



CUPA-HR 2025-26 Survey Participation Everything You Need to Know

Tuesday, September 16, 2025 | 1:00 p.m. ET

Sponsored by

Presenters



Diana Tubbs, PhD
Senior Survey Researcher
CUPA-HR



Jennifer Schneider, PhD
Senior Survey Researcher
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

A16

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

< > **UPLOAD TEMPLATE** SURVEY INFORMATION POSITION DESCRIPTIONS +

Matching Employees to Positions or Disciplines

- Matching positions and disciplines is what takes the most time for those who are new to CUPA-HR surveys
- Matching is to CUPA-HR position number (administrators, professionals, staff) or CIP code (faculty)
- 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**
- Faculty status (yes/no) for Assoc./Asst. Deans in *Administrators Survey***
- System-level position (yes/no) for systems only in *Administrators 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***

*bold fields are required

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 (NT, NR)

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
- Acting or interim incumbents
- 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 position in more than one survey

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...!

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

All Salary Surveys

- Year of entry / year of rank is now **required** for all positions (except adjunct faculty).
- Most institutions already provide this data, but ensuring all institutions provide it will enhance your benchmarking experience.



New Positions

- 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.

CUPA-HR PROFESSIONALS SURVEY POSITION DESCRIPTIONS		
Position Number	Title/Role	Position Description
<p>The Professionals Survey collects salary data for 409 positions with primary assignments and responsibilities requiring professional-level expertise and v human resources, information technology, athletics, etc. Most positions require at least a baccalaureate degree or equivalent in the field and may require completion of IPEDS and other reporting; they are not used in this survey. HOW TO MATCH POSITIONS: Match to the appropriate code based on the position a match, use the Find & Select function to search for appropriate keywords that relate to a position's function. Depending on the level of the position, you</p>		
<p>CHANGES TO THIS YEAR'S POSITIONS: Positions added: Title VI Coordinator (423170), Senior Sponsored Contracts and Grants Specialist (433100), Spon Environmental Health and Safety Manager (455010), Scientific Safety Officer (455030); Industrial Hygienist (455040), Real Estate/Property Management Updated title of Safety Officer (455110) to Environmental Health and Safety Officer. Update title and description for Student Activities Officer to Student descriptions for Sponsored Contract and Grants Specialist (433110), Head, Community Relations (441010), Head, Campus Events (449010), Environmental Manager (492100). Combined men's and women's head coaches in the following areas to allow for adequate data for benchmarking: Gymnastics (report assistant coaches in the following areas to allow adequate data for benchmarking: Gymnastics (report 499520 under 499420), Rowing (report 499550 un</p>		
455030 NEW in 2026	Scientific Safety Officer	Oversees laboratory and research safety protocols, ensuring adherence to local, state, and federal regulations per physical hazards. Serves on research compliance committees. Works closely with researchers, faculty, staff, and st compliance obligations. Conducts risk assessments, recommends mitigation strategies, and stays abreast of evolv implements safety policies, procedures, guidelines, and training. Acts as a liaison with government agencies and i <u>Biological Safety Officer, Radiation Safety Officer, Certified Health Physicist.</u>
455040 NEW in 2026	Industrial Hygienist	Identifies, evaluates, and controls environmental factors in the workplace that may cause illness, injury, or discom principles to evaluate and control chemical, physical, and biological hazards in the workplace, such as noise, radiat implements safety programs, and trains employees on how to prevent and respond to potential hazards. Must hav principles, as well as knowledge of relevant laws and regulations. Works closely with employers, employees, and of the workforce.
455100	Environmental Health and Safety Specialist	Implements and maintains institution policies adhering to local, state, and federal environmental health and safet regarding facility, work area, and work procedure design and development. Develops, maintains, and updates poli legislation and regulation changes. Serves as a contact for all federal, state, and local regulatory bodies. Excludes i degree in appropriate scientific, engineering, or public health field or equivalent plus 4-5 years' experience.
455110	Environmental Health and Safety Officer	Coordinates functions of a health and safety program, which may include workers' compensation and fire prevent safety and health concerns, purchase and design of safety equipment, safety engineering, and accident reporting. and provides regulations and technical consultation regarding health and safety issues to faculty and staff. Require engineering, or public health field or equivalent plus 4-5 years' experience.
455120	Risk Management Claims Specialist	Coordinates, prepares, and processes payment of insurance claims for the institution. Obtains claims information computer, maintain files on claims and associated reports. Manages claims, determine responsibility

New Position Spotlight

Administrators Survey

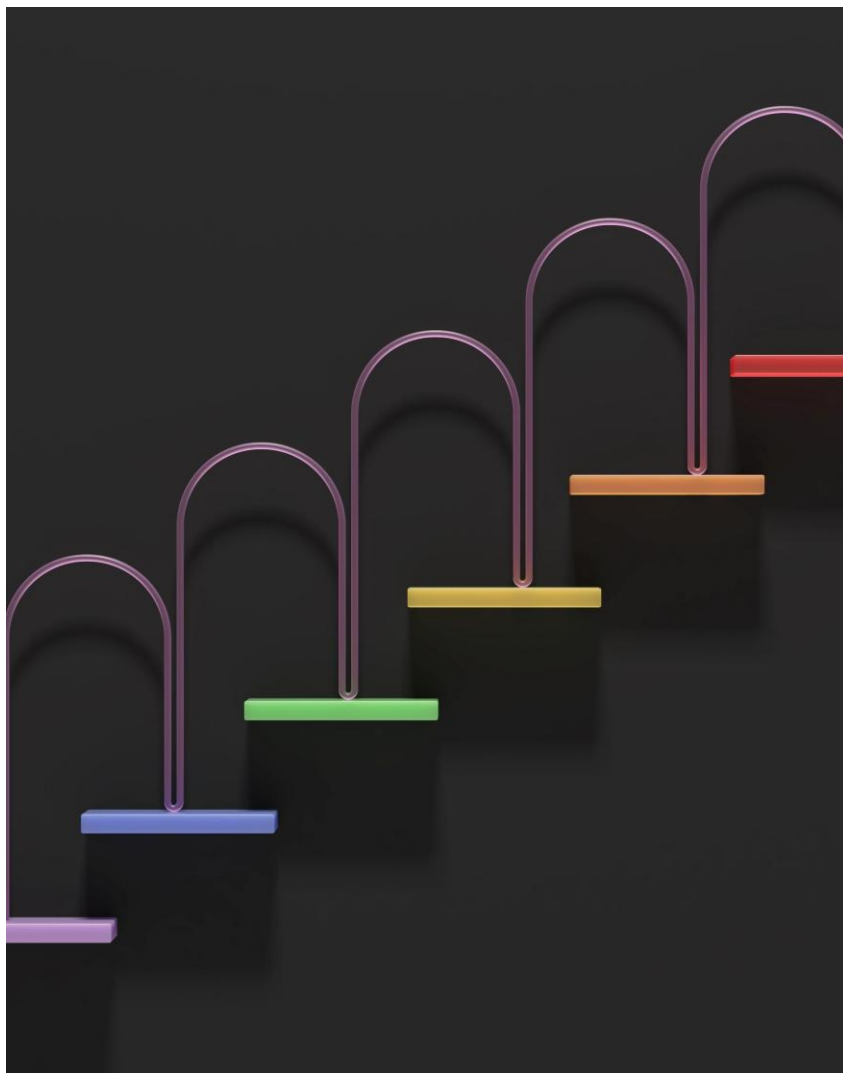
- Chief Research Compliance Officer

Professionals Survey

- Title VI Coordinator
- Sponsored Contracts Officer/Negotiator
- Government Relations Specialist

BEES Survey

- Hiring Metrics section redesigned to collect data separately for exempt staff, non-exempt staff, tenure-track faculty, and non-tenure-track faculty
- New questions on shared governance
- New questions on pay period policies



How To Participate

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



Research & Data ▾

Leadership & Development ▾

News & Resources ▾

Membership & Community ▾

Search



College and University Professional

News & Updates

HR and the Courts — August 2025

NEWS | TUESDAY, AUGUST 12, 2025

National Median Ratios for Staff, Faculty, and Students

ANNUAL WORKFORCE DATA | WEDNESDAY, AUGUST 6, 2025

DOL Revives Payroll Correction Program

NEWS | TUESDAY, AUGUST 5, 2025

DOJ Issues Memo on DEI and Antidiscrimination Law

2025-26 Survey Participation: Important Dates

MARK YOUR
CALENDAR!



September 11: Survey participation begins!
SPIT files were posted to the CUPA-HR
website.



November 3: Data upload window opens.



December 24 – January 1: CUPA-HR
closed for the holidays.



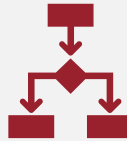
January 8: Data collection ends at 11:59pm
ET.

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, 2025.**

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, CUPA-HR membership contact, and anyone with permission to grant access to DOD can assign data providers.

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

Manage DataOnDemand
Access

Manage Survey Data Providers

Manage JobLine Listings

Directory Search

Manage Data Providers for Demonstration University

- To view data providers for a particular survey, select **View by Survey/Edit**.
- To add a new data provider not currently listed below, select **Add Data Provider**.
- To remove a data provider, click **View By Survey/Edit**.

Current Data Providers (View Only)

6 of 6 items • 0 items selected

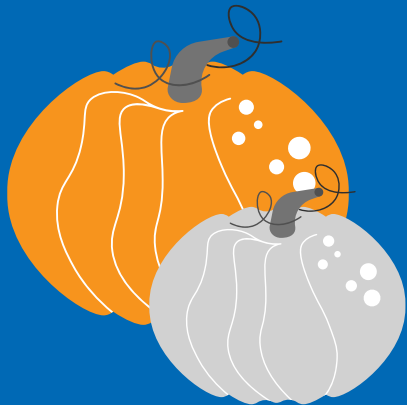
Name	Administrators	Professionals	Staff	Faculty	Benefits
Benjamin Sisko	✓	✓			✓
Bilbo Baggins	✓				
Aragorn Strider		✓		✓	
Lando Norris	✓			✓	✓
Sebastian Vettel		✓	✓		
Lewis Hamilton			✓		

Add Data Provider

View By Survey/Edit

Action Items:

November



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



FINISH PREPARING upload files, including adding salary data as of November 1, 2025.



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



ENTER BEES Survey data manually.

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.



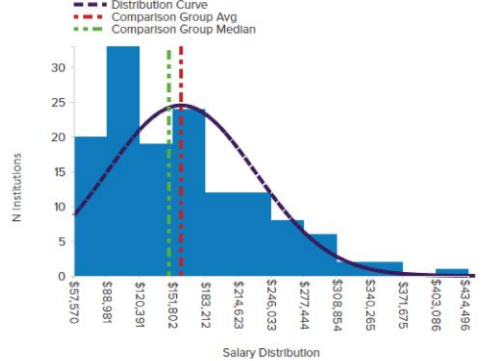
After surveys close January 8th, **RESPOND** to inquiries from our research team about any questionable data points.

DataOnDemand



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



UPLOAD TEMPLATE



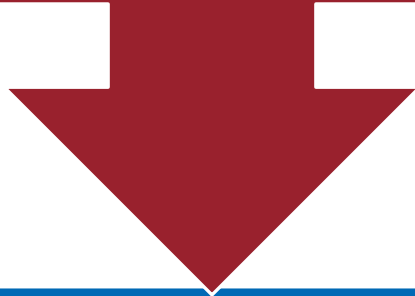
SURVEY INFORMATION



POSITION DESCRIPTIONS
OR CIP CODES

Survey Participation and Information Templates

SPIT files include the upload template, instructions, and position descriptions or CIP codes for each survey.



There are six SPIT templates

Institutional Basics Survey Participation and Information Template
REQUIRED

Administrators Survey Participation and Information Template

Professionals Survey Participation and Information Template

Staff Survey Participation and Information Template

Faculty Survey Participation and Information Template

Benefits, Employee Experience, and Structure Survey Participation and Information Template

Overview of SPIT Files

A1 : X ✓ fx CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2025-26

A B C

1 **CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2025-26**

2 The Administrators Survey collects salary data for 204 positions with primary assignments requiring management of the institution or of a customarily recognized division to the topmost position in a given area. "Deputy chief" refers to a second-in-command in a given area. SOC Crosswalks are provided to facilitate completion of IPEDS and survey. **HOW TO MATCH POSITIONS:** Match to the appropriate code based on the position description, not the title. Position titles can vary greatly across institutions. To search for appropriate keywords that relate to a position's function. Depending on the level of the position, you may find a better match in the Professionals Survey.

3 **CHANGES TO THIS YEAR'S POSITIONS:** Clarified the descriptions of Deputy Provost (181000), Associate Provost (183000), and Assistant Provost (185000) to better

Position Number	Title/Role	Position Description
Top Executive Officers: 100000 - 105000		
100000	Chief Executive Officer, System	President. Directs all affairs and operations of a higher education system or district. Each subordinate campus has its own President, Provost; administrative offices; and independent programs. Should be reported only by flagship campus.
101000	Chief Executive Officer, Single Institution or Campus within a System	President or Chancellor. Directs all affairs and operations of a higher education institution or of a campus within a system. If the incumbent is also a system president, report as system only.

< > UPLOAD TEMPLATE SURVEY INFORMATION **POSITION DESCRIPTIONS** +

How We Communicate With You



**EMAILS TO DATA
PROVIDERS**



**DATA USER
GROUP**



**EMAILS TO
CHRO**



**CUPA-HR
ENEWS**



**SURVEYS
ONLINE**

How to Ask the Research Team For Help



Ask

Ask Research or
research@cupahr.org



Attach

Attach relevant file or
screenshot



Provide

Provide specifics
of your issue



Avoid

Avoid the rush –
ask early

Important Links



Participation Information and Schedule

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



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



Kate



Melissa



Jennifer



Brielle

Suzi





Thank You

Please complete your event evaluation

Sponsored by