

# AAUP Faculty Compensation Survey: Best Practices for Survey Completion And Keys To Successful Submission



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## AAUP Faculty Compensation Survey Resources



- Where to find information for completing the AAUP FCS?
  - **Instructions:** <https://research.aaup.org/instructions>
  - **FAQ:** <https://research.aaup.org/faq>
  - **2016-17 Changes/Errata:**  
<https://research.aaup.org/changes>
  - **Help:** <https://research.aaup.org/help>





## 2016 – 2017 Faculty Compensation Survey Calendar



- November 2016 Invitation to Participate (Data Collection Cycle Opens)
- December/January 2017 Work with Members in Data Collection Process
- **January 31, 2017** **Submission of Data (Data Collection Cycle Closes)**
- Winter 2017 Verify and Validate Data Submissions
- March 2017 Faculty Compensation Survey Data and Reports Available
- April 2017 Data Release in *Academe* and *Inside Higher Ed*



# Form Overviews



- The AAUP Faculty Compensation Survey consists of six sections:
- *Form 1: Institutional Information\** – **One Change**
- *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 and Graduate Teaching Assistant Data\** – **One Change**



**Faculty  
Compensation  
Survey**



- **New –No default conversion factor.**
  - If your institution has faculty with 11/12 month contract lengths and you use a conversion factor of any kind, you must *manually* enter it under **“Conversion Factor”**
  - In the past, this was a default of **.818**
  - The conversion factor is associated with 12-month faculty for Forms 2, 3, 4.
- AAUP Category is an institutional designation.

FORMS: 1 2 3 4 5 6

## FORM 1: INSTITUTIONAL INFORMATION Hide all data definitic ▼

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Control

Sector of Institution

AAUP Category

Carnegie Classification

System

Highest Degree Offered

Institution Grants Medical Degree

Publication Footnote

Conversion Factor

Eligible CIP Codes

Campuses





Criteria	Full-Time	Part-Time
<b>Medical School Faculty and/or Military Faculty</b>	Exclude	Exclude
<b>Contributed Service Personnel:</b> Administrative officers with titles such as Provost, Dean, Librarian, Registrar, Coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status and other administrators/staff clinical credit courses.	Exclude	Exclude
<b>Graduate Teaching Assistant:</b> Assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching-related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examinations, and grading examinations or papers.	Exclude	Include
<b>Research Faculty: Faculty who have never had a contractual instructional role.</b>	Exclude	Exclude
<b>Part-Time Tenured/Tenure-Track Faculty</b>	Exclude	Include
<b>Faculty on Sabbatical or Leave <i>with</i> Pay</b>	Include	Exclude
<b>Faculty on Sabbatical or Leave <i>without</i> Pay</b>	Exclude	Exclude
<b>Replacement Faculty</b> for faculty on sabbatical leave or leave with pay.	Exclude	Include
<b>Courtesy Faculty Appointments</b> and faculty who have a bookkeeping value.	Exclude	Exclude

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



FORMS. 1 2 3 4 5 6

## FORM 3: FULL-TIME FACULTY BENEFITS

### AGGREGATE BENEFITS

Does Institution Aggregate Benefits?

	PROFESSOR		ASSOCIATE	
	Total Expenditure	Number Covered	Total Expenditure	Number Covered
Faculty				
Retirement	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Medical	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Dental	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
(Optional) Combined Medical w/ Dental	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>
Disability	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>

- The *benefits* represent the institution (or state) contribution on behalf of the individual faculty member and does not include the employee contribution.
- If your institution aggregates benefits and does not break out by rank, select “yes” under appropriate box.
- ✎ The tuition benefits for faculty dependents should capture the total number of **faculty covered using the benefit**, not the number of dependents using the benefit.



## Form 4: Salaries and Percentage Increase for Continuing Faculty (Continuing Data)



- The continuing faculty data explores only those who held faculty positions this year (2016 - 2017) and last year (2015 - 2016). This number will almost always be smaller than the number of faculty submitted in Form 2.
- Form 4 should ***exclude*** all newly hired and all newly retired faculty from all columns.
  - The “previous year” column should not include the salaries of former faculty
  - The “current year” column should not include the salaries of new faculty
- If a faculty member had a promotion or other change in rank, you should report the faculty number and salaries at the rank the person held in the ***prior*** year (2015 - 2016).
  - If an Assistant Professor was promoted to an Associate Professor this past year, you would include them under Assistant Professor, but include their new salary amount under “current year” for the Assistant Professor rank
- A negative percentage change of any amount is almost always incorrect unless faculty took a pay cut

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

**FORM 4: FULL-TIME CONTINUING FACULTY SALARIES**

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## Form 5: Administrative Compensation



- Data is **never** published at the unit record level
- Data will always be reported in aggregate.
- Data are not publically available in an individual institutional report.

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

**FORM 5: ADMINISTRATIVE COMPENSATION**

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# Form 6: Part-Time Faculty Salary



- New for **2016-17**: Data is also collected on a per section basis
  - Per section faculty should include all individuals that taught part-time on a per section basis. Include all organized class sections that meet at regularly scheduled intervals and individualized class sections that are associated with degree production. Do not include non-degree granting or remedial class sections.
- Not sure who to include? Refer to Inclusion/Exclusion criteria

## 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	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	0	0
Graduate Teaching Assistant	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	0	0
Part-Time Per Section Faculty	<input type="text"/>	\$ <input type="text"/>	<input type="text"/>	\$ <input type="text"/>	0	0
<b>TOTAL</b>	0	0	0	0	0	0



- Data can either be entered manually, form by form, or by uploading our Excel template.
- Template is available under “Data Collection” / “Template” and includes not only the Excel template, but also the location to upload your completed template.

## DOWNLOAD EXCEL FILE

**Step 1:** If you prefer collecting your data in an Excel spreadsheet, download this file.

**Step 2:** Save the Excel spreadsheet to your computer. You should work exclusively on the website OR the Excel file.

**Note:** This file can take several minutes to download because it is being pre-populated with your data. If you encounter problems downloading the pre-populated file, please try downloading the blank template [here](#).

Download

## UPLOAD EXCEL FILE

**Step 1:** Complete the Excel file .

**Step 2:** Warning – Uploading the Excel file will overwrite any information you have entered on the website. Copy any information you have entered on the website into your Excel file and save.

**Step 3:** Upload the updated file using the form below. Please allow for up to three minutes to complete. If there are any errors, they will be shown on the next screen.

Excel file

Choose File No file chosen

Upload





Thank you



- If you have any questions, please email [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org)