“CUPA-HR 2021 Survey Participation - Everything You Need to Know”

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Q&A with Presenters Jackie Bichsel & Suzi Bowen, CUPA-HR

NOTE: The answers to many common questions can be found in the Survey Participation and Information Template (SPIT) files, located here:

https://www.cupahr.org/surveys/survey-participation/templates/

SPIT files cover definitions of full-time/part-time, reporting faculty salaries (9-month vs 12-month), and all position/CIP codes. Below are the answers to questions from the webinar not otherwise addressed in the SPIT files.

1. **If we have a temporary salary reduction in place as of November 1, 2020, should we report the reduced salary or the annual salary prior to reduction? How should a temporarily reduced salary be “annualized” for reporting?**

   The effective date of data collection is November 1, 2020. The actual salary as of November 1, 2020 should be reported, even if it is at a temporarily reduced level. For example, if an employee who was previously paid $50,000 annually is on a 2% salary reduction as of November 1, 2020, report that employee’s salary as $49,000.

   Salaries for furloughed employees should be reported based on what their salary would be if they were not furloughed (as of November 1, 2020).

2. **What about temporary benefits reductions?**

   The effective date of data collection for benefits is January 1, 2021. Benefits or projected benefits as of January 1, 2021 should be reported as what they will actually be as of that date, regardless of whether they are at a temporarily reduced level.

3. **How should we report laid-off or eliminated positions? What about faculty contract non-renewals?**

   Involuntary terminations (including layoffs and eliminated positions) are reported in question 4 of the Institutional Basics section under “Involuntary Separations Due to Layoffs.” Separations are collected as either voluntary (e.g., resignation, job abandonment), retirements, involuntary not due to layoffs (e.g., discharge, disability, death), or involuntary due to layoffs. A faculty contract non-renewal is an involuntary separation. You must determine whether this separation should be classified as a layoff.
As stated in the SPITs, do not report salaries for any incumbents that are laid off or otherwise terminated as of November 1, 2020.

4. **What does H-1B status mean, and how should it be reported?**

H-1B is a type of work visa required for many foreign-born higher ed employees who are not yet U.S. citizens. Employees who are U.S. citizens do not require visas, so their status on this item would be “No.” The option of “Yes” would only need to be used when the incumbent of a position is working on an H1-B visa.

5. **How do I sign up to participate in a specific survey?**

Visit the participation website at [https://www.cupahr.org/surveys/survey-participation/](https://www.cupahr.org/surveys/survey-participation/) for all additional information about participation. Under the section “Update Your Institution’s Survey Data Providers” you can complete the survey data providers form to let us know who at your institution is authorized to provide data for each survey.

Have other questions? Just write us at research@cupahr.org. The research team will help you every step of the way!