plans
- HMO/EPO Plans
- POS Plans
- HDH Plans
- Stand-Alone Dental

Other Benefits

These items are collected every other year. The following reports are available in Excel format:

- Non-Health Care Basics
- Life Insurance
- Short & Long Term Disability
- Paid Time-Off
- Tuition
- Retirement Plans

REPORT WRITER

Report Writer allows you to view results for multiple variables at once—but only for one year at a time.

To select variables to include in a report, first select a variable family. Then select one or more variables by highlighting them (while holding down the control key)—then click Add. The variables will now appear above the Generate Report button.

You can add as many variables as you want—but the more you add, the slower the report will run and it will be more difficult to print results.

Here is a sample of an output from Report Writer. **Note:** You can highlight the report body, copy it to your clipboard, and then paste it into Excel, Word, or another application. You also can save it as a slide.

Report

Year: 2015-16
Comparison group: 2015-16 Administrators Survey Participants Master's Larger

Summary	[107000] Chief Business Officer: Yrs in Pos
No Focus Institution	
Mean (Average)	9
Maximum Value Reported	41
75th Percentile	12
50th Percentile (median)	7
25th Percentile	2
Minimum Value Reported	1
Number of Institutions Reporting Valid Data	145
Total Number of Institutions in the Comparison Group	229

COPYING HTML OUTPUT INTO EXCEL

To copy and paste an HTML output into Excel, highlight parts of or the whole output showing on your screen. Right click and copy to your clipboard, then switch to Excel and paste it in. Once pasted into Excel, you will need to clean up the formatting.

QUESTIONS?

Contact us at <http://www.cupahr.org/surveys/ask.aspx>