



CUPA-HR 2024-25 Survey Participation – Big Changes Ahead!

Tuesday, September 17, 2024 | 1:00 p.m. ET

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CUPA-HR Webinar

Presenters



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CUPA-HR



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CUPA-HR

Agenda

- CUPA-HR Surveys – Introduction
- Major Changes to Workforce Surveys in 2024-25
- Data Checklists
- Matching Positions
- BEES Survey
- Prepare Early, Participate Pain-Free
- Where to Go for Help



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

Signature Workforce Surveys

Administrators

Faculty

Professionals

Staff

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

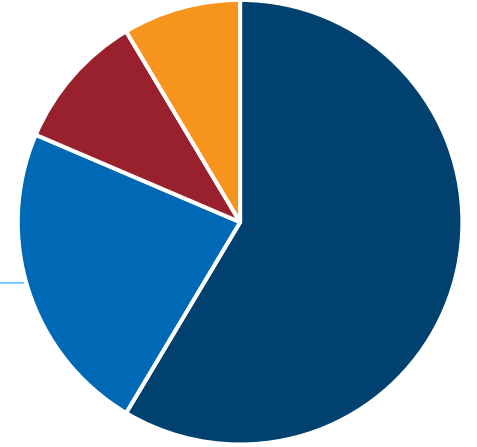
Benefits, Employee Experience, and Structure (BEES)

- 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...!



Big Changes to This Year's Surveys

Total Compensation



- Data provided as part of Administrators Survey (separate section)
- Optional to provide, but you must participate to purchase results (Total Comp DOD)
- Data provided will include bonuses, contributions to retirement, deferred compensation, housing allowances

Faculty Survey

- Now collects incumbent-level data for adjunct faculty
- Instead of annual salaries, you'll provide pay per credit hour



Research Positions

- Many positions added in the areas of research development and support
- Mostly in Professionals Survey
- Postdocs now collected in Professionals Survey in reconceptualized research section



All Uploads, All Data, All the Time

- Administrators Survey
- Faculty Survey
- Professionals Survey
- Staff Survey
- Institutional Basics



Data Checklist for Administrators, Professionals, and Staff Surveys

- 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

Data Checklist for Total Comp (collected in Administrators Survey)

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

Data Checklist for Faculty Survey

- 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

Position/Discipline Matching

- Matching is to CUPA-HR position number (administrators, professionals, staff) or IPEDS CIP code (faculty)
- Matching positions and disciplines is what takes the most time for those who are new to CUPA-HR surveys
- Always check the SPIT to see what has been changed/added/deleted from last year
- Check/search position *descriptions* to find matches on key words





- 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

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

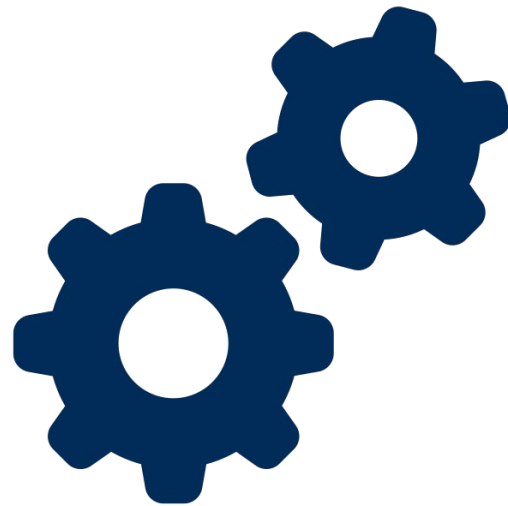
Structure and policy:

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



How To Participate

A step-by-step guide to a pain-free survey experience



2024-25 Survey Participation Dates

Early September

Survey participation begins! SPIT files posted to the CUPA-HR website.



NOVEMBER 4

Data upload window opens.

DECEMBER 24 – JANUARY 1

CUPA-HR closed for the holidays.

**PUT THESE
ON YOUR
CALENDAR!**

JANUARY 9

Data collection ends at 11:59pm ET.

September-October Planning Guide

- ❑ **UPDATE** data providers for all surveys.
- ❑ **MATCH** position descriptions and CIP codes to incumbents using SPIT files.
- ❑ **ASSEMBLE** your team who will gather, prepare, and enter all data, including Institutional Basics.
- ❑ **PREPARE** upload files for Institutional Basics, Administrators, Faculty, Professionals, and Staff surveys. Salaries should be reported as of **November 1, 2024**.



Data Provider Management

- Easily view and edit data providers.
- Anyone on your roster can be a data provider
- However, the only people who can designate someone as a data provider are the CHRO, CUPA-HR membership contact, and anyone with permission to grant access to DOD.
- Data provider notified via email when access 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

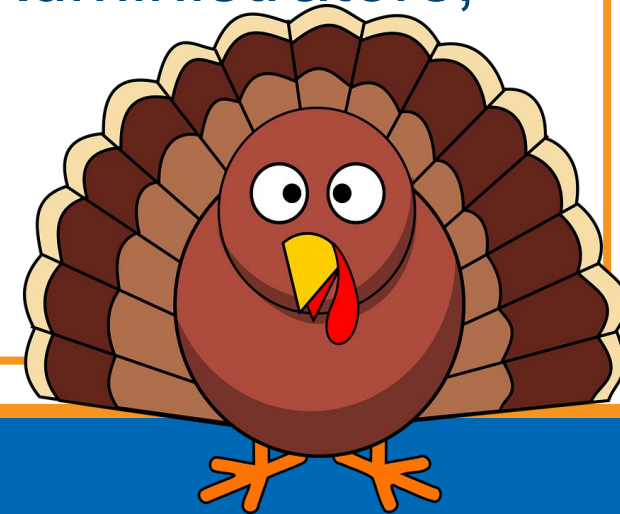
Name	Administrators	Professionals	Staff	Faculty	Benefits
Benjamin Sisko	✓	✓			✓
Bilbo Baggins	✓				
Aragorn Strider		✓		✓	
Lando Norris	✓			✓	✓
Sebastian Vettel		✓	✓		
Lewis Hamilton			✓		

Add Data Provider

View By Survey/Edit

November Planning Guide

- ❑ **UPDATE** participation status for each survey you're completing to **will participate**. In Surveys Online: Surveys > Survey Menu
- ❑ **FINISH PREPARING** upload files, including adding salary data as of November 1, 2024.
- ❑ **UPLOAD** your prepared files for Institutional Basics, Administrators, Faculty, Professionals, and Staff surveys.
- ❑ **ENTER BEES** Survey data manually.



December and January Planning Guide

- ❑ **DOWNLOAD** Excel file of data submitted and review for accuracy.
- ❑ **CONFIRM** in SOL that you have checked for each survey “My institution has completed this survey.”
- ❑ **RELAX** and enjoy the holidays.
- ❑ After surveys close in January, **RESPOND** to inquiries from our research team about any questionable data points.

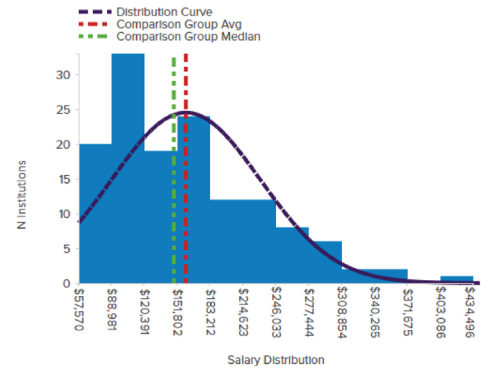


DataOnDemand



DATAONDEMAND

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



Administrators

Total Compensation

Faculty

Professionals

Staff

BEES



How do I get
started **RIGHT**
NOW?

SPIT Files



Upload template

Survey information

**Position descriptions or
CIP codes**

Survey Participation and Information Templates

Survey Information



CUPA-HR ADMINISTRATORS SURVEY Instructions 2024-25

Updated 8/13/2024

Survey Due Date: **January 9, 2025**

Effective Date: Report data for incumbents (employees) on your institution's payroll as of **November 1, 2024**.

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About the Survey

The **Administrators Survey** collects data for incumbents whose positions primarily require management of the institution or of a customarily recognized division within it. Your institution's data is provided for each administrator employee (incumbent). Although some of the data requested are optional, four out of five institutions provide all of it. We hope you will do your best to provide us with all this data so you have the most reliable, comprehensive resource possible for benchmarking.

The positions in the *Administrator's Survey* are grouped into the following categories:

- Top Executive Officers
- Senior Institutional & Chief Functional Officers
- Academic Deans
- Institutional Administrators
- Heads of Divisions, Departments, and Centers
- Academic Associate or Assistant Deans

Position Descriptions or CIPS



CUPA-HR ADMINISTRATORS SURVEY POSITION DESCRIPTIONS 2024-25				
<p>The Administrators Survey collects salary data for 204 positions with primary assignments requiring management of the institution or of a customarily recognized division within it. The term "chief" in administrator titles refers 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 other reporting, but these codes are not used in this 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 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 may find a better match in the Professionals Survey.</p> <p>CHANGES TO THIS YEAR'S POSITIONS: <i>Positions amended:</i> Changed Chief External Affairs Officer (119000) position description so that it may or may not include government relations. <i>Positions added:</i> Chief Government Relations Officer (138000).</p>				
Position Number	Title/Role	Position Description	2018 BLS SOC #	BLS Standard Occupational Code (SOC) Category Name
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, Chancellor, or Provost; administrative offices; and independent programs. Should be reported only by flagship campus.	11-1011	Chief Executives
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 serves as both a system and flagship campus president, report as system only.	11-1011	Chief Executives
102000	Executive Vice President or Vice Chancellor	Responsible for all or most functions and operations of an institution under the direction of the Chief Executive Officer. If the incumbent is also the Chief Academic Affairs Officer or Provost, report in 105000 and not here.	11-9033	Education Administrators, Postsecondary
105000	Chief Academic Affairs Officer or Provost	Directs the academic program of the institution. Overall responsibilities typically include academic planning, teaching, research, extensions, and coordination of interdepartmental affairs (e.g., Admissions, Registrar, and Library).	11-9033	Education Administrators, Postsecondary
Senior Institutional & Chief Functional Officers: 106000 - 145000				
106000	Chief Administrator, Campus or Site	Responsible for the functions and operations of a satellite campus or site. Does not hold the title of a top executive officer.	11-9033	Education Administrators, Postsecondary
107000	Chief Business Officer	Responsible for the combined functions of administrative and financial affairs. Overall responsibilities typically include accounting, purchasing, physical plant and property management, human resources, food services, auxiliary enterprises, investments, and related business matters.	11-9033	Education Administrators, Postsecondary

How We Communicate With You

Emails to data providers

Data User Group

Emails to CHRO

CUPA-HR eNews

Surveys Online

How to Contact the CUPA-HR Research Team

**Ask Research or
research@cupahr.org**



**Attach relevant file or
screenshot**



**Provide specifics
of your issue**



**Avoid the rush –
ask early**



Important Links

Survey Changes

<https://www.cupahr.org/surveys/whats-new-2024-25-annual-workforce-surveys/>

Participation Information and Schedule

<https://www.cupahr.org/surveys/survey-participation/>

Add/Remove/View Data Providers

<https://www.cupahr.org/surveys/survey-participation/>

Purchasing DataOnDemand

<https://www.cupahr.org/surveys/pricing-and-ordering/>

Data User Community

<https://connect.cupahr.org/home>



← Jackie

Diana ↘

Kate ↓



↑ Melissa



← Brielle



Jennifer →



Suzi →





Thank You

Please complete your event evaluation

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