

# Completing the AAUP Faculty Compensation Survey



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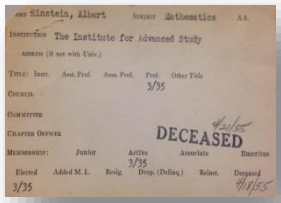
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American Association of University Professors

# 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.
- Currently, the Faculty Compensation Survey is used major entities including:
  - Association of American Universities Data Exchange (AAUDE)
  - 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!





## Faculty Compensation Survey Participation Benefits



- ✔ No participation fee.
- ✔ Participation in largest faculty compensation survey in the United States.
- ✔ Independent verification and validation of compensation data for bargaining.
- ✔ Verification of *US News & World Report* data.
- ✔ Free publicity through *Academe* and *Inside Higher Ed*.
- ✔ Strengthens relationship with full-time faculty.
- ✔ Tool for faculty recruitment for salary and benefits.
- ✔ Aids in strategic planning.





## 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*
- May 2017 AIR Forum – Solicit Institutional Input
- Summer 2017 Improve Faculty Compensation Survey
- Fall 2017 Prepare for 2017-2018 Data Collection Opening



# 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 and Graduate Teaching Assistant Salary Data*





# 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* is updated and accurate.

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**Faculty Compensation Survey**

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Member Home  
Manage Your Account  
Manage Your Institution  
Manage Your Institution's Users  
Manage Your Peer Groups  
Sign Out

**DATA FOR STRATEGIC HIRING**

*In today's challenging higher education environment, strategic hiring and support for faculty can improve quality and enhance an institution's distinctiveness and competitiveness.*



# Getting Started: Access and Collection Basics



- To begin, select “Documentation” and “Instructions.”
- There is also a “Frequently Asked Questions (FAQ)” section.
- *More than 90%* of the questions are answered by the Instructions and Frequently Asked Questions.

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**Faculty  
Compensation  
Survey**

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Instructions  
Webinars  
FAQ  
Calculations  
Changes/Errata

**LEARN ABOUT  
THE ECONOMIC  
STATUS OF THE  
PROFESSION**

*The FCS collects data on more than 375,000 faculty members from over 1,100 institutions. All 50 states and Puerto Rico are represented.*





# Getting Started: Access and Collection Basics



- There are two submission options: (1) uploading template and (2) manual entry.
- To access either option, select “Data Collection.”

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## Faculty Compensation Survey

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- Instructions
- Template
- Overview
- Form 1: Institutional Information
- Form 2: Full-Time Faculty Salary
- Form 3: Full-Time Faculty Benefits
- Form 4: Full-Time Continuing Faculty Salaries
- Form 5: Administrative Compensation
- Form 6: Part-Time Faculty Salary

**DATA FOR STRATEGIC HIRING**

*In today's challenging higher education environment, strategic hiring and support for faculty can improve quality and enhance an institution's distinctiveness and competitiveness.*





- Control, Sector, Carnegie Classification, Highest Degree Offered, Medical Degree are all aligned to IPEDS.

✎ The conversion factor is associated with 12-month faculty for Forms 2, 3, 4.

✎ *\*New\** - There is no default conversion factor. You must add a conversion factor if your institution uses one.

- 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



# Inclusion/Exclusion Criteria



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 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



- Although Form 5 explores unit-record data, these data are never published in a personally identifiable manner.
  - Form 5 data will always be reported in aggregate.
  - Form 5 are not publically available in an individual institutional report.
- Generally, easiest to report of all sections, published in aggregate.

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
  - 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

# Check Your Work!



- You can check your work by selecting “Data Collection” and “Overview.”
- Be sure to click a Form and then click “Save.”

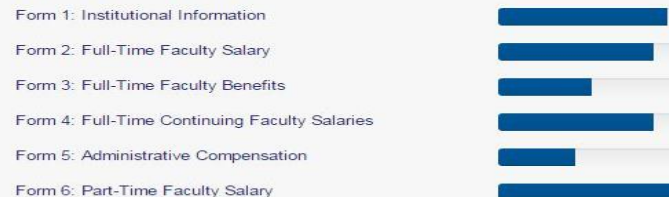
Your data was saved but we identified 2 potential problems with it. [Please review.](#)

## DATA COLLECTION

We have identified 2 issues in your data. [Please review.](#)

**Prefer to upload your data?** Please use the [Excel Spreadsheet](#).

**The percentage completion bars indicate the number of cells entered relative to the total number of cells, not the progress of uploaded data. An institution need not reach 100 percent completion overall, or on any single form as some institutions may not be able to provide all possible fields. For example, an institution that does not employ any Graduate Teaching Assistants would not be able to complete any of the Graduate Teaching Assistant fields on Form 6: Part-Time Faculty Salary. Please do not enter zero values for cells that do not pertain to your institution. Please leave them blank as leaving them blank will not contribute to norm values.**



## DATA ISSUES

The average salary for Male Lecturer 12-Month is greater than \$100,000.

[Go to Form 2](#)

[Confirm Data As Is](#)

The average salaries of men and women differ by more than 35% (Lecturer 12-Month).

[Go to Form 2](#)

[Confirm Data As Is](#)



# Outlier Report



- The outlier report is sent after the submission deadline and reports all data that is two standard deviations from the mean on a grouping.
- Outlier report issues may be addressed through the “Overview” tab in the menu.
- If you do not receive an outlier report, there is no issue.
- Failure to review outliers may jeopardize your institutional submission.

Benchmark	Value	Problem	Action
Average Percent Change Continuing All Ranks Salary (Professor, Associate, Assistant)	13%	high	
Average All Ranks Salary Percentage Change	13%	high	
Average Lecturer Salary Percentage Change	18%	high	
Average Assistant Professor Salary Percentage Change	29%	high	
Average Associate Professor Salary Percentage Change	13%	high	
Percentage Change Total Faculty (Standard)	14%	high	
Percentage Change Lecturers (Standard)	18%	high	

# Keys to Remember



- ✦ The conversion factor is associated with 12-month faculty for Forms 2, 3, 4.
- ✦ Report unduplicated “Instructional” and “Instructional/Research/Public Service.”
- ✦ The tuition benefits for faculty dependents should capture the total number of faculty covered using the benefit.
- ✦ Report salaries for this year (2016 – 2017) at the rank the person held in the *prior* year (2015 – 2016).
- ✦ Generally, easiest to report of all sections, published in aggregate.
- ✦ The 2016 – 2017 Survey will include data on a per section basis.
- Help is available at [/instructions](#) [/faq](#) [/help](#)





# Follow Up



- Institutional Conversion Factors
- Benefits – How are they captured?
- Part 6 – Part-Time Faculty