Introduction to AAUP Faculty Compensation Survey for 2017-2018

Joseph Roy, Ph.D.

Senior Researcher

American Association of University Professors

jroy@aaup.org

Today's Agenda

- Introduction to the Survey
- Survey Timeline
- Overview of Each Form's Data
- Resources for the FCS
- The template excel sheet (for offline entry) is online now: https://research.aaup.org/instructions
- Web portal (http://research.aaup.org) will be open for submissions and data entry at 10 am (EST) on November 6, 2017.

What is the Faculty Compensation Survey?
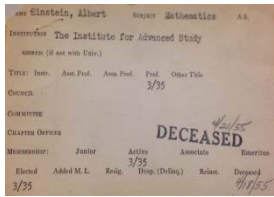
- The *American Association of University Professors Faculty Compensation Survey* is the oldest national benchmarking project in higher education with more than 1,000 institutions participating and covers over 385,000 full-time faculty.

- Established in 1920, and collected almost every year since 1946, the Faculty Compensation Survey is the single best source for benchmarking full-time salary benefits. The survey also provides rich data on continuing faculty salaries and percentage increases available at the institutional level.

- Last year's Economic Status of the Profession Report: https://www.aaup.org/our-work/research/annual-report-economic-status-profession

Currently, the Faculty Compensation Survey is used by major entities including:

- Association of American Universities Data Exchange (AAUDE)
- Bureau of Economic Analysis (BEA)
- Higher Education Data Sharing (HEDS) Institutions
- Council of Christian Colleges and Universities (CCCU)
- Council of Independent Colleges (CIC)
- Southern Universities Group (SUG)
- State University of New York (SUNY) System
- University of California (UC) System
- City University of New York (CUNY) System
- University of North Carolina (UNC) System
- Many Other Systems and Consortia!

2017-2018 Faculty Compensation Survey Calendar

Date	Survey Event
November 6, 2017	**Submission begins**
November 2017 – January 2018	Work with institutions in submission of survey data
January, 26th 2018	**Submission closes**
Winter 2018	Validation and Verification of Submissions
March 2018	**Faculty Compensation Survey Data and Reports Available**
April 2018	**Data Release in Academe and Inside Higher Ed**
Spring/Summer 2018	Survey stakeholders about timeline and form of FCS
Fall 2018	Prepare to Open FCS

Getting Started: Access and Collection Basics

- Before you begin submitting data for your institution, make sure *your information* is fully updated and accurate.

- Check to make sure *secondary* and most importantly, *primary contact information* **(data manager)** is updated and accurate. If you need to reset your password, please email aaupfcs@aaup.org and request a reset.

- You can add data managers through the season: email aaupfcs@aaup.org

- More than 90% of the most common questions are answered by the instructions and frequently asked questions [we will be updating these over this survey season]
  - Instructions: https://research.aaup.org/instructions
  - FAQs : https://research.aaup.org/faq

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Faculty Compensation Survey

Changes

- Last year (2016-2017): Form 6 was extended to include salary for part time faculty on per-section basis.

- This year: The survey instrument is the same as last year. As we go through this season, we will be modifying instructions and FAQs.

Form Overview

- The AAUP Faculty Compensation Survey consists of six forms:

- *Form 1*: Institutional Information

- *Form 2*: Full-Time Faculty Salary Data

- *Form 3*: Full-Time Major Benefits Data

- *Form 4*: Full-Time Continuing Faculty Data

- *Form 5*: Senior Administration Data

- *Form 6*: Part-Time Faculty, Per-Section and Graduate Teaching Assistant Salary Data

Form 1: Institutional Information

- Much of the information is pre-populated from IPEDS information and previous year's information.

- If you want to change this information (e.g. AAUP Institutional Category), please email aaupfcs@aaup.org

Conversion Factor

- Completion of this field is necessary *only if* you report data for faculty on 11- or 12-month contracts. Enter the factor to be used to convert 12-month amounts to a 9-month equivalent. The default value is 1.0.

- If you wish to convert 12-month amounts equally into 9-month equivalent period, please use a conversion factor of 0.75.

Form 2: Full-Time Faculty Salary

- Report unduplicated "Instructional" and "Instructional/Research/Public Service."
- Faculty may be reported on 9- and/or 12-month contracts.

FORMS: 1 **2** 3 4 5 6

FORM 2: FULL-TIME FACULTY SALARY

Academic Rank	MEN					WOMEN				
	Number of Faculty	Total Contracted Salaries ($)	Non-tenure-track	On Tenure-track	Tenured	Number of Faculty	Total Contracted Salaries ($)	Non-tenure-track	On Tenure-track	Tenured
Section 1. Faculty on 9-month Contracts (i.e., regardless of number of salary installments)										
Professor		$					$			
Associate		$					$			
Assistant		$					$			
Instructor		$					$			
Lecturer		$					$			
No Rank		$					$			
TOTAL	0	0	0	0	0	0	0	0	0	0

Forms 2, 3, 4 and 6

- You are reporting **AGGREGATE** data for each element requested.

  – For example, if you have 37 FT lectures who are men at your institution: $1,295,000.00 is a reasonable contracted salary to report. $36,254.00 is not.

Questions about Classification

- ## Instructors
  - Visiting Assistant Professors.
  - Visiting Associate Professors.
  - Visiting Professors.

- ## No Rank
  - are full-time faculty with an instructional component with titles such as **"Artist-in-Residence," "Executive-in-Residence" and "Scholar-in-Residence."**
  - If your institution does not use faculty rank at all, for example if all faculty members are referred to as "instructors." Associate-degree colleges not utilizing ranks are in institutional category IV; others will be footnoted for publication. These institutions are listed in Appendix II of the published AAUP report.

- Lecturers
  - All those with the title of "lecturer" or modified titles of lecturer (e.g. Sr. Lecturer, Principal Lecturer, etc.) whose position includes an instructional component.
  - If your institution doesn't use this title, leave it blank.
- Full AAUP List of Faculty Categories:
  - https://research.aaup.org/images/aaup/Faculty Categories AAUP.xlsx

Form 2

- Shared positions (i.e. two individuals sharing the same 1.0 FTE faculty appointment): **these should be excluded entirely from full time and included in part time results.** For example, if a couple shares a 1.0 FTE position, the contracted salary should be reported at ½ for each and reported on Form 6.

- Faculty who have taken leave, sabbatical or have separated without pay from your institution should also be excluded.

Modified Professorial Titles

- Research Professorial Faculty
  - If no instructional component, EXLCUDE
  - If position includes an instructional component, INCLUDE.
  - **Even if tenure stream or tenure track, should be excluded.**

- Teaching Professorial faculty should be reported under the appropriate rank and tenure-track.

- Clinical Faculty (Clinical Assistant/Associate/Full Professor), EXCLUDE.

Form 3: Major Benefits for Full-Time Faculty (Benefits Data)

- The *benefits* represent the institution (or state) contribution on behalf of the individual faculty member and **does not include the employee contribution**.
- The tuition benefits for faculty dependents should capture the total number of faculty covered using the benefit.

	PROFESSOR		ASSOCIATE		ASSISTANT		INSTRUCTOR		LECTURER		NO RANK		TOTAL	
	Total Expenditure	Number Covered	Total Expenditure	Number Covered	Total Expenditure	Number Covered	Total Expenditure	Number Covered	Total Expenditure	Number Covered	Total Expenditure	Number Covered	Total Expenditure	Number Covered
	Faculty on 9-Month Contracts (i.e., regardless of number of installments)													
Retirement	$		$		$		$		$		$		0	0
Medical	$		$		$		$		$		$		0	0
Dental	$		$		$		$		$		$		0	0
(Optional) Combined Medical w/ Dental	$		$		$		$		$		$		0	0
Disability	$		$		$		$		$		$		0	0
Tuition	$		$		$		$		$		$		0	0
FICA	$		$		$		$		$		$		0	0
Unemployment	$		$		$		$		$		$		0	0
Group Life	$		$		$		$		$		$		0	0
Worker's Comp.	$		$		$		$		$		$		0	0
Other	$		$		$		$		$		$		0	0
TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0

DO NOT REPORT EMPLOYEE CONTRIBUTIONS FOR BENEFITS

- Checks we are implementing to capture this:
  - Retirement benefits >~ 13 % of total salary.
  - Medical (Total) >~ 17% of total salary.
  - FICA > 7.65 %
- Payments made on behalf of public institutions by the state should be reported here (i.e. if the state pays the employer contribution.)
- Retirement benefits paid by the employer, regardless of vesting period, should be reported.

Form 4: FT Continuing Faculty

FORM 4: FULL-TIME CONTINUING FACULTY SALARIES

ACADEMIC RANK 2016-2017	NUMBER OF CONTINUING FACULTY	TOTAL SALARY OUTLAYS		PERCENTAGE INCREASE
		CURRENT YEAR (2017-2018)	PREVIOUS YEAR (2016-2017)	
Full-time Faculty on 9-Month Contracts				
Professor		$	$	0.00%
Associate		$	$	0.00%
Assistant		$	$	0.00%
Instructor		$	$	0.00%
Lecturer		$	$	0.00%
No Rank		$	$	0.00%
TOTAL	0	0	0	0.00%

Form 4

- Who is continuing full time faculty?
  - Same conditions as Form 2
  - At the institution for the 2016-2017 (i.e. previous year).
- Include at rank from previous year. For example, if someone is an *associate professor* in 2016-2017, but promoted to *full professor* for the 2017-2018 year, they are included at the associate professor rank for form 4.
- If your percentage increase is negative, **unless your institution reduced salaries**, this often indicates a **mistake** with correctly classifying faculty as described in the point above.

Form 5

FORMS: 1 2 3 4 **5** 6

FORM 5: ADMINISTRATIVE COMPENSATION

	BASE SALARY	SUPPLEMENT
President/Chancellor	$	$
Chief Academic Officer	$	$
Chief Financial Officer	$	$
Chief Development Officer	$	$
Chief Administrative Officer	$	$
Chief Counsel	$	$
Director of Enrollment Management	$	$
Director of Athletics	$	$

Form 5 Institutional Officers

- **President/Chancellor** - The principal official responsible for all affairs and operations of the specific institution named in the survey response.
- **Chief Academic Officer** - The principal official responsible for the direction of the academic program of the institution.
- **Chief Financial Officer** - The principal official responsible for the direction of the financial affairs of the institution, including investments, accounting, purchasing, and budgets. In some cases, this may include the functions described for Chief Administration Officer below.
- **Chief Development Officer** - The principal official responsible for institutional fundraising. This individual may also be responsible for public information and other functions; however, if a separate and co-equal individual administers those programs, include here only the fundraising function.
- **Chief Administration Officer** - The principal official responsible for operation of the institution that is generally non-academic and non-financial and includes operation of personnel, physical plant, property management, and auxiliary enterprises. Enter a figure only where this position is held by a separate individual, not if the function is administered by the Chief Financial Officer.
- **Chief Counsel** – The principal official responsible for advising institution on legal rights, obligations, and related matters.
- **Director of Enrollment Management** – The principal official responsible for the planning, development, and implementation of strategies to sustain student enrollment. This individual may also be responsible for admissions or financial aid and other functions; however, if a separate and co-equal individual administers those programs, include here only the enrollment function.
- **Director of Athletics** – The principal official responsible for the operation of intramural and intercollegiate programs including employment, scheduling, promotion, maintenance of athletics.

Form 6: Part-Time Faculty Salary

- Form 6 captures part-time faculty salary data by gender, but does not adequately capture part-time faculty salary on a *per section basis*.
- Last year we have added a "per section basis." Instructional faculty who are part-time and piad per section of course teaching.

FORM 6: PART-TIME FACULTY SALARY

Academic Rank	MEN		WOMEN		TOTAL	
	Number of Faculty	Total Contracted Salaries ($)	Number of Faculty	Total Contracted Salaries ($)	Number of Faculty	Total Contracted Salaries ($)
Part-Time Faculty		$		$	0	0
Graduate Teaching Assistant		$		$	0	0
Part-Time Per Section Faculty		$		$	0	0
TOTAL	0	0	0	0	0	0

Validation of Submitted Data

- As you're submitting data, we are validating the results and will email your data manager if there are irregularities.

- If your institution's data manager is out of the office at the end of January or in February, please make sure that the out-of-office reply has someone who we can contact if there are any issues.

Where to get help

- Instructions (as we get questions, we will be adding and clarifying language): https://research.aaup.org/instructions
- FAQ: https://research.aaup.org/faq
- Email: aaupfcs@aaup.org
- Especially in January, there may be hundreds of questions directed to us in a day. We will endeavor to answer as many as we can in a timely manner. As we notice certain questions appearing frequently, we will update the FAQ and Instructions.