



CUPA-HR Surveys: What's New for 2018-19?

October 24, 2018

KNOWLEDGE | RESOURCES | ADVOCACY | CONNECTIONS

Webinar

Presenters



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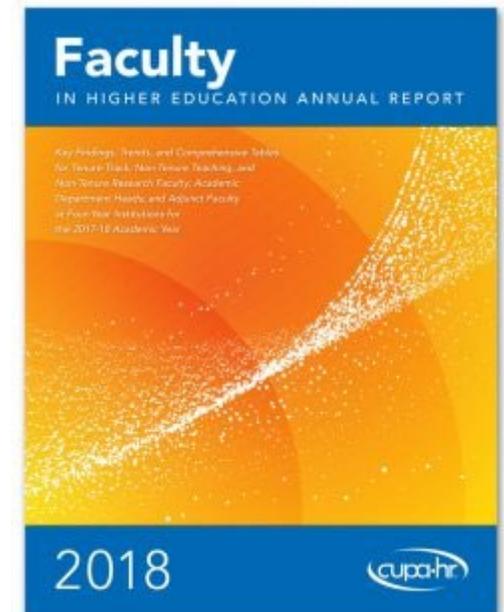
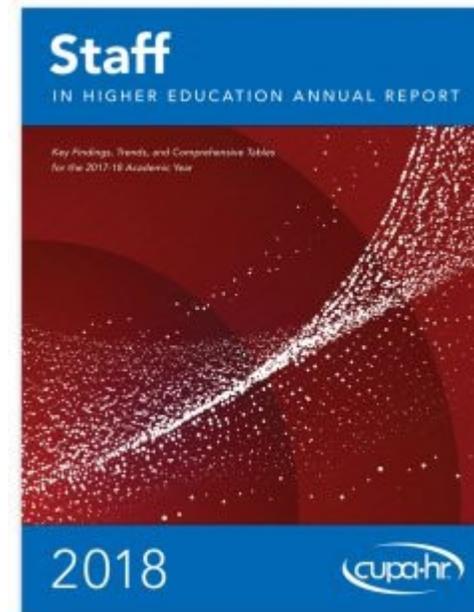
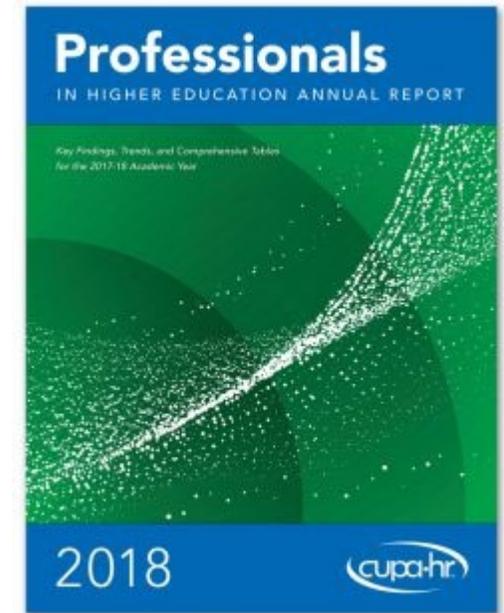
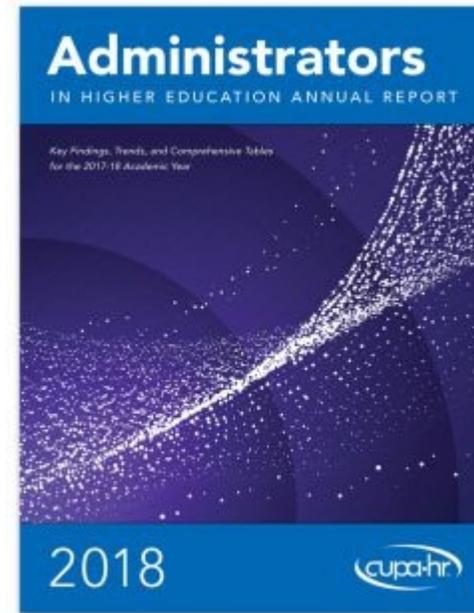
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Salary and Demographic Surveys

- Administrators
- Professionals
- Staff
- Faculty

Benefits Surveys

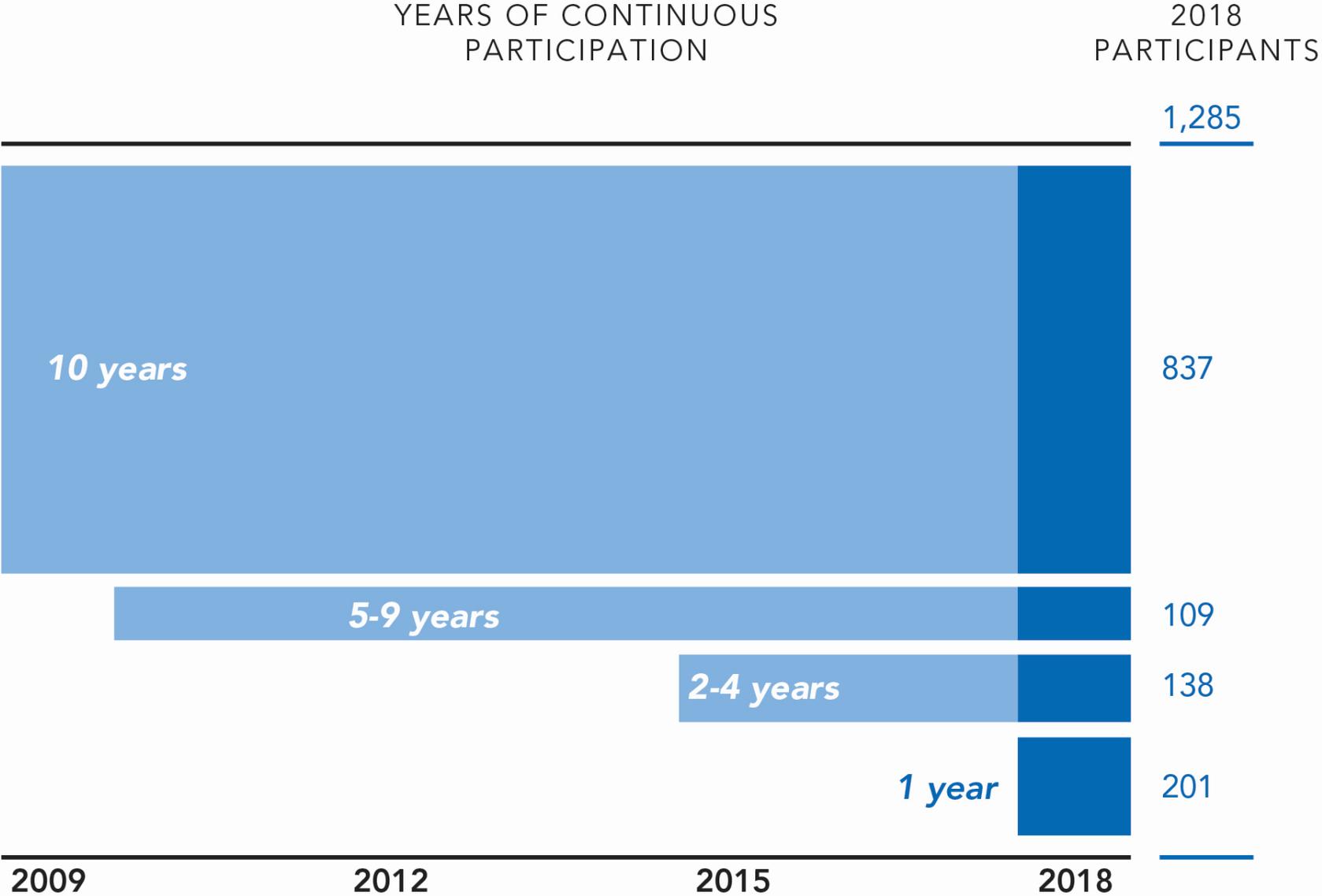
- Healthcare benefits
- Nonhealthcare benefits
 - Paid Time Off
 - Tuition Reimbursement
 - Retirement



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!

2018 Participants' History of Participation





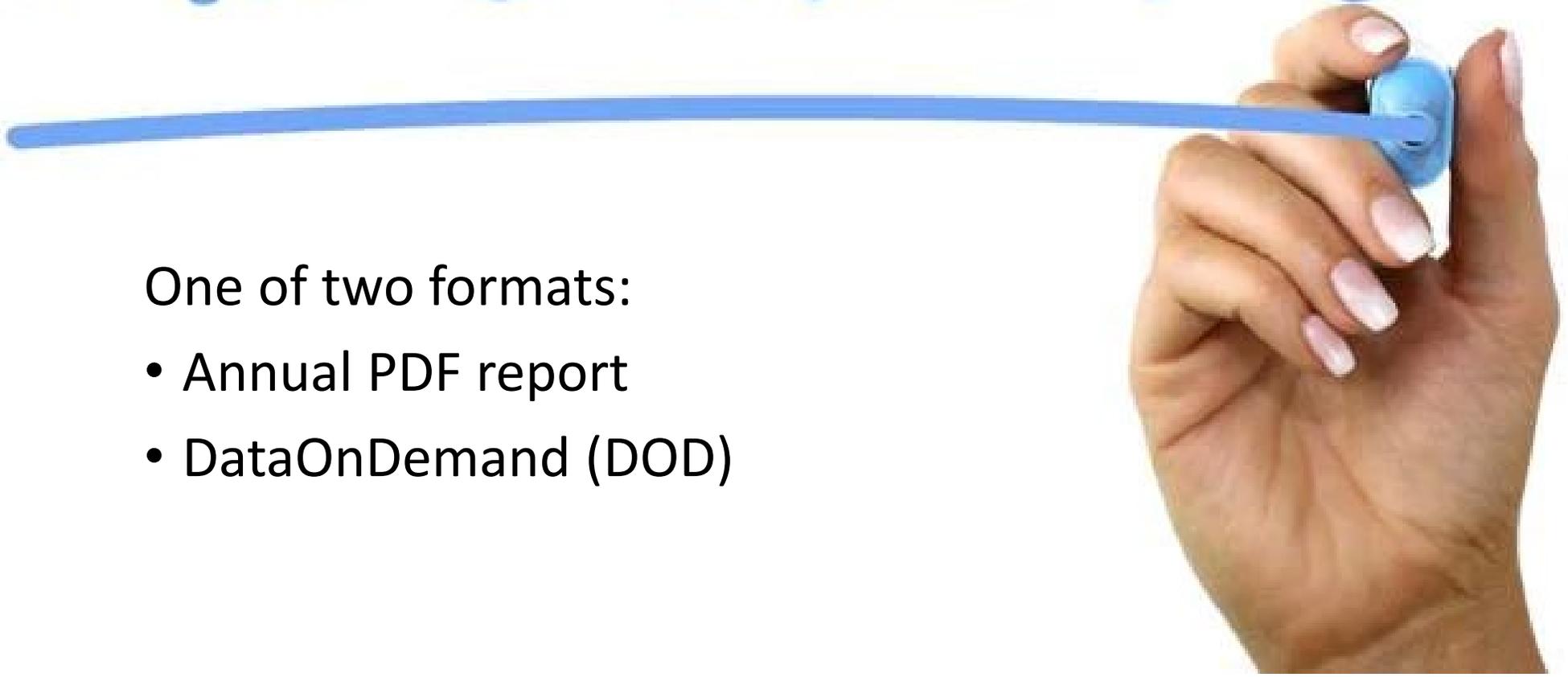
Research Mission

- 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

Institutional Basics

- 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

- No changes this year!
- Provide the same data you did last year for each survey
 - Salary (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)

Faculty Survey

- Big change this year for Associate's Institutions
 - Two-Year Faculty Survey is discontinued
 - Everyone now participates in the same faculty survey
 - Why?
 - Low participation rate for Two-Year Faculty Survey
 - More associate's institutions say they would participate in combined survey
 - Lines between teaching models for two-year and four-year institutions are blurrier
 - Combined survey allows everyone to benchmark against whatever institutions they wish

Faculty Survey – Full-Time Faculty

- For four-year institutions, the only change you'll see is the addition of one variable: Educational Attainment
 - Since many four-year institutions also hire faculty with master's degrees, we can now provide this benchmarking data for everyone
- Otherwise, data provision is the same as last year for full-time faculty
 - Discipline (CIP code)
 - Tenure status (tenure track, non-tenure teaching, non-tenure research)
 - Rank
 - Annualized salary
 - Birth year
 - Year promoted to rank
 - Gender
 - Race/ethnicity
 - Department head data (salary supplements and course relief)

Faculty Survey – Adjunct Faculty

- Adjunct faculty, faculty paid by the course, part-time faculty
 - Total number for Fall 2018
 - Average salary per semester credit hour
 - Lowest salary/highest salary
 - Total number of semester credit hours taught
- Everyone wants this data; not everyone wants to provide it

Benefits Survey

WHAT'S CHANGED

Starting last year,
Benefits data collected
during the same time
period as other surveys

DATA COLLECTED THIS YEAR

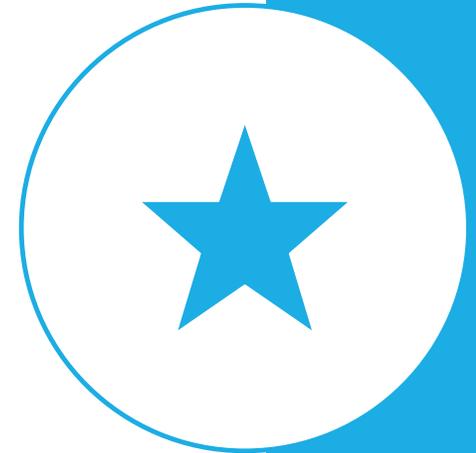
Healthcare

DATA COLLECTED NEXT YEAR

Paid Time Off
Tuition Reimbursement
Retirement

Benefits Survey – Healthcare Benefits for 2018-19

- Healthcare basics and employee wellness
- Specific data on four plans
 - PPO
 - HMO
 - POS
 - HDHP
- Plus data on dental, vision, and long-term care plans
- One major change this year: 3 tiers
 - Employee
 - Employee + 1
 - Employee + family



Systems and System Offices

WHAT USED TO HAPPEN

Before 2017-18, systems could provide data for all campuses combined

WHAT'S CHANGED

Systems must now provide data (including Institutional Basics) separately for each campus

System offices will submit data for system positions only and will have special Institutional Basics section and separate designation

WHY?

Allows us to classify campuses within systems appropriately

Allows us to provide separate reporting/benchmarking for system-level positions

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 my 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

2018-19 Data Collection Key Dates

**PUT THIS ON YOUR
CALENDAR!**

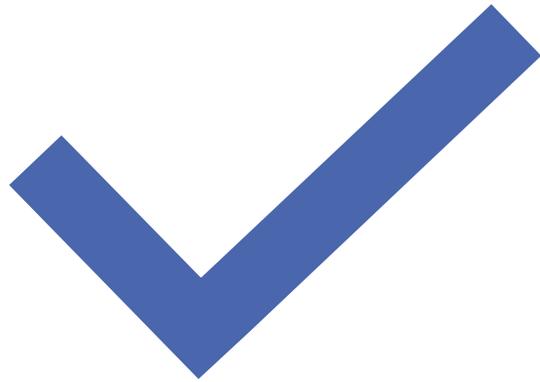
October 24: Survey Participation and Information Templates (SPIT) posted to the CUPA-HR website.

November 1: Data collection opens.

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

January 11: Data collection ends at midnight EST!!!

Planning Schedule



NOVEMBER

- Update data providers.
- Update participation status for *each* survey.
- Read all instructions in the survey template.
- Prepare salary and demographic data file to upload.

DECEMBER

- Upload data file or manually enter data in Surveys Online.
- Run PDF of data submitted.
- Confirm all information is correct.
- Check your survey status COMPLETED by end of year!

Avoid the January Rush

JANUARY

- The deadline is January 11.
- Resolve any validation errors.
- Check all surveys completed.
- Respond to inquiries from our research team.
- Don't wait until the last week to finish (or start!)

**How we
communicate
with you**

Surveys
Online

Email to
CHRO

Email to
data
provider

CUPA-HR
eNews &
website

CHECK YOUR PARTICIPATION STATUS TO OPEN THE SURVEY

- Check “will complete” for each survey you are providing data for.
- Update survey status as soon as possible.
- You cannot upload or enter data until this step is completed.

Demonstration University (Anytown, NY) 2018-19 Staff (Incumbent Salaries)

Deadline: 11:59 p.m. on January 11, 2019 Eastern Time

SURVEY STATUS

You cannot enter data in this survey until you have checked the status box below next to "My institution will complete this survey". You may, however, review the survey.

	Checked on	Checked by
My institution will complete this survey	<input type="checkbox"/>	—
My institution will NOT complete this survey	<input type="checkbox"/>	—
Cleaned and frozen	<input type="checkbox"/>	—
Survey Notes	<input type="checkbox"/>	—

[Skip to Completion Process](#)

UPLOAD DATA (OPTIONAL)

UPLOAD OPTION IS NOT AVAILABLE UNTIL YOU CHECK THE BOX ABOVE

[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

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



Identify position matches

Match CUPA-HR position descriptions to positions on your campus.

- Base the match on job description and not title.
- Report each employee only once.

Split positions?

- Report the employee in the one position where they spend the majority of their time.

No match?

- Do not report the incumbent.

Position suggestions?

- Complete New Position Suggestion Form.

Upload File Tip

- Check “will complete” box to open the survey
- Click link for an Excel export of the prior year survey data
- Update salary and demographic data for current year incumbents
- You’re ready to upload!

SURVEY STATUS

You cannot enter data in this survey until you have checked the status box below next to "My institution **will** complete this survey". You may, however, review the survey.

	Checked on	Checked by
<input type="checkbox"/> My institution will complete this survey	—	—
<input type="checkbox"/> My institution will NOT complete this survey	—	—
<input type="checkbox"/> Cleaned and frozen	—	—
<input type="checkbox"/> Survey Notes	—	—

[Skip to Completion Process](#)

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

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.

Follow all instructions in SPIT file...error on upload? Review the upload directions again.

Double-check the data in your upload file prior to uploading.

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

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

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.

Important Links

Survey Participation

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

2018-19 Survey Schedule

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

Survey Results

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

Questions? Our research team is here for you.



Adam

Jasper



Suzi



Jackie

Jingyun



research@cupahr.org



Webinar

Thank You!

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