**WORKSHEET FOR CUPA-HR 2015-16**   
Administrators in Higher Education Salary Survey

Use this worksheet to assist with the data collection process. **After you have collected your data in the worksheet, input that data in Surveys Online** **by logging in at** [**http://www.cupahr.org/surveys/login.aspx**](http://www.cupahr.org/surveys/login.aspx).

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**INTRODUCTION**

The Administrators in Higher Education Salary Survey (AHESS) collects salary data this year for 190 positions with primary assignments requiring management of the institution or of a customarily recognized division within it. **All positions are FLSA Exempt.** All survey positions are matched to BLS Standard Occupational Classification (SOC) codes to facilitate completion of IPEDS reporting, but SOC codes are not used in this survey.

**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 five or fewer institutions are neither listed in the survey report nor available in DataOnDemand. Any attempt to use DataOnDemand for the purpose of violating the confidentiality of survey data is illicit and subject to serious penalty. CUPA-HR reports and DataOnDemand are in compliance with Department of Justice "Safe Harbor" Guidelines. For a complete statement of CUPA-HR policy regarding use of survey data, click the Privacy Policy link under General in the menu at the top of the page in Surveys Online.

**Reporting dates for data**

* Report fall student enrollment as of your institution’s official fall reporting date or October 15, 2015.
* Report the number of faculty and number of staff on your institution’s payroll as of November 1, 2015.
* Report annualized salaries as of November 1, 2015.
* **If it is not possible to use the above dates**, use a reporting date no earlier than September 15 and no later than November 1, 2015.

**SURVEY CHANGES FOR 2015-16**

There have been three changes to this year’s survey:

* One new position has been added - Chief Student Affairs Officer for a College/Division (301050).
* Dean of Students (155010) has been re-defined to include both those with and without faculty status.
* The Dean and Associate/Assistant Dean positions for Public Administration (153340/304340) have been deleted from the survey as only a very few institutions have ever provided data for these two positions.

For a complete list of positions in our different salary surveys, please download the Position Descriptions documents located at <http://www.cupahr.org/surveys/worksheets.aspx>.

# SALARY DATA UPLOAD OPTION AVAILABLE

An Upload Option is available that enables you to upload a file of salary data to the Surveys Online (SOL) database server, saving you the effort of manually keying in each item. **The upload file type may be either comma separated values (CSV) or Microsoft Excel (XLS or XLSX).**

The ***WILL DO*** and ***DONE*** status boxes still need to be checked and Institutional Basics still have to be keyed into SOL. The AHESS Upload Option is for salary- and incumbent-related 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, this option may not save you time. Go to <http://www.cupahr.org/surveys/worksheets.asp>xfor directions on how to use the upload option.

**GUIDELINES FOR SALARY DATA**

The administrative positions chosen for this survey are typical of those found in colleges and universities. Before entering data, review the position descriptions and match them to those at your institution. **Valid matches should be based on position description content, not on job title**. You may find it useful to print a copy of the position descriptions prior to entering data online.

Go to <http://www.cupahr.org/surveys/worksheets.asp>x for position descriptions.

When entering data, please adhere to the following guidelines:

* **Report annualized salaries as of November 1, 2015**. **If this is not possible, use a reporting date no earlier than September 15 and no later than November 1.**  Report only current information despite the possibility of future or pending salary changes.
* Report base salary only.
* Include only salaries of employees on the institution's payroll. Do not include outsourced positions.
* **Do not report salary data for acting or interim incumbents.** Treat all positions currently filled by acting/interim incumbents as vacant.
* If a position currently is vacant but was filled in the prior academic year, report salary and demographic data for the most recent prior-year incumbent. If the position had no incumbents in the prior academic year, do not report data for that position.
* **Do not** include data for a position that is **less than half time or for which a stipend** is paid in lieu of salary.
* Report all salaries based on 12-month, 100 percent equivalency by annualizing the salary of part-time employees in positions that are half-time or greater. Please see Annualized Salary directions **in the next section.**
* If a person's job responsibilities are reflected in more than one position description, do not report his or her salary twice; instead, report the salary in the position for which the description best fits.
* Do not report the same salary data in more than one survey.

##### **If you do not have a comparable position for a position surveyed, simply skip that position.**

**DATA COLLECTED FOR EACH POSITION**

Specific instructions appear on the questionnaire. Please read these instructions carefully before answering. For each position, please provide the following information as appropriate.

* **Number of incumbents**: Indicate the number of incumbents in the position. If the position has only one incumbent, please enter "1." Also enter "1" if the position is vacant and you are reporting data for the most recent prior-year incumbent.
* **Annualized salary**: Provide the full-time, 12-month salary for each position rounded to the nearest whole dollar. For multiple incumbent positions, report the average of the annualized salaries. Report all salaries as full-time (100 percent) equivalent. For example, if your registrar works part-time, 50 percent for 12 months a year for a salary of $10,000, enter $20,000 as the annualized salary. If your director of student housing works 100 percent for 9 months a year for a salary of $9,000, enter $12,000 as the annualized salary.
* **Years in Position**: Indicate the number of years that the individual has served in this position. 0 – 12 months = 1 year; 13 - 24 months = 2 years; etc**.**
* **Gender**: If the position has one incumbent, indicate the gender of the individual.
* **Ethnicity**: If the position has one incumbent, indicate the ethnicity of the incumbent. For purposes of this survey, ethnicity is defined as American Indian/Alaska Native\*, Asian\*, Black or African American\*, Hispanic or Latino, Native Hawaiian or Other Pacific Islanders\*, Two or More Races, Unknown, White.\*

**\*** not Hispanic or Latino

##### INSTITUTIONAL BASICS

Institutional Basics is common to all CUPA-HR surveys and needs to be completed only once per year by your institution. **Answers entered in this section are visible to those responding to each of our surveys.** If someone else has already entered data, please review and answer any unanswered questions. **If you disagree with any existing entries, please do not edit them until you have first contacted Jackie Bichsel, CUPA-HR Director of Research.**

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

**1. Total Expenses Reported to IPEDS in the 2014-15 Spring Finance Survey**

Please enter the total expenses **reported by your institution to IPEDS** **last year** **in its 2014-15 Spring Finance Survey**. **Data collection for this survey was December 2014 to April 2015.** This number should be available from your Controller and can be found in one of these locations on the IPEDS survey depending on the reporting standards used by your institution. If GASB used, see Finance Survey Part C – line 19. If FASB used, see Finance Survey Part B – line 2 or Part E – line 13. If you are a private-for-profit institution, see Finance Survey Part B - line 2 or Part E – Line 7. **Total expense is a required field.**

|  |  |
| --- | --- |
| Total Expenses reported to IPEDS in 2014-15 Spring Finance Survey | $ |

**2. Fall 2015 Student Enrollment**

**Definitions (IPEDS)**

**- Full-time undergraduate student:** Enrolled for 12 or more semester/quarter credits or 24 or more [contact hours](http://nces.ed.gov/ipeds/glossary/index.asp?id=135) a week each term.

**- Full-time graduate student:** Enrolled for 9 or more semester/quarter credits or involved in thesis or dissertation preparation that is considered full time by the institution.

**- Part-time student:** An undergraduate student enrolled less than 12 semester/quarter credits or less than 24 contact hours a week each term. A graduate student enrolled for less than 9 semester/quarter credits.

**Report fall student enrollment** **as of your institution’s official fall reporting date or October 15**. If it is not possible to use this date, use a reporting date no earlier than September 15 and no later than November 1. Your institutional Research Office is likely to be the best source for this data.

* Please complete rows a, b and c if you can. FTE enrollment should always be less than FT + PT.
* If you can complete rows a and b, but not c, enter these numbers and then **hit** the “Calculate” buttonin Surveys Online.FTE figures will be derived as: Number of Full-Time Students + 1/3 the Number of Part-Time Students.
* If you can only provide numbers for row c, please do so. **Don’t** **hit** the “Calculate” button.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Undergraduate Students | Graduate  Students | Total  All Students |
| a. Number of full-time students |  |  | **SURVEYS ONLINE WILL CALCULATE TOTALS AUTOMATICALLY** |
| b. Number of part-time students |  |  |
| c. Full-Time-Equivalent (FTE) enrollment |  |  |

**3. Fall 2015 Faculty Size**

**Report the number of faculty on your institution’s payroll as of November 1, 2015.** If it is not possible to use this date, use a reporting date no earlier than September 15 and no later than November 1.Include all employees with faculty status, even if excluded in salary data. Your Institutional Research Office is likely to be the best source for this data.

* Rows **a** through **d** are **required** as the detail is important for creating valid comparison groups based on faculty characteristics.
* Report the **headcount number for each faculty type** in rows a through d. If your institution does not have a particular type of faculty, **enter 0 in that row**.
* Report the **Full-Time Equivalent (FTE) of** **all faculty** in row e.
* If your institution’s FTE Faculty is unknown to you, you can estimate the FTE as a + b + 1/3c + 1/3d.

|  |  |
| --- | --- |
|  | Headcount |
| a. Full-time tenured and tenure-track faculty |  |
| b. Full-time non-tenure-track faculty (benefits eligible) |  |
| c. Adjunct and part-time faculty **(non-benefits eligible)** |  |
| d. Adjunct and part-time faculty **(benefits eligible – institution contributes to a retirement plan for these faculty)** |  |
|  |  |
|  | FTE |
| e. Total faculty FTE (FTE of a + b + 1/3 c + 1/3 d) |  |

**4. Fall 2015 Staff Size (all employees not reported in IPEDS as faculty)**

**Definitions (IPEDS)**

**- Full-time staff:** As determined by the institution.

**- Part-time staff:** As determined by the institution. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) **are not considered part-time staff**.

- **FLSA Employees:** Employees whose jobs are governed by the Fair Labor Standards Act are either “exempt” or “non-exempt.” Nonexempt employees are entitled to overtime pay, exempt employees are not.

**Report the number of staff on your institution’s payroll as of November 1, 2015.** If it is not possible to use this date, use a reporting date no earlier than September 15 and no later than November 1. Include **all** full-time and part-time **employees not reported in IPEDS as faculty** in your count; also include medical school staff if applicable. Your institutional Research Office is likely to be the best source for this data.

* Please complete rows a through f if you can, and then **hit** the “Calculate” button. The FTE number of staff should always be less than the FT + PT number.
* If you can complete rows a and b, but not c, enter these numbers and **then hit** the “Calculate” button. FTE figures will be derived as: Number of Full-Time Employees + 1/3 the Number of Part-Time Employees. Follow the same process if you can answer d and e, but not f.
* If you are unable to use any of the above methods but have the total staff FTE number, enter it in row g. **Don’t hit** the “Calculate” button.

|  | Staff |
| --- | --- |
| **Exempt Staff** |  |
| a. Number of full-time exempt staff |  |
| b. Number of part-time exempt staff |  |
| c. Full-Time-Equivalent (FTE) exempt staff |  |
| **Non-Exempt Staff** |  |
| d. Number of full-time non-exempt staff |  |
| e. Number of part-time non-exempt staff |  |
| f. Full-Time-Equivalent (FTE) non-exempt staff |  |
| **g. Total FTE Staff** |  |

**5. Collective Bargaining**

Are some or all of your full-time (FT) faculty or staff represented by a union for purposes of collective bargaining?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| a. FT Faculty |  |  |
| b. FT Staff |  |  |

**6. Targets for 2016-17 Pay Increases**

Have you established targets for your 2016-17 pay increases? **IF YES:** What are the pay increase targets to the nearest tenth of a percent?

|  |  |  |
| --- | --- | --- |
|  | **Target Established?** | **If Yes: Pay Increase Target** |
| Exempt Administrators and Professionals | O Yes O No | % |
| Non-exempt Staff | O Yes O No | % |
| Faculty | O Yes O No | % |

**CHRO REPORTING AND EXECUTIVE BENEFITS**

1. To what position does your **Chief Human Resources Officer [127000]** report? Please enter the 6-digit code of the CHRO’s supervisor. **If none** **of the positions is an appropriate fit, enter 999999.**

|  |  |
| --- | --- |
| CHRO reports to – enter 6-digit code |  |

2. **Executive Only Benefits/Perquisites:** Does your institution provide the following executives any “executive-only” benefits/perquisites? These are benefits/perquisites that are not available to all employees. **Note:** If your CEO is head of a set of multiple, affiliated universities or colleges, answer these questions for position 100000 only; if not, answer for position 101000 only.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Position | Housing or Housing Allowance | Vehicle or Vehicle Allowance | Club Membership | Executive Deferred Compensation Program | Performance- Based Incentive Pay Opportunity |
| 100000 | Chief Executive Officer, System (President) | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |
| 101000 | Chief Executive Officer, Single Institution or Campus within a System (President or Chancellor) | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |
| 102000 | Executive Vice President/Vice Chancellor | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |
| 105000 | Chief Academic Affairs Officer/Provost | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |
| 107000 | Chief Business Officer | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |
| 109000 | Chief Athletic Administrator | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |
| 113000 | Chief Development/ Advancement Officer | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Partial subsidy  O Full subsidy | O No  O Yes | O No  O Yes |

**INSTRUCTIONS FOR ENTERING SALARY DATA IN SURVEYS ONLINE**

If a position has:

* **One incumbent**  
  Enter 1 as the number of incumbents and enter the employee's current salary in the Annualized Salary field. **Also enter Years-in-Position, Gender and Ethnicity.**
* **More than one incumbent**  
  Enter the number of incumbents and the average salary of the incumbents in the Annualized Salary field. **Do not complete the remaining fields**.
* **No incumbents, but had one or more incumbents during prior academic year**  
  Enter 1 as the Number of Incumbents, and enter salary data for the most recent incumbent in the Annualized Salary field. Also complete the remaining fields.
* **No incumbents since the beginning of prior academic year**  
  Do **not** report any data; do **not** enter 0 in the Number of Incumbents field; go on to the next position.

**Report salary data for FLSA exempt positions only. If a position at your institution is deemed not to meet the threshold for FLSA exemption, do not report its salary data in the survey.**

**Do not report salary data for acting or interim incumbents. Do not report the same salary data in more than one position or in more than one survey.**

In the online survey, click the Copy (copy) icon next to "*Reported last year*" to copy last year's data for a position into this year's fields. **You must, however, enter the new Annualized Salary amount.** Though it may not be obvious, the cursor will be in the Salary field after you hit the Copy icon. Once copied, data can be edited if need be.

At your option, use the Internal Reference field to record your institution's identification number for a position. Do not enter a real name.

All survey positions are matched to BLS Standard Occupational Classification (SOC) codes to facilitate completion of IPEDS reporting, but are not used in this survey.

**In the online survey, click underlined column and row headings for additional instructions and definitions.**

**Report annualized salaries as of November 1, 2015**. **If this is not possible, use a reporting date no earlier than September 15 and no later than November 1.**

**Note: A “Chief of..” is a senior administrator of the institution. A “Chief of…” is the top ranked position in a function. The word “chief” does not have to be contained in the position’s title. An example is the Director, or Executive Director of Human Resources.**

| **ADMINISTRATORS IN HIGHER EDUCATION SALARY SURVEY 2015-16 (AHESS)**  **Position Descriptions** document can be downloaded at<http://www.cupahr.org/surveys/worksheets.aspx>.  **Years in Position**: Indicate the number of years that the individual has served in this position. 0 – 12 months = 1 year; 13 - 24 months = 2 years; etc.  **Ethnicity Categories:** AI/AN – American Indian/Alaska Native; A – Asian; B/AA – Black or African American; H/L – Hispanic or Latino; NH – Native Hawaiian or Other Pacific Islanders; Two – 2 or more races; U – Unknown; W – White (not Hispanic or Latino) | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **New #** | **Old #** | **Job Role** | **Internal Reference** | **Number of Incumbents** | **Annualized Salary** | **Years in Position** | **Gender** | **Ethnicity** | **BLS SOC Code** |
|  |  | **Top Executive Officers** |  |  |  |  |  |  |  |
| **100000** | 1001 | Chief Executive Officer, System |  |  |  |  |  |  | 11-1011 |
| **101000** | 1003 | Chief Executive Officer, Single Institution or Campus within a System |  |  |  |  |  |  | 11-1011 |
| **102000** | 1005 | Executive Vice President/Vice Chancellor |  |  |  |  |  |  | 11-9033 |
|  |  | **Senior Institutional Officers: 105000 - 145000** Persons in these positions direct a major functional area with institution-wide scope/impact and also the work of other professional employees. Reports to a top executive officer or to another senior institutional officer. |  |  |  |  |  |  |  |
| **105000** | 1026 | Chief Academic Affairs Officer / Provost |  |  |  |  |  |  | 11-9033 |
| **107000** | 1029 | Chief Business Officer |  |  |  |  |  |  | 11-9033 |
| **109000** | 6001 | Chief Athletics Administrator |  |  |  |  |  |  | 11-9033 |
| **111000** | 1050 | Chief Audit Officer |  |  |  |  |  |  | 13-2011 |
| **113000** | 1047 | Chief Development /Advancement Officer |  |  |  |  |  |  | 11-2031 |
| **115000** | 1045 | Chief Enrollment Management Officer |  |  |  |  |  |  | 11-9033 |
| **117000** | New in 2013 | Chief Extension / Engagement Officer |  |  |  |  |  |  | 11-9033 |
| **119000** | 1046 | Chief External Affairs Officer |  |  |  |  |  |  | 11-9033 |
| **121000** | 1039 | Chief Facilities Officer |  |  |  |  |  |  | 11-9141 |
| **123000** | 1031 | Chief Financial Officer |  |  |  |  |  |  | 11-3031 |
| **125000** | 1041 | Chief Health Affairs Officer |  |  |  |  |  |  | 11-9111 |
| **127000** | 1037 | Chief Human Resources Officer |  |  |  |  |  |  | 11-3121 |
| **129000** | 1038 | Chief Information / IT Officer |  |  |  |  |  |  | 11-3021 |
| **131000** | 1033 | Chief Institutional Planning Officer |  |  |  |  |  |  | 11-9033 |
| **133000** | 2004 | Chief Institutional Research Officer |  |  |  |  |  |  | 11-9033 |
| **135000** | 1032 | Chief Investment Officer |  |  |  |  |  |  | 11-9033 |
| **137000** | 1036 | Chief Legal Affairs Officer |  |  |  |  |  |  | 23-1011 |
| **139000** | 2050 | Chief Library Officer |  |  |  |  |  |  | 11-9033 |
| **141000** | 1048 | Chief Public Relations Officer |  |  |  |  |  |  | 11-2031 |
| **143000** | 1027 | Chief Research Officer |  |  |  |  |  |  | 11-9033 |
| **145000** | 1043 | Chief Student Affairs / Student Life Officer |  |  |  |  |  |  | 11-9033 |
|  |  | **ACADEMIC DEANS: 153010 - 155010** Persons with faculty status who serve as the principal administrator/ head of an academic program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities. Do not report persons without faculty rank here**. Dean of Students is an exception – incumbent can be with or without faculty status.** |  |  |  |  |  |  |  |
| **153010** | 1201 | Dean Agriculture |  |  |  |  |  |  | 11-9033 |
| **153020** | 1202 | Dean Architecture/Design |  |  |  |  |  |  | 11-9033 |
| **153030** | 1203 | Dean Arts and Letters |  |  |  |  |  |  | 11-9033 |
| **153040** | 1204 | Dean Arts and Sciences |  |  |  |  |  |  | 11-9033 |
| **153050** | 1205 | Dean Biological and Life Sciences |  |  |  |  |  |  | 11-9033 |
| **153060** | 1206 | Dean Business |  |  |  |  |  |  | 11-9033 |
| **153070** | 1207 | Dean Computer and Information Sciences |  |  |  |  |  |  | 11-9033 |
| **153080** | 1208 | Dean Continuing Education |  |  |  |  |  |  | 11-9033 |
| **153090** | 1209 | Dean Cooperative Extension |  |  |  |  |  |  | 11-9033 |
| **153100** | 1210 | Dean Dentistry |  |  |  |  |  |  | 11-9033 |
| **153110** | 1211 | Dean Divinity / Religion |  |  |  |  |  |  | 11-9033 |
| **153120** | 1212 | Dean Education |  |  |  |  |  |  | 11-9033 |
| **153130** | 1213 | Dean Engineering |  |  |  |  |  |  | 11-9033 |
| **153140** | 1214 | Dean External Degree Programs |  |  |  |  |  |  | 11-9033 |
| **153150** | 1215 | Dean Family and Consumer Sciences |  |  |  |  |  |  | 11-9033 |
| **153160** | 1216 | Dean Fine Arts |  |  |  |  |  |  | 11-9033 |
| **153170** | 1217 | Dean Forestry and Environmental Studies |  |  |  |  |  |  | 11-9033 |
| **153180** | 1218 | Dean Government / Public Affairs / Public Policy |  |  |  |  |  |  | 11-9033 |
| **153190** | 1219 | Dean Graduate School |  |  |  |  |  |  | 11-9033 |
| **153200** | 1220 | Dean Health-Related Professions |  |  |  |  |  |  | 11-9033 |
| **153210** | 1221 | Dean Honors Program |  |  |  |  |  |  | 11-9033 |
| **153220** | 1222 | Dean Humanities |  |  |  |  |  |  | 11-9033 |
| **153230** | 1223 | Dean Instruction |  |  |  |  |  |  | 11-9033 |
| **153240** | 1224 | Dean Journalism and Mass Communication |  |  |  |  |  |  | 11-9033 |
| **153250** | 1225 | Dean Law |  |  |  |  |  |  | 11-9033 |
| **153260** | 1226 | Dean Library Sciences |  |  |  |  |  |  | 11-9033 |
| **153270** | 1227 | Dean Mathematics |  |  |  |  |  |  | 11-9033 |
| **153280** | 1228 | Dean Medicine |  |  |  |  |  |  | 11-9033 |
| **153290** | 1229 | Dean Music |  |  |  |  |  |  | 11-9033 |
| **153300** | 1230 | Dean Nursing |  |  |  |  |  |  | 11-9033 |
| **153310** | 1231 | Dean Occupational Studies/ Vocational Ed/Technology |  |  |  |  |  |  | 11-9033 |
| **153320** | 1232 | Dean Performing Arts |  |  |  |  |  |  | 11-9033 |
| **153330** | 1233 | Dean Pharmacy |  |  |  |  |  |  | 11-9033 |
| 153340 | 1234 | Dean Public Administration **Deleted** |  |  |  |  |  |  | 11-9033 |
| **153350** | 1235 | Dean Public Health |  |  |  |  |  |  | 11-9033 |
| **153360** | 1236 | Dean Sciences |  |  |  |  |  |  | 11-9033 |
| **153370** | 1237 | Dean Social Sciences |  |  |  |  |  |  | 11-9033 |
| **153380** | 1238 | Dean Social Work |  |  |  |  |  |  | 11-9033 |
| **153390** | 1239 | Dean Special Programs |  |  |  |  |  |  | 11-9033 |
| **153400** | 1240 | Dean Undergraduate Programs |  |  |  |  |  |  | 11-9033 |
| **153410** | 1241 | Dean Veterinary Medicine |  |  |  |  |  |  | 11-9033 |
| **155010** | 7003 | Dean of Students (with or without faculty rank) |  |  |  |  |  |  | 11-9033 |
|  |  | **Institutional Administrators: 161000 - 187020** Persons in these positions direct a major functional area with institution-wide scope/impact and the work of other professional employees. Also serve as the senior content expert in a recognized professional realm. Report to a top executive officer, senior institutional officer or other institutional administrator. |  |  |  |  |  |  |  |
| **161000** | 1040 | Chief Accounting Officer/Controller |  |  |  |  |  |  | 11-3031 |
| **162000** | 1030 | Chief Administration Officer |  |  |  |  |  |  | 11-3011 |
| **163000** | 3102 | Chief Architect for the Institution |  |  |  |  |  |  | 17-1010 |
| **164000** | 3050 | Chief Auxiliary Services Officer |  |  |  |  |  |  | 11-3011 |
| **165000** | 1034 | Chief Budget Officer |  |  |  |  |  |  | 11-3031 |
| **166000** | 3033 | Chief Purchasing Officer |  |  |  |  |  |  | 11-3061 |
| **167000** | 4009 | Chief Equal Opportunity / Affirmative Action Officer |  |  |  |  |  |  | 13-1041 |
| **168000** | 1051 | Chief Diversity Officer |  |  |  |  |  |  | 11-9033 |
| **169000** | 1042 | Chief Hospital Administrator |  |  |  |  |  |  | 11-9111 |
| **169010** | New in 2013 | Chief Veterinary Hospital Administrator |  |  |  |  |  |  | 11-9111 |
| **171000** | 1044 | Chief Student Admissions Officer |  |  |  |  |  |  | 11-9033 |
| **172000** | 2082 | Chief Student Financial Aid Officer |  |  |  |  |  |  | 11-9033 |
| **173000** | 2078 | Chief Student Registration / Records Officer |  |  |  |  |  |  | 11-9033 |
| **175000** | 1028 | Chief Technology Transfer Officer |  |  |  |  |  |  | 11-9033 |
| **176000** | 2009 | Chief Sponsored Research/Programs Administrator |  |  |  |  |  |  | 11-9033 |
| **177000** | 3005 | Chief Contracts and Grants Administrator |  |  |  |  |  |  | 11-3031 |
| **177100** | New in 2014 | Deputy Chief Library Officer |  |  |  |  |  |  | 11-9033 |
| **179010** | 7001 | Deputy Chief, Student Affairs |  |  |  |  |  |  | 11-9033 |
| **179030** | New in 2013 | Deputy Chief Research Officer |  |  |  |  |  |  | 11-9033 |
| **181000** | 2001 | Deputy Provost |  |  |  |  |  |  | 11-9033 |
| **183000** | 2002 | Associate Provost |  |  |  |  |  |  | 11-9033 |
| **185000** | 2003 | Assistant Provost |  |  |  |  |  |  | 11-9033 |
| **187020** | New in 2013 | Chief of Staff to System or Institution CEO |  |  |  |  |  |  | 11-9033 |
|  |  | **Heads of Div, Depts & Centers: 194010 – 196500; 301030 – 301050.** Persons in these positions direct an institutionally recognized division, department or center and the work of other professional employees. Generally report to a top executive officer, senior institutional officer or institutional administrator. |  |  |  |  |  |  |  |
| **194010** | New in 2013 | Deputy Chief Financial Officer |  |  |  |  |  |  | 11-3031 |
| **194020** | 3103 | Deputy Chief Facilities Officer |  |  |  |  |  |  | 11-9141 |
| **194030** | 4001 | Deputy Chief HR Officer |  |  |  |  |  |  | 11-3121 |
| **194040** | 5001 | Deputy Chief Information / IT Officer |  |  |  |  |  |  | 11-3021 |
| **194050** | 6002 | Deputy Chief Athletics Officer |  |  |  |  |  |  | 11-9033 |
| **194060** | 8001 | Deputy Chief Advancement/Development Officer |  |  |  |  |  |  | 11-2031 |
| **194150** | New in 2013 | Deputy Chief Budget Officer |  |  |  |  |  |  | 11-3031 |
| **196010** | 3030 | Bursar |  |  |  |  |  |  | 11-3031 |
| **196020** | 3053 | Chief Campus Bookstore Administrator |  |  |  |  |  |  | 11-1021 |
| **196030** | 2010 | Chief Campus Continuing Education Administrator |  |  |  |  |  |  | 11-9033 |
| **196040** | 2012 | Chief Campus Distance Education Administrator |  |  |  |  |  |  | 11-9033 |
| **196050** | 2007 | Chief Campus International Education Administrator |  |  |  |  |  |  | 11-9033 |
| **196051** | 2008 | Chief Campus International Studies Education Administrator |  |  |  |  |  |  | 11-9033 |
| **196060** | 3076 | Chief Campus Environmental Health & Safety Administrator |  |  |  |  |  |  | 11-1021 |
| **196070** | 3001 | Chief Campus Risk Management & Insurance Administrator |  |  |  |  |  |  | 11-1021 |
| **196080** | 3077 | Chief Campus Security Administrator / Police Chief |  |  |  |  |  |  | 11-1021 |
| **196085** | 3576 | Deputy Chief Campus Security Administrator / Assistant Police Chief |  |  |  |  |  |  | 11-1021 |
| **196090** | 3078 | Chief Campus Parking / Transportation Administrator |  |  |  |  |  |  | 11-3071 |
| **196100** | 4006 | Chief Campus Employment Administrator |  |  |  |  |  |  | 11-3121 |
| **196110** | 3032 | Chief Campus Payroll Administrator |  |  |  |  |  |  | 11-3031 |
| **196120** | 4002 | Chief Campus Benefits Administrator |  |  |  |  |  |  | 11-3111 |
| **196130** | 4004 | Chief Campus Employee Relations Administrator |  |  |  |  |  |  | 11-3121 |
| **196140** | 4007 | Chief Campus Classification & Compensation Administrator |  |  |  |  |  |  | 11-3111 |
| **196150** | 4008 | Chief Campus HR Information Systems Administrator |  |  |  |  |  |  | 11-3121 |
| **196160** | 4003 | Chief Campus Training & Development Administrator |  |  |  |  |  |  | 11-3131 |
| **196170** | 3055 | Chief Campus Food / Dining Services Administrator |  |  |  |  |  |  | 11-9051 |
| **196175** | 3056 | Deputy Chief Campus Food / Dining Services Administrator |  |  |  |  |  |  | 11-9051 |
| **196180** | 3004 | Chief Campus Research Park Administrator |  |  |  |  |  |  | 11-1021 |
| **196190** | 3101 | Chief Campus Real Estate Administrator |  |  |  |  |  |  | 11-9141 |
| **196200** | 3104 | Chief Campus Energy and Utilities Administrator |  |  |  |  |  |  | 11-1021 |
| **196210** | 5006 | Chief Campus Telecommunications / Networking Administrator |  |  |  |  |  |  | 11-3021 |
| **196220** | 5007 | Chief Campus Enterprise Applications Administrator |  |  |  |  |  |  | 11-3021 |
| **196230** | 5002 | Chief Campus Academic Computing/Instructional Technology Administrator |  |  |  |  |  |  | 11-3021 |
| **196240** | 5004 | Chief Campus Administrative Computing Administrator |  |  |  |  |  |  | 11-3021 |
| **196250** | 5008 | Chief Campus Research Computing Administrator |  |  |  |  |  |  | 11-3021 |
| **196260** | 5010 | Chief Campus IT Security Administrator |  |  |  |  |  |  | 11-3021 |
| **196280** | 7026 | Chief Campus Student Activities Administrator |  |  |  |  |  |  | 11-1021 |
| **196300** | 7031 | Chief Campus Student Center Administrator |  |  |  |  |  |  | 11-1021 |
| **196310** | 7004 | Chief Campus Greek Life Administrator |  |  |  |  |  |  | 11-1021 |
| **196320** | 7050 | Chief Campus Academic Advising Administrator |  |  |  |  |  |  | 11-9033 |
| **196330** | 7051 | Chief Campus Career Services Administrator |  |  |  |  |  |  | 11-9033 |
| **196340** | 7104 | Chief Campus Student Counseling Center Administrator |  |  |  |  |  |  | 11-9111 |
| **196350** | 7103 | Chief Campus Student Health Center - Non-Medical Administrator |  |  |  |  |  |  | 11-9111 |
| **196354** | 7101 | Chief Campus Student Health Center - Physician Administrator |  |  |  |  |  |  | 11-9111 |
| **196355** | 7102 | Chief Campus Student Health Center – Nurse / Nurse Practitioner Administrator |  |  |  |  |  |  | 11-9111 |
| **196360** | 7076 | Chief Campus Student Housing Administrator |  |  |  |  |  |  | 11-1021 |
| **196370** | 8002 | Chief Campus Annual Giving Administrator |  |  |  |  |  |  | 11-2031 |
| **196380** | 8003 | Chief Campus Corporate/Foundation Relations Administrator |  |  |  |  |  |  | 11-2031 |
| **196390** | 8004 | Chief Campus Planned Giving Administrator |  |  |  |  |  |  | 11-2031 |
| **196400** | 8005 | Chief Campus Alumni Affairs Administrator |  |  |  |  |  |  | 11-2031 |
| **196410** | 8007 | Chief Campus Major Gifts Administrator |  |  |  |  |  |  | 11-2031 |
| **196420** | 8009 | Chief Campus Donor Relations Administrator |  |  |  |  |  |  | 11-2031 |
| **196430** | 8010 | Chief Campus Advancement Services Administrator |  |  |  |  |  |  | 11-2031 |
| **196444** | 8027 | Chief Campus Federal Government / Legislative Liaison |  |  |  |  |  |  | 11-2031 |
| **196445** | 8028 | Chief Campus State & Local Government / Legislative Liaison |  |  |  |  |  |  | 11-2031 |
| **196460** | 8054 | Chief Campus Marketing Administrator |  |  |  |  |  |  | 11-2021 |
| **196470** | 8050 | Chief Campus Publications Administrator |  |  |  |  |  |  | 11-2021 |
| **196490** | 2016 | Chief Campus Study-Abroad Administrator |  |  |  |  |  |  | 11-9033 |
| **196500** | 2017 | Chief Campus Workforce/Career Development Administrator |  |  |  |  |  |  | 13-1150 |
| **301030** | 3007 | Chief Business Affairs Officer, College/Division |  |  |  |  |  |  | 11-9033 |
| **301040** | New in 2013 | Chief HR Officer, College/ Division |  |  |  |  |  |  | 11-9033 |
| 301050 | New in 2016 | Chief Student Affairs Officer, College/ Division |  |  |  |  |  |  | 11-9033 |
|  |  | **ACADEMIC ASSOC/ASST DEANS: 304010 - 304410** Persons with faculty status who report to and support the Dean in administration of an institutional program, which may be a school, college or department. Only report those whose administrative, non-teaching, non-research responsibilities represent at least 50% of their fulltime responsibilities. Do not report persons without faculty rank. |  |  |  |  |  |  |  |
| **304010** | 1401 | Assoc/Asst Dean, Agriculture |  |  |  |  |  |  | 11-9033 |
| **304020** | 1402 | Assoc/Asst Dean, Architecture/Design |  |  |  |  |  |  | 11-9033 |
| **304030** | 1403 | Assoc/Asst Dean, Arts and Letters |  |  |  |  |  |  | 11-9033 |
| **304040** | 1404 | Assoc/Asst Dean, Arts and Sciences |  |  |  |  |  |  | 11-9033 |
| **304050** | 1405 | Assoc/Asst Dean, Biological & Life Sciences |  |  |  |  |  |  | 11-9033 |
| **304060** | 1406 | Assoc/Asst Dean, Business |  |  |  |  |  |  | 11-9033 |
| **304070** | 1407 | Assoc/Asst Dean, Computer & Info Sciences |  |  |  |  |  |  | 11-9033 |
| **304080** | 1408 | Assoc/Asst Dean, Continuing Education |  |  |  |  |  |  | 11-9033 |
| **304090** | 1409 | Assoc/Asst Dean, Cooperative Extension |  |  |  |  |  |  | 11-9033 |
| **304100** | 1410 | Assoc/Asst Dean, Dentistry |  |  |  |  |  |  | 11-9033 |
| **304110** | 1411 | Assoc/Asst Dean, Divinity / Religion |  |  |  |  |  |  | 11-9033 |
| **304120** | 1412 | Assoc/Asst Dean, Education |  |  |  |  |  |  | 11-9033 |
| **304130** | 1413 | Assoc/Asst Dean, Engineering |  |  |  |  |  |  | 11-9033 |
| **304140** | 1414 | Assoc/Asst Dean, External Degree Programs |  |  |  |  |  |  | 11-9033 |
| **304150** | 1415 | Assoc/Asst Dean, Family/ Consumer Sci/Human Science |  |  |  |  |  |  | 11-9033 |
| **304160** | 1416 | Assoc/Asst Dean, Fine Arts |  |  |  |  |  |  | 11-9033 |
| **304170** | 1417 | Assoc/Asst Dean, Forestry & Environmental Studies |  |  |  |  |  |  | 11-9033 |
| **304180** | 1418 | Assoc/Asst Dean, Govt/Public Affairs/Public Policy |  |  |  |  |  |  | 11-9033 |
| **304190** | 1419 | Assoc/Asst Dean, Graduate Programs |  |  |  |  |  |  | 11-9033 |
| **304200** | 1420 | Assoc/Asst Dean, Health-Related Professions |  |  |  |  |  |  | 11-9033 |
| **304210** | 1421 | Assoc/Asst Dean, Honors Program |  |  |  |  |  |  | 11-9033 |
| **304220** | 1422 | Assoc/Asst Dean, Humanities |  |  |  |  |  |  | 11-9033 |
| **304230** | 1423 | Assoc/Asst Dean, Instruction |  |  |  |  |  |  | 11-9033 |
| **304240** | 1424 | Assoc/Asst Dean, Journalism & Mass Communications |  |  |  |  |  |  | 11-9033 |
| **304250** | 1425 | Assoc/Asst Dean, Law |  |  |  |  |  |  | 11-9033 |
| **304260** | 1426 | Assoc/Asst Dean, Library Sciences |  |  |  |  |  |  | 11-9033 |
| **304270** | 1427 | Assoc/Asst Dean, Mathematics |  |  |  |  |  |  | 11-9033 |
| **304280** | 1428 | Assoc/Asst Dean, Medicine |  |  |  |  |  |  | 11-9033 |
| **304290** | 1429 | Assoc/Asst Dean, Music |  |  |  |  |  |  | 11-9033 |
| **304300** | 1430 | Assoc/Asst Dean, Nursing |  |  |  |  |  |  | 11-9033 |
| **304310** | 1431 | Assoc/Asst Dean, Occupational/ Vocational Ed/Tech |  |  |  |  |  |  | 11-9033 |
| **304320** | 1432 | Assoc/Asst Dean, Performing Arts |  |  |  |  |  |  | 11-9033 |
| **304330** | 1433 | Assoc/Asst Dean, Pharmacy |  |  |  |  |  |  | 11-9033 |
| 304340 | 1434 | Assoc/Asst Dean, Public Administration **Deleted** |  |  |  |  |  |  | 11-9033 |
| **304350** | 1435 | Assoc/Asst Dean, Public Health |  |  |  |  |  |  | 11-9033 |
| **304360** | 1436 | Assoc/Asst Dean, Sciences |  |  |  |  |  |  | 11-9033 |
| **304370** | 1437 | Assoc/Asst Dean, Social Sciences |  |  |  |  |  |  | 11-9033 |
| **304380** | 1438 | Assoc/Asst Dean, Social Work |  |  |  |  |  |  | 11-9033 |
| **304390** | 1439 | Assoc/Asst Dean, Special Programs |  |  |  |  |  |  | 11-9033 |
| **304400** | 1440 | Assoc/Asst Dean, Undergraduate Programs |  |  |  |  |  |  | 11-9033 |
| **304410** | 1441 | Assoc/Asst Dean, Veterinary Medicine |  |  |  |  |  |  | 11-9033 |