"CUPA-HR Surveys – What's New for 2019-20" Webinar

Q&A Review

Q: What are SPIT files? When will the SPIT files be released? Where can I find the most up-to-date version of the SPIT files?
A: The Survey Participation Information Template (SPIT) files include detailed instructions for participation in CUPA-HR surveys. They include the type of data needed, including institutional basics, as well as directions to accurately submit your data. There is a separate SPIT file for each survey (Administrative, Faculty, Professionals, Staff, and Benefits.) The SPIT files are available now, and the most up-to-date SPIT files can be found on the CUPA-HR website at https://www.cupahr.org/surveys/survey-participation/ under "Participation Details."

Q: How will I know if there are any changes to any of the surveys?
A: All changes have been summarized in this participation webinar and are documented in the SPIT files. A recording of the webinar is available at https://www.cupahr.org/events/webinars/cupa-hr-surveys-whats-new-for-2019-20/.

Q: How do we know who our institution's data provider is?
A: If you are unsure of who your institution's data provider is, you may contact research@cupahr.org.

Q: I would like for my institution to participate in the surveys. When will I be able to indicate that we will be participating?
A: You will be able to indicate the survey(s) that your institution will be participating in starting on November 1, 2019.

Q: How and where can I download the survey file(s) my institution submitted last year?
A: Follow these steps to pull and print last year's submitted survey files:
- Login to Surveys Online
- Click on Surveys, then Surveys Menu
- Click the Inactive Survey Link
- Select the survey you want in the Inactive Surveys column, change the year to 2018-19, and click GO
- Scroll to the bottom and click the link to print a PDF

Q: Will the new Administrators Survey questions be required or just optional?
A: The Executive Pipeline and Benefits Questions are optional.

Q: Will the healthcare benefits be collected next year or this year?
A: The healthcare benefits will be collected in next year's (2020-21) survey cycle. The current survey cycle will collect data regarding retirement, paid time off (PTO) and tuition assistance.

Q: Will I be able to complete a partial upload with the survey data and go back into the system to complete the data at a later date?
A: It is recommended to finish completing the upload file before uploading it online. If needed, you may upload the document again and replace the original file.

Q: If CUPA-HR begins collecting data on November 1st, but I do not input my data until January 1, 2020, what date do I use to report my data?
A: The data you report must correspond to the data effective as of November 1st, 2019. This keeps everyone's data standardized.

Q: Will the new FLSA rules on OT pay affect how institutions report base compensation?
A: The FLSA's new OT rule takes effect January 2, 2020. The data that institutions are asked to report to CUPA-HR, regardless of when you submit your data, should be the data pulled and reported within your institution as of November 1, 2019. Do not report any changes to salaries made after November 1.

Q: How do you assign a CIP code to faculty if you are currently using SOC codes? Is there a crosswalk between the two? Why are these codes being implemented now when IPEDS does not require it until 2020-21?
A: CUPA-HR is utilizing the new CIP codes this year for a variety of reasons: a) we want to uphold our Faculty Survey's reputation of providing the most comprehensive and current data possible; b) we know your leadership wants to start benchmarking on the most up-to-date classifications as soon as possible; c) we want to provide more comprehensive discipline data for associate's institutions, specialty schools, and professional schools that are participating in the Faculty Survey in increasing numbers. You will need to use the new codes for our survey — the old ones will not work. In order to identify the correct CIP code for each position, please browse the CIP codes within the IPEDS website at https://nces.ed.gov/ipeds/cipcode/Default.aspx?y=56. This will give you the ability to examine each area with specific details down to the 6-digit CIP. You can also find a crosswalk between CIP 2010 and CIP 2020 at https://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?y=56.

Q: If a faculty member has more than one specialty, how should I report them regarding CIP code?

A: When identifying the CIP code for a faculty member who has more than one discipline, use the CIP most closely aligned to where the faculty spends the most time or from which most of their salary is derived. Do not report faculty under more than one CIP.

Q: If my institution purchased a DataonDemand subscription, when will it expire?

A: Current DataonDemand (DoD) subscriptions expire on 2/14/2020.

Q: Can I renew my DataonDemand subscription each year, and how much does it cost?

A: You absolutely can renew your DOD subscriptions each year. Pricing for all survey results is based on whether your institution participated in a given survey and, if it did, on whether your institution is a member of CUPA-HR. Pricing can be found at https://www.cupahr.org/surveys/dataondemand/.

Q: Where do I go to purchase the current surveys?

A: To purchase survey results, you can go to https://www.cupahr.org/surveys/results/pricing-and-ordering/.

Q. When will the 2019-20 survey results be released?

A. DataOnDemand 2020 will be available February 18, 2020. The annual reports for each survey will be released in the spring. View the survey schedule at https://www.cupahr.org/surveys/survey-participation/schedule/.

Q: Where can I go if I would like to see research that CUPA-HR has conducted in addition to the annual survey reports?

A: You can explore our complimentary research briefs at https://www.cupahr.org/surveys/research-briefs/

Q: If I want to get ideas on data collection or have specific questions, is there a group for CUPA-HR members where I can ask questions of my colleagues and CUPA-HR employees?

A: Absolutely! You can post any data related questions, issues, comments, success in the CUPA-HR Data User Group at https://connect.cupahr.org/communities/community-home?CommunityKey=de2d1ec6-d3af-4612-a7cc-b83bf61e7b58

For further questions, please contact the research team at research@cupahr.org.