



CUPA-HR 2026-27 Survey Participation Everything You Need to Know

Tuesday, September 15, 2026 | 1:00 p.m. ET

Presenters



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CUPA-HR



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CUPA-HR

Agenda

- Introduction to CUPA-HR Surveys
- Matching Positions
- Salary Survey Variables Overview
- BEES Survey Variables Overview
- Changes to Workforce Surveys
- How to Participate
- How to Get Assistance



Our Mission



Provide the most comprehensive and reliable data possible for higher ed benchmarking



Be your resource for data access, analysis, and interpretation



Help you use data to solve strategic problems

Your Role in the Mission



PROVIDE YOUR DATA



USE THE DATA



BE THE SOURCE OF
WORKFORCE DATA AT
YOUR INSTITUTION

Annual Surveys

Administrators

Total Compensation

Faculty

Professionals

Staff

- Salary
- Position or Rank/Discipline
- Gender
- Age
- Years in Position/Rank
- And more...!

Benefits, Employee Experience, and Structure (BEES)

- Healthcare
- Dependent Care
- Paid Time Off
- Retirement
- Remote and Flexible Work
- Professional Development
- Time to Fill and Time to Hire
- Where HR Functions are Housed
- Adjunct pay policies
- And more...!

Survey Participation and Information Templates

	A	B	C	D	E	F	G	H	I	J	K
1	intref	positionid	salary	yearofentry	yearofbirth	gender	ethnicity	interim	H1Bstatus	StateofResidence	facultystatus
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											

UPLOAD TEMPLATE

SURVEY INFORMATION

POSITION DESCRIPTIONS

+



Match Your Job Descriptions to CUPA-HR Survey Positions

This AI-powered tool is designed to help you match your positions with positions on CUPA-HR's Administrators, Professionals and Staff surveys. Type a job title, paste a job description into the prompt box, or attach the job description as a file. The Position Matching Tool will suggest up to 3 potential matches with CUPA-HR survey positions.

The more information you provide, the more accurate the results will be.

A horizontal input field with a light gray background and a thin black border. On the left side, there is a small red icon of a document with a plus sign. On the right side, there is a small gray icon of a document with a minus sign.

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Matching Employees to Positions or Disciplines

- Matching is to CUPA-HR position number (administrators, professionals, staff) or CIP code (faculty)
- Use the Position Matching Tool or
- Search position *descriptions* to find matches on key words
- Check the SPIT to see what has been changed/added/deleted from last year

	A	B	C	D	E	F
1	intref	positionid	salary	yearofentry	yearofbirth	gender
2	Employee_a	411110	67251	2019	1999	Female
3	Employee_b	426000	84116	2021	1987	Male
4	Employee_c	406120	72105	1999	1971	Female
5						

Administrators, Professionals, and Staff Survey Variables

☐ **Position Number**

☐ **Annualized salary for each incumbent**

☐ **Gender**

☐ **Race/ethnicity**

☐ **H1-B status**

☐ **Year of entry into current position**

☐ **Birth year**

☐ **State of residence**

*bold fields are required

☐ **Faculty status (yes/no) for Assoc./Asst. Deans in *Administrators Survey***

☐ **System-level position (yes/no) for systems only in *Administrators Survey***

☐ **Interim or acting appointee (yes/no) only in *Administrators Survey***

☐ **Faculty status (yes/no) for librarians only in *Professionals Survey***

☐ **Bonus eligibility (yes/no) for coaches only in *Professionals Survey***

☐ **Exempt status in *Professionals Survey* only**

☐ **FT/PT status in *Professionals Survey* and *Staff Survey***

Total Compensation (collected in Administrators Survey) Variables

☐ **Position to Whom Incumbent Reports**

☐ **Bonuses/Incentives Received**

☐ **Retirement Contributions**

☐ **Supplemental Retirement Contributions**

☐ Housing Allowance

☐ Vehicle Provision

☐ Club Membership Provision

☐ Prior Employer

☐ Prior Position

*bold fields are required

Faculty Survey Variables

☐ **Faculty Type (TT, NT, NR, AD)**

☐ **CIP Code**

☐ **Rank (TT only)**

☐ **9-10 month base salary (TT, NT, NR)**

☐ **Pay per credit hour (AD)**

☐ **Credit hours taught (AD)**

☐ **Year promoted to current rank (TT)**

☐ **Year started in position (NTT, NTR)**

☐ Birth year

☐ Gender

☐ Race/ethnicity

☐ **H1-B status**

☐ **State of residence**

☐ **Highest degree attained**

☐ Department head/chair status (yes/no)

☐ Supplemental salary

☐ Summer salary

☐ Course relief

*bold fields are required



- Outsourced positions
- Vacant positions
- Laid-off incumbents (but DO report those who are furloughed)
- Any incumbent who works less than half-time
- Seasonal incumbents
- Positions that earn stipends rather than salaries
- The same incumbent in more than one survey

Annual Surveys

Administrators

Total Compensation

Faculty

Professionals

Staff

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- And more...!

Benefits, Employee Experience, and Structure (BEES)

- Healthcare
- Dependent Care
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- Where HR Functions are Housed
- Adjunct pay policies
- And more...!

BEES Survey

Classic benefits from the retired Benefits Survey:

- Healthcare
- Retirement
- Paid Time Off
- Dependent Care



BEES Survey

Employee Experience:

- Remote and Flexible Work
- Performance Evaluations
- Professional Development
- Time to Hire and Time to Fill



BEES Survey

Structure and policy:

- Where HR-related functions are housed
- Adjunct pay policies
- HR budget
- Whether HR-related functions are outsourced





Changes to This Year's Surveys

Administrators Survey

- It is now **required** to indicate whether each administrator is an interim or acting appointee.
- For interim or acting appointees, report their base salary as their typical base salary plus any supplement they receive for taking on the interim or acting appointment.



Professionals Survey

- It is now **required** to indicate whether librarians have faculty status.
- A librarian has faculty status if their institution recognizes them as faculty.



Position Changes

- See the POSITION DESCRIPTIONS tab of the Survey Participation and Information Template for details on all new positions and position changes. Position changes and additions are marked in red font.

	A	B	
1	CUPA-HR PROFESSIONALS SURVEY		
2	Position Number	Title/Role	Position
3	The Professionals Survey collects salary data for 413 positions with primary assignments and responsibilities requiring management, human resources, information technology, athletics, etc. Most positions require at least a baccalaureate degree provided to facilitate completion of IPEDS and other reporting; they are not used in this survey. HOW TO MATCH POSITIONS across institutions. To search for a match, use the Find & Select function to search for appropriate keywords that relate to Administrators or Staff surveys.		
4	CHANGES TO THIS YEAR'S POSITIONS: Positions added: Head, Interprofessional Education (400180); Academic Advisor for Head, Student Academic Counseling (401010); Academic Advisor or Counselor (401130); Head, International Student Entry (437110); Head, Community Relations (441010); Advancement Services, Prospect Researcher (442120); Public Affairs Bureau or Service (444110); Deputy Chief Campus Food and Dining Services Administrator (458200). Clarified the titles of specialized program designations. Requires at least six months of related experience.		
13			specialized program designations. Requires at least six months of related experience.
14	400160	Head, Foreign Student Services	Recruits and advises foreign students and coordinates academic studies for foreign students.
15	400180 NEW in 2027	Head, Interprofessional Education	Provides leadership, direction, and oversight for the planning, execution, and assessment of the health sciences (e.g., pharmacology, dentistry, medicine). Ensures alignment of participating disciplines. Manages operations, facilitates collaboration, and oversees related administration or education.
16	401010	Head, Student Academic Counseling	Directs the institution's academic advising and counseling services to drive student success. Counselors and collaborates with faculty and administration to align practices with Advising Administrator.
17	401120 NEW in 2027	Academic Advisor, Senior	Provides advanced academic guidance to students. In addition to managing complex initiatives, may provide functional leadership or day-to-day oversight of academic advising, documenting, and interpreting advising policies, guidelines, and degree pathways making.
18	401130	Academic Advisor or Counselor	Advises students regarding academic scheduling, major selection, credit load limits through individual sessions, group workshops, and digital communications (email counseling or a related field (or equivalent experience). Exclude instructional faculty.

New Position Spotlight

Administrators Survey

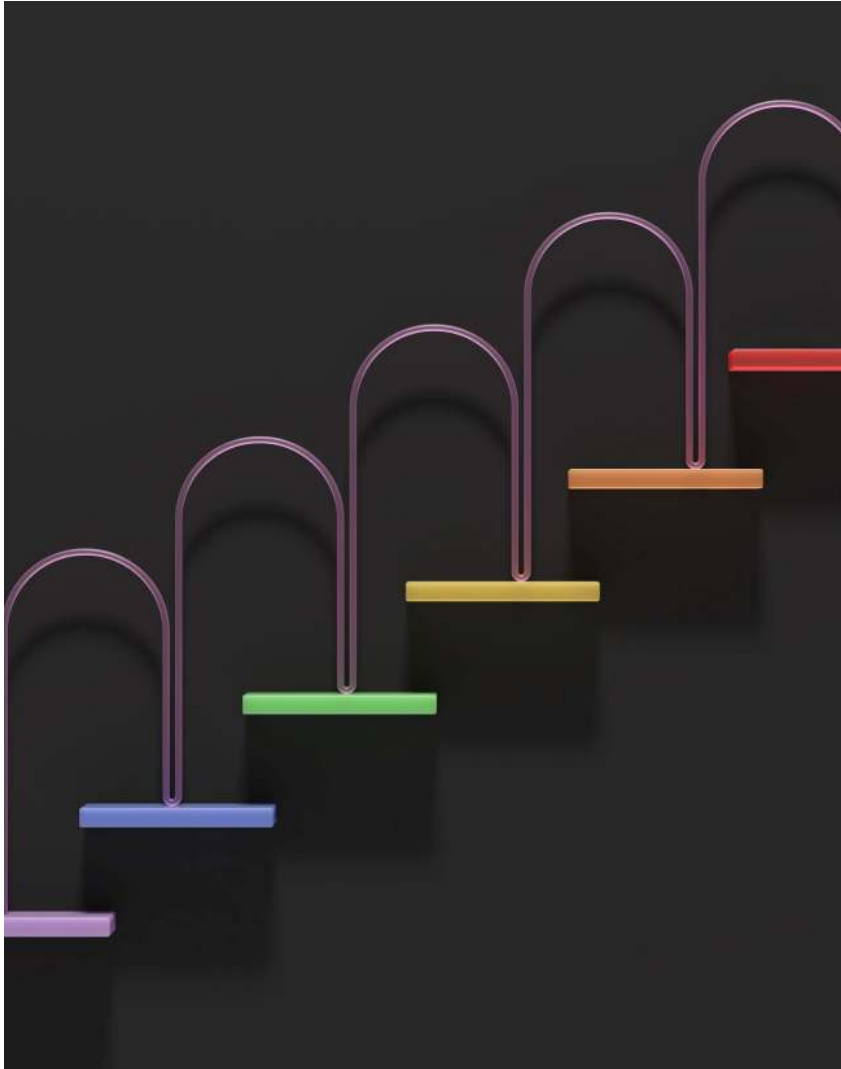
- Deputy Chief Legal Affairs Officer

Professionals Survey

- Academic Advisor, Senior
- Designated School Official
- Head, Interprofessional Education
- Assistant Band Director

BEEES Survey

- New question on primary source of law enforcement on campus
- Absenteeism questions now collect absenteeism separately for staff and faculty



How To Participate

A STEP-BY-STEP GUIDE TO A PAIN-FREE SURVEY EXPERIENCE



2026-27 Survey Participation: Important Dates

MARK YOUR
CALENDAR!



September 10: Survey participation begins! SPIT files were posted to the CUPA-HR website.



November 2: Data upload window opens.



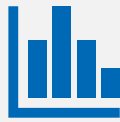
December 24 – January 1: CUPA-HR closed for winter break.



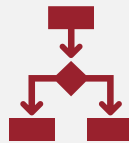
January 7: Data collection ends at 11:59pm ET.

Action Items:

September & October



ASSEMBLE your data entry team (include Institutional Basics)



UPDATE data providers for all surveys.



MATCH position descriptions and CIP codes using SPIT files.



PREPARE upload files for all surveys. Salaries should be reported as of **November 1, 2026.**

Data Provider Management

Who can be added as a data provider?

- Anyone on your roster can be a data provider. It is easy to view and edit data providers.

Who can add data providers?

- CHROs and CUPA-HR primary membership contact.

How will I know when I am added as a data provider?

- Data providers are notified via email when access is added.

Data Provider Management

My Profile

Edit My Profile

Security & Login

Online Directory Preferences

My Affiliations

My Registrations

My Orders

My Payment Methods

My Proposals

My Applications

My Award Nominations

My Committee Memberships

Directory Search

My Courses

Manage DataOnDemand Access

Manage Survey Data Providers

Manage JobLine Listings

Manage DataOnDemand Consultant Access

Manage Data Providers for Demonstration University

- To edit surveys assigned to an existing data provider, check the box next to the data provider's name and click **Edit Selected Data Provider**.
- To add a data provider who isn't listed below, click the **Add Data Provider** button.
- To remove a data provider, check the box next to their name and click the **Remove Data Provider** button. The button will only appear after you check the box. *Note: If the data provider you're removing is no longer employed at your institution, please email memberservice@cupahr.org to have them removed from your roster.*

Current Data Providers

3 of 3 items • 0 items selected

☐	Name ▾	Administrators	Professionals	Staff	Faculty	Benefits
☐	Aragorn Strider	✓	✓	✓	✓	✓
☐	Sebastian Vettel		✓	✓		
☐	Tony Stark	✓	✓	✓	✓	✓

+ Add Data Provider

Action Items:

November



UPDATE the participation status for each survey you're completing to **Will Complete**.
Surveys Online: Surveys > Survey Menu



FINISH PREPARING upload files
(effective date: November 1, 2026).



UPLOAD your prepared files for Institutional Basics, Administrators, Faculty, Professionals, and Staff surveys.



ENTER BEES Survey data manually.

Surveys

Active Surveys are currently available for data entry. Inactive Surveys are only available for review and are marked with a †.

🔒 Indicates a Survey is Reviewed & Locked. Click a lock symbol to find the Survey manager and their email address if you need to make changes.

* Indicates a Customized Open or Close date.

Missing a survey? Your CHRO or CUPA-HR primary contact can assign this access through their CUPA-HR account at my.cupahr.org. Still need assistance? Contact [member se](#)

Survey	Year	Open	Deadline	Your Institution...	
				Will Complete	Won't Complete
Institutional Basics Survey	2026-27 † ▼	02-Nov-26	07-Jan-27	☐	☐
Administrators Survey	2026-27 † ▼	02-Nov-26	07-Jan-27	☐	☐
Professionals Survey	2026-27 † ▼	02-Nov-26	07-Jan-27	☐	☐
Staff Survey	2026-27 † ▼	02-Nov-26	07-Jan-27	☐	☐
Faculty Survey	2026-27 † ▼	02-Nov-26	07-Jan-27	☐	☐
Benefits, Employee Experience, and Structure Survey	2026-27 † ▼	02-Nov-26	07-Jan-27	☐	☐

Action Items:

December & January



DOWNLOAD your submitted Excel file and review for accuracy.



CONFIRM in SOL that you have checked “*My institution has completed this survey*” for each completed survey.



RELAX and enjoy your winter break.



After surveys close January 7th, **RESPOND** to inquiries from our research team about any questionable data points.



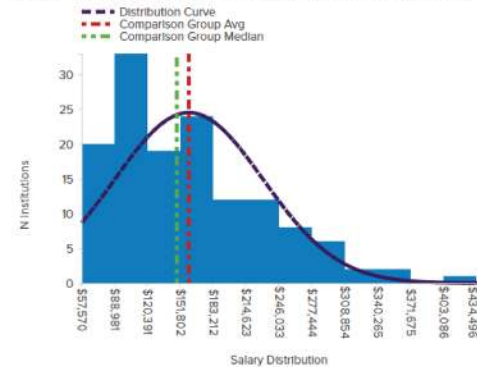
DataOnDemand



College and University Professional
Association for Human Resources

DATAONDEMAND

Salary Distribution: [196270] Chief Risk Management or Compliance Officer



Administrators

Total Compensation

Faculty

Professionals

Staff

BEES



What can I do
right NOW?

Survey Participation and Information Templates Information Templates

Each SPIT file includes three tabs:

- Upload Template
- Survey Information
- Position Descriptions or CIP Codes

There are six SPIT templates

-  1. Institutional Basics Survey Participation and Information Template **REQUIRED**
-  2. Administrators Survey Participation and Information Template
-  3. Professionals Survey Participation and Information Template
-  4. Staff Survey Participation and Information Template
-  5. Faculty Survey Participation and Information Template
-  6. Benefits, Employee Experience, and Structure Survey Participation and Information Template

Overview of SPIT Files



Communications



Surveys Online



Emails to Data Providers and CHROs



CUPA-HR eNews



Data User Group



Ask for Help: research@cupahr.org

Resources



Participation Information and Schedule

<https://www.cupahr.org/research-data/about-our-surveys/survey-participation/>



Position Matching Tool

<https://www.cupahr.org/research-data/about-our-surveys/position-matching-tool/>



Survey Participation and Information Templates

<https://www.cupahr.org/research-data/about-our-surveys/survey-participation/templates/>



Add/Remove/View Data Providers

<https://www.cupahr.org/research-data/about-our-surveys/survey-participation/>



Purchasing DataOnDemand

<https://www.cupahr.org/research-data/dataondemand/pricing-and-ordering/>



Data User Community

<https://www.cupahr.org/membership/online-community/>



Jackie

Diana



Melissa

Kate



Jennifer



Suzi



Brielle





Thank You

Please complete your event evaluation

Ask a Question: research@cupahr.org

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