



# CUPA-HR Surveys – What's New For 2019-20

September 26, 2019

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# Webinar

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Chat ▼

\*Jennifer: Welcome to the webinar! You should be hearing audio streaming through your computer speakers. If you experience technical difficulties at any time, please refresh your web browser by selecting F5 for a PC and Command R for a Mac. You can also send us a message here in the chat box or e-mail [cupahr@commpartners.com](mailto:cupahr@commpartners.com)

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# Webinar

## Q & A

Don't forget to submit your questions to our presenters.

**How?** Click on the Chat box at the bottom left of your screen and be sure to click "send."

A screenshot of a web-based chat interface. The chat window has a light blue background and a title bar that says "Chat" with a downward-pointing triangle icon. Inside the chat area, there is a message from "Jennifer" welcoming users to the webinar and providing instructions on how to submit questions via chat or email. Below the message is a dashed line. At the bottom of the chat window, there is a white input field with the placeholder text "Enter your message" and a "Send" button to its right. An orange oval is drawn around the input field and the "Send" button.



# Webinar

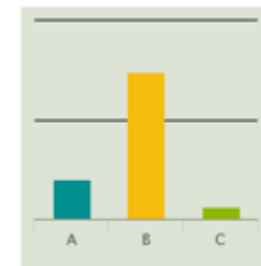
## Poll Questions

Click on your screen in the box next to your answer choice.

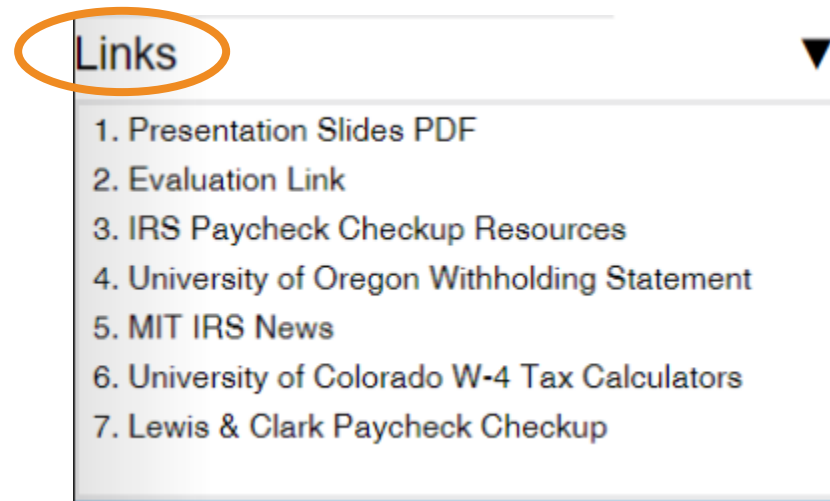
### Poll Question

At which stage would you currently place your institution overall when it comes to most strategic decision-making?

20% - 1 A ☐ Reliant on gut, intuition, experience  
74% - 19 B ☐ Data-informed  
6% - 2 C ☐ Data-driven



## Handouts



Available for download in the “Links” section of your dashboard.

# Webinar

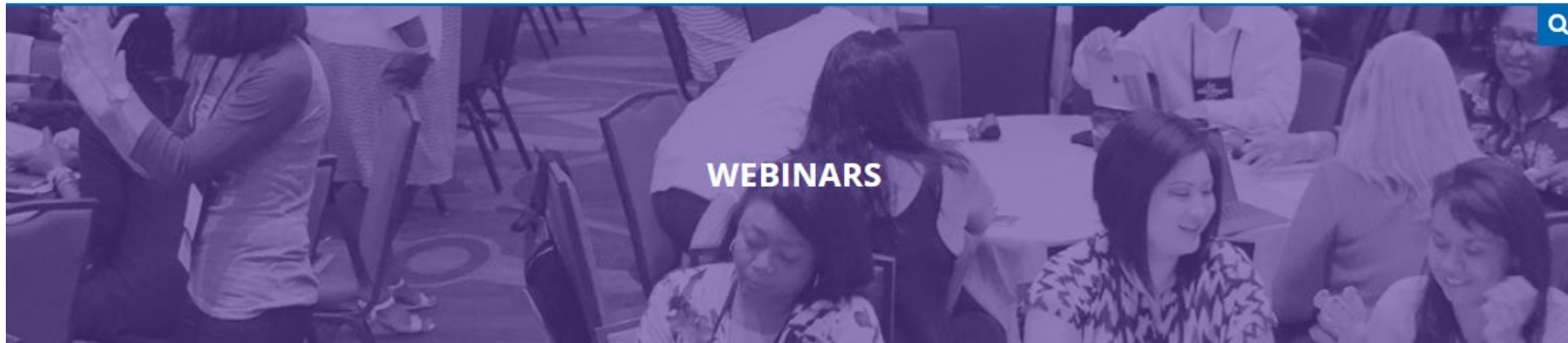
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# CUPA-HR SURVEYS: WHAT'S NEW FOR 2019-20



JACQUELINE BICHSEL, PH.D., DIRECTOR OF RESEARCH

SUZI BOWEN, M.S., RESEARCH OPERATIONS MANAGER

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# Webinar

## Presenters



**Jacqueline Bichsel, Ph.D.**

Director of Research,  
CUPA-HR



**Suzi Bowen, M.S.**

Research Operations Manager  
CUPA-HR

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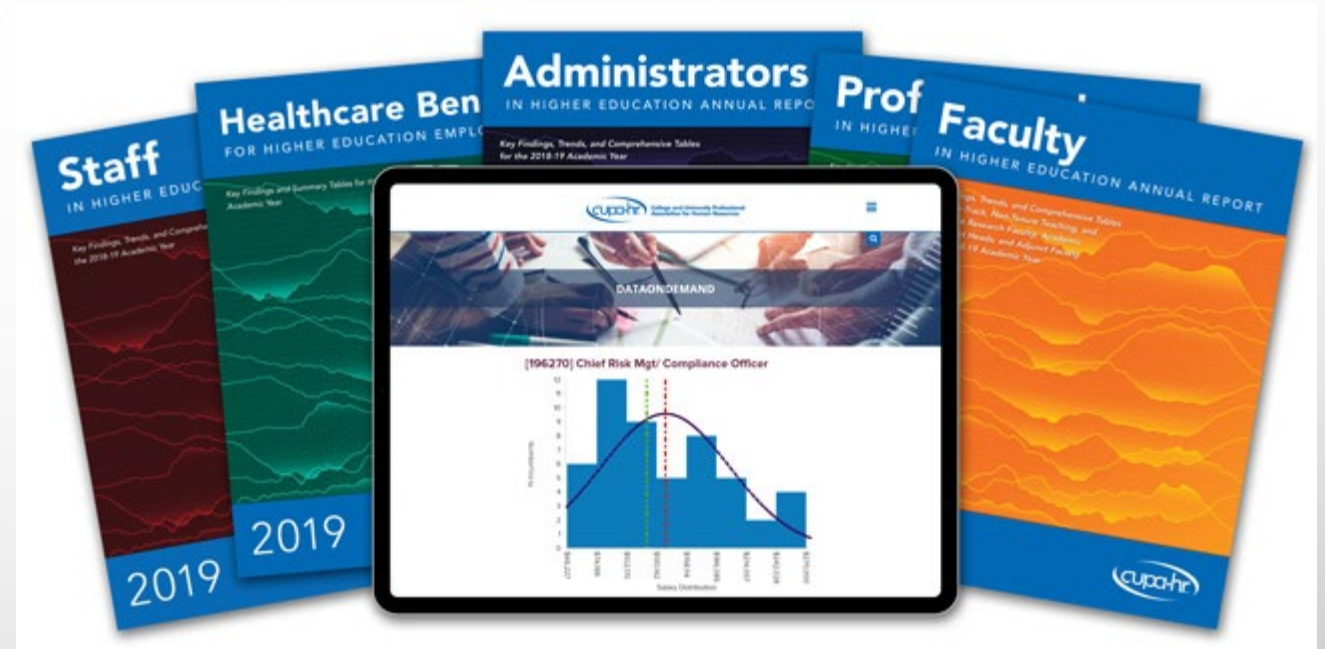


# SALARY AND DEMOGRAPHIC SURVEYS

- ADMINISTRATORS
- PROFESSIONALS
- STAFF
- FACULTY

# BENEFITS SURVEYS

- HEALTHCARE BENEFITS
- NON-HEALTHCARE BENEFITS
  - PAID TIME OFF
  - TUITION REIMBURSEMENT
  - RETIREMENT



# POLL QUESTION: WHAT IS YOUR EXPERIENCE WITH CUPA-HR SURVEYS? [CHECK ONE.]

- a) SENIOR—I'VE BEEN INVOLVED WITH CUPA-HR SURVEYS FOR 5+ YEARS.
- b) JUNIOR—I'VE BEEN INVOLVED WITH CUPA-HR SURVEYS FOR 2-4 YEARS.
- c) SOPHOMORE—I JUST BECAME INVOLVED WITH CUPA-HR SURVEYS LAST YEAR.
- d) FRESHMAN—I AM BRAND NEW TO CUPA-HR SURVEYS!



# OUR MISSION

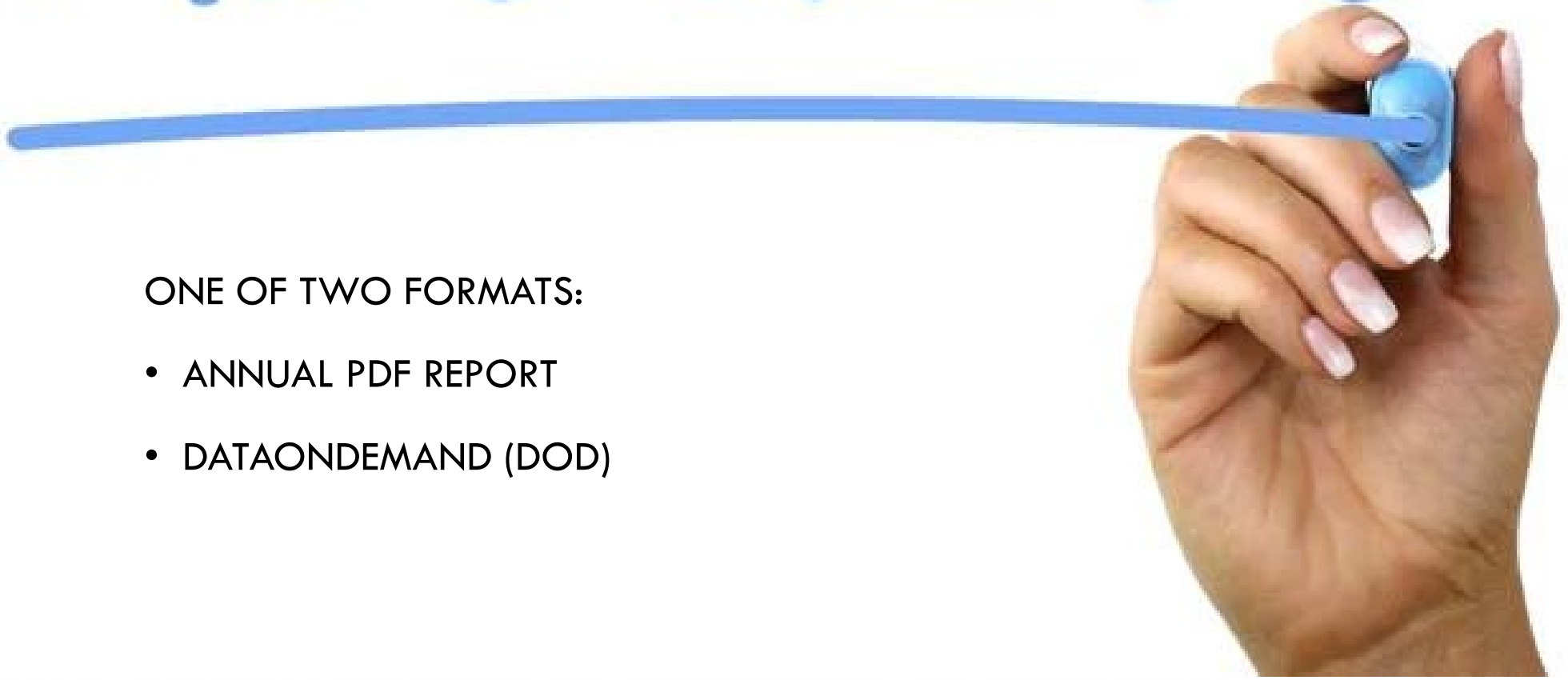
- PROVIDE THE MOST COMPREHENSIVE AND RELIABLE SALARY, DEMOGRAPHIC, AND BENEFITS DATA POSSIBLE FOR HIGHER EDUCATION BENCHMARKING
- BE YOUR RESOURCE FOR DATA ACCESS, ANALYSIS, AND INTERPRETATION
- HELP YOU USE DATA TO SOLVE STRATEGIC PROBLEMS
  - BUDGETING
  - PAY EQUITY AND REPRESENTATION
  - SALARY RANGES
  - SUCCESSION PLANNING
  - BENEFITS DECISION-MAKING



## YOUR ROLE IN THE MISSION

- PROVIDE YOUR DATA!
- USE THE DATA!
- BE THE SOURCE OF INFORMATION IN YOUR DEPARTMENT AND AT YOUR INSTITUTION

# RESULTS



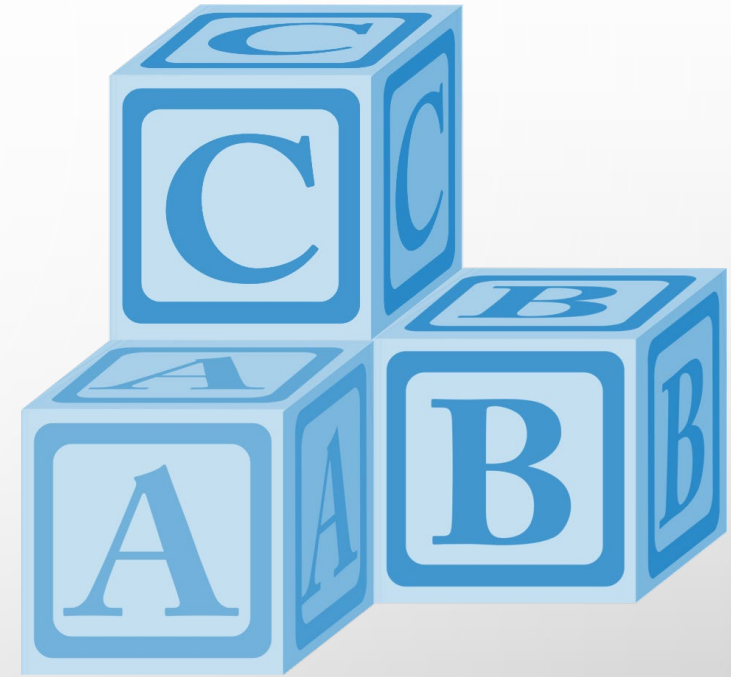
ONE OF TWO FORMATS:

- ANNUAL PDF REPORT
- DATAONDEMAND (DOD)

# CHANGES FOR 2019-20

# INSTITUTIONAL BASICS

- No changes!
- Must be completed before surveys can be marked complete
- Some questions may be completed by Institutional Research on your campus
- Data on total expenses; student, faculty, staff FTEs are required
- Other questions (e.g., CHRO reporting, collective bargaining, separations) are voluntary, but most institutions provide us with all this information
  - Helps us provide more specific data for benchmarking and creating comparison groups





# ADMINISTRATORS, PROFESSIONALS, STAFF SURVEYS

- PROVIDE THE SAME DATA YOU DID LAST YEAR FOR EACH SURVEY
  - SALARY (REQUIRED), POSITION (REQUIRED) GENDER, RACE/ETHNICITY, BIRTH YEAR, YEAR STARTED IN POSITION FOR EACH EMPLOYEE YOU REPORT
  - FOR ADMINISTRATORS, PROVIDE FACULTY STATUS FOR ASSOCIATE/ASSISTANT DEANS (REQUIRED)
  - FOR PROFESSIONALS, PROVIDE EXEMPT STATUS FOR EACH EMPLOYEE (REQUIRED)





# ADMINISTRATORS SURVEY – NEW PIPELINE QUESTIONS

- ADDITION TO EXECUTIVE PERKS SECTION
- CEO (SYSTEM AND OFFICE), PROVOST, CHRO
- PLACE OF EMPLOYMENT PRIOR TO CURRENT POSITION
  - OUR INSTITUTION
  - ANOTHER HIGHER ED INSTITUTION
  - OTHER NON-PROFIT
  - PRIVATE SECTOR
- POSITION PRIOR TO CURRENT APPOINTMENT
  - MULTIPLE CHOICE OR WRITE-IN



# PROFESSIONALS SURVEY – MANY POSITION CHANGES AND ADDITIONS

- LIBRARIANS
- IT POSITIONS



# FACULTY SURVEY – NEW CIP CODES

- CHECK THEM OUT ON IPEDS SITE – JUST GOOGLE CIP CODES
- CROSSWALKS PROVIDED ON THE SITE (UNDER SEARCH OPTIONS)
- WILL REQUIRE TIME AND EFFORT TO RECODE YOUR FACULTY, SO START NOW!
- CUPA-HR FACULTY SURVEY WILL COLLECT DATA ON ALL CIPS LISTED
  - PROVIDE AT LEAST 4-DIGIT LEVEL OF SPECIFICATION, 6-DIGIT IF YOU CAN!

## [-] 27) MATHEMATICS AND STATISTICS.

[+] 27.01) Mathematics.

[+] 27.03) Applied Mathematics.

[-] 27.05) Statistics.

[27.0501\) Statistics, General.](#)

[27.0502\) Mathematical Statistics and Probability.](#)

[27.0503\) Mathematics and Statistics.](#)

[27.0599\) Statistics, Other.](#)

[+] 27.06) Applied Statistics.

[+] 27.99) Mathematics and Statistics, Other.

# FACULTY SURVEY – NO OTHER CHANGES FOR FT FACULTY

- DISCIPLINE (CIP CODE)
- TENURE STATUS (TENURE TRACK, NON-TENURE TEACHING, NON-TENURE RESEARCH)
- RANK
- ANNUALIZED SALARY
- EDUCATIONAL ATTAINMENT (DOCTORATE/PROFESSIONAL, MASTER'S, BACCALAUREATE)
- BIRTH YEAR
- YEAR PROMOTED TO RANK
- GENDER
- RACE/ETHNICITY
- DEPARTMENT HEAD DATA (SALARY SUPPLEMENTS AND COURSE RELIEF)



# FACULTY SURVEY – NEW QUESTIONS ON ADJUNCTS/PAY-PER-COURSE FACULTY

- ENTITY THAT DETERMINES RATE FOR PPC FACULTY
  - COLLECTIVE BARGAINING AGREEMENT
  - SINGLE UNIT AT THE INSTITUTION (ACADEMIC AFFAIRS)
  - DEPARTMENT/COLLEGE/DISCIPLINE WHERE INSTRUCTOR IS TEACHING
  - OTHER
- HOW ENROLLMENT AFFECTS PPC FACULTY PAY
  - WHEN ENROLLMENT IS BELOW A SET NUMBER, A COURSE IS CANCELED
  - WHEN ENROLLMENT IS BELOW A SET NUMBER, PAY IS LOWERED
  - PPC FACULTY PAID BY NUMBER OF STUDENTS ENROLLED
  - PPC FACULTY PAY IS NOT AFFECTED BY ENROLLMENT



# FACULTY SURVEY – PPC/ADJUNCT FACULTY OTHERWISE THE SAME

- PAY INFORMATION
  - TOTAL NUMBER FOR FALL 2019
  - AVERAGE PAY PER SEMESTER CREDIT HOUR
  - LOWEST PAY/HIGHEST PAY
  - TOTAL NUMBER OF SEMESTER CREDIT HOURS TAUGHT
- EVERYONE WANTS THIS DATA; NOT EVERYONE WANTS TO PROVIDE IT



# BENEFITS SURVEY

## WHAT'S CHANGED

Starting two years ago,  
benefits data collected  
during the same time  
period as other surveys

## DATA COLLECTED THIS YEAR

Paid Time Off  
Tuition Reimbursement  
Retirement

## DATA COLLECTED NEXT YEAR

Healthcare

# BENEFITS SURVEY

- PAID TIME OFF
  - ADDITIONAL QUESTIONS ON SHORT-TERM DISABILITY LEAVE
- TUITION ASSISTANCE
  - AVAILABILITY FOR PT EMPLOYEES; CONTRACT EMPLOYEES
  - GRADUATE COURSES
- RETIREMENT
  - PRIMARY RETIREMENT PLAN DETAILS
  - FEES





POLL QUESTION: WHAT HAVE YOU DONE SO FAR TO  
PREPARE FOR SURVEY PARTICIPATION THIS YEAR?  
[CHECK ALL THAT APPLY.]

- ☐ NOTED DATA COLLECTION DATES ON MY CALENDAR
- ☐ UPDATED OUR SURVEY DATA PROVIDERS
- ☐ CONFIRMED WITH OTHER OFFICES THE DATA THEY WILL PROVIDE
- ☐ DOWNLOADED FILES OF PREVIOUS YEAR'S DATA (IF APPLICABLE)
- ☐ ATTENDED PARTICIPATION WEBINAR (ATTENTION CHECK)
- ☐ DOWNLOADED SPIT FILES FOR ALL SURVEYS

# HOW TO PARTICIPATE: SUZI'S STEP-BY-STEP GUIDE TO A PAIN-FREE SURVEY EXPERIENCE



# 2019-20 DATA COLLECTION DATES

**PUT THESE ON YOUR CALENDAR!**

**SEPTEMBER 26**

Survey Participation and  
Information Templates (SPIT)  
posted to the CUPA-HR website.

**NOVEMBER 1**

Data collection opens. Survey  
invitation emailed to all data  
providers on file.



**JANUARY 10**

Data collection ends at midnight EST.

**DECEMBER 24 –  
JANUARY 1**

CUPA-HR closed for the holidays.

# 2019-20 SURVEY SCHEDULE

	Data Collection Opens	Data Collection Final Close	DataOnDemand 2019 Expires	DataOnDemand 2020 Opens	Report Released
Faculty in Higher Education Survey	Nov. 1, 2019	Jan. 10, 2020	Feb. 14, 2020	Feb. 18, 2020	Mar. 25, 2020
Administrators in Higher Education Survey	Nov. 1, 2019	Jan. 10, 2020	Feb. 14, 2020	Feb. 18, 2020	Apr. 15, 2020
Professionals in Higher Education Survey	Nov. 1, 2019	Jan. 10, 2020	Feb. 14, 2020	Feb. 18, 2020	May 6, 2020
Staff in Higher Education Survey	Nov. 1, 2019	Jan. 10, 2020	Feb. 14, 2020	Feb. 18, 2020	May 27, 2020
Benefits in Higher Education Survey	Nov. 1, 2019	Jan. 10, 2020	Feb. 14, 2020	Feb. 18, 2020	Jun. 24, 2020

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

# OCTOBER PLANNING GUIDE

- ☐ **UPDATE** data providers for all surveys (administrators, professionals, staff, faculty and benefits).
- ☐ **MATCH** CUPA-HR position descriptions and CIP codes to incumbents.
- ☐ **MATCH** incumbents in the one position where they spend the majority of their time.
- ☐ If you're unable to find an appropriate match, **SKIP** the incumbent.



# NOVEMBER PLANNING GUIDE

- ☐ **READ** the instructions for each survey you're completing (located in the SPIT file).
- ☐ **UPDATE** participation status for each survey you're completing to 'will participate'.
  - Surveys > Survey Menu
- ☐ **START** preparing salary and demographic data upload files for each survey you're completing.
- ☐ Questions? **ASK RESEARCH**

Check 'Will Complete' to participate and open the survey.

Survey	Year	Your Institution...	
		Will Complete	Won't Complete
<a href="#">Administrators Survey</a>	2019-20 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Professionals Survey</a>	2019-20 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Staff Survey</a>	2019-20 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Faculty Survey</a>	2019-20 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<a href="#">Benefits Survey</a>	2019-20 ▼	<input checked="" type="checkbox"/>	<input type="checkbox"/>



# DECEMBER PLANNING GUIDE

- ☐ **UPLOAD** your salary and demographic data for each survey.
- ☐ **RUN** PDF/Excel of data submitted and double triple check all data is accurate.
- ☐ **RETURN** to Surveys > Survey Menu and check the box for each survey that reads “My institution has completed this survey”
- ☐ **RELAX** and enjoy the holidays! You’re done!

## SURVEY STATUS

**Important:** When you have completed all your input, you must mark your survey **completed** or Surveys Online may not be able to use your data.

	Checked on	Checked by
My Institution <b>will</b> complete this survey	<input checked="" type="checkbox"/> 18-Sep-19	<a href="#">Anthony Schmidt</a>
My Institution will <b>NOT</b> complete this survey	<input type="checkbox"/> —	—
My Institution has <b>completed</b> this survey	<input checked="" type="checkbox"/> —	—
Cleaned and frozen	<input type="checkbox"/> —	—
Survey Notes	<input type="checkbox"/> —	—

[Skip to Completion Process](#)



# JANUARY PLANNING GUIDE

- ☐ **DON'T PANIC!** You still have time, but the deadline is quickly approaching. Refer to the previous months planning guides.
- ☐ **UPLOAD** your salary and demographic data ASAP and resolve any validation errors.
- ☐ **RESPOND** to inquiries from our research team on any questionable data points. Don't risk losing data points due to typos.
- ☐ **POSITION SUGGESTIONS?** Complete New Position Suggestion Form.

402,850	402,850	198,000	222,109	95,992	118,097	400,612	703	691
300,000	300,000	129,828	194,695	192,898	70,180	625,000	730	721
218,520	218,520	162,165	168,912	64,007	7,748	281,291	7	688
209,852	209,852	127,500	144,427	65,448	74,198	274,216	792	756
402,850	402,850	187,409	219,794	118,285	93,730	432,275	415	40
158,898	158,898	125,000	141,257	66,860	68,058	272,860	892	835
221,058	221,058	148,709	168,998	79,743	82,344	326,038	851	838
168,700	168,700	102,000	109,380	38,599	60,839	171,248	658	8
286,063	286,063	103,000	119,069	57,661	58,691	237,129	60	74





# TIPS AND TRICKS

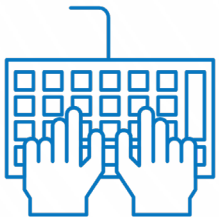


## TIME SAVER

Did you participate last year? If so, run an Excel export of the prior year survey data. Update for new and former incumbents, upload the file and you're done!

## UPLOADS

Can't get the upload option to activate? Make sure you've checked "will complete" on the Survey Menu to open the survey.



## GETTING ACCESS

Don't have access to complete a survey? Complete the data provider change form to set up your access.

## ERRORS

Errors when uploading? Upload codes must be precise. Don't do calculations in your upload file. The error message will guide you.



# Survey Participation and Information Template

Upload template

Upload directions

Survey instructions

Position descriptions (Administrators/Professionals/Staff) or CIP codes (Faculty)

Login directions, key dates, and helpful links

# Upload File Guidelines

Upload file must match template layout exactly. TIP: Use the template!

Upload file must be in Excel (XLS or XLSX).

Demographic responses must be coded exactly as shown in upload directions.

Each upload is specific to each survey. One upload file per survey.

Salary information is required. Demographic information is voluntary but highly encouraged.

## UPLOAD DATA (OPTIONAL)

 [Click for an Excel export of the prior Year survey data](#)



You may upload Incumbent data for this survey if you choose. [Click here for detailed instructions.](#)

Choose Data File

Upload

# Check Each Survey Completed

## PRINT

Print a PDF or Excel export of the data you've entered in each survey.

## TRANSMIT

Check the survey status box that reads "My institution has completed this survey". This will transmit your data.

## CONFIRM

After data transmission is received, the system will email you a confirmation message.

# HOW WE COMMUNICATE WITH YOU

Surveys  
Online



Email to  
CHRO



Email to  
data  
provider



CUPA-HR  
eNews &  
website





# Announcing Our New Data Ordering and Subscription Management System

**Ordering DataOnDemand subscriptions (and annual reports) just got easier!**

- Download *published* reports immediately after purchase.
- Automatic notifications to your CHRO will accompany major changes.
- Your chief HR officer, CUPA-HR membership contact or designated sub-administrator can now add and revoke DOD access online.



# Important Links

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

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

<https://www.cupahr.org/surveys/results/>

QUESTIONS? OUR RESEARCH TEAM IS HERE FOR YOU.



[research@cupahr.org](mailto:research@cupahr.org)





**Thank You!**

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