**WORKSHEET FOR CUPA-HR 2015-16:**
Faculty Salary Survey for Two-Year Community
and Technical Colleges, by Level of Education

Use this worksheet to assist with the data collection process. **After you have collected your data in the worksheet, input that data in Surveys Online** **by logging in at** [**http://www.cupahr.org/surveys/login.aspx**](http://www.cupahr.org/surveys/login.aspx).

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**INTRODUCTION**

The Faculty Salary Survey for Two-year Community and Technical Colleges (FSS2) has been redesigned and now collects salary data for full-time faculty by level of education.

The survey also collects compensation data for Faculty Paid-by-the-Course. These are faculty hired by the institution to teach specific courses and paid on a course-by-course basis.

**CONFIDENTIALITY AND PRIVACY STATEMENT**

All possible steps are taken to protect the confidentiality of each institution’s salary data. Confidential data are released only in aggregated form. Salary data reported for a given position by five or fewer institutions are neither listed in a survey report nor available in DataOnDemand. Any attempt to use DataOnDemand for the purpose of violating the confidentiality of survey data is illicit and subject to serious penalty.

CUPA-HR reports and DataOnDemand comply with the Department of Justice "Safe Harbor" Guidelines. For a complete statement of CUPA-HR policy regarding use of survey data, click the Privacy Policy link under General in the menu at the top of the page in Surveys Online.

**Reporting dates for data**

* Report fall student enrollment as of your institution’s official fall reporting date or October 15, 2015.
* Report the number of faculty and number of staff on your institution’s payroll as of November 1, 2015.
* Report annualized salaries as of November 1, 2015.
* **If it is not possible to use the above dates**, use a reporting date no earlier than September 15 and no later than November 1, 2015.

**GUIDELINES FOR REPORTING SALARY DATA FOR FULL-TIME FACULTY**

Full-time faculty aredefined as faculty **who are at least .75 FTE, have** annual contracts or appointments of at least 9 months and whose teaching/research are **50% or more of their duties.**

* **Report all salaries in terms of 1.0 FTE 9–10 month contracts.**
* A full-time 9–10 month contract covers teaching/researching two semesters, three quarters, two 4-month sessions, or the equivalent.
* If a full-time faculty member is less than 1.0 FTE, annualize his/her salary to 1.0 FTE.
* Convert the salary of a full-time 11–12 month contract to a full-time 9–10 month contract by multiplying the 11–12 month salary by 9/11 or .818.
* **Data collected**

For each education level, you are asked to provide the following information for full-time faculty:

* Number of Faculty: number of incumbent faculty at a given level of education.
* Average Years of experience at your institution:thesum of incumbents’ years of experience at your institution divided by the number of incumbents.
* Average Salary:thesum of full-time 9–10 month salaries divided by the number of incumbents. If the number of faculty is 1, enter the single salary in the Average Salary field only.
* Lowest Salary:the lowest full-time 9–10 month salary. Do not report the bottom of a salary scale.
* Highest Salary:the highest full-time 9–10 month salary. Do not report the top of a salary scale.
* **Whom to include as full-time faculty:**
* All faculty on annual contracts of at least 9 months, whose teaching/research represents 50% or more of their duties.
* Department chairs and other administrative staff who hold full-time faculty rank and whose teaching/research represents half or more of their duties.
* Report the contracted faculty salaries for these positions. Compensation, such as stipends, for administrative, managerial, or other responsibilities should not be reported.
* Do not adjust the contracted faculty salaries to reflect a reduced teaching load.
* Faculty on sabbatical: Report their regular salaries, even though they may receive reduced pay while on leave.
* Coaches with faculty status who teach/research more than half time, independent of their coaching duties.
* **Whom to exclude as full-time faculty:** Do **NOT** report salary data for the following:
* Adjunct faculty or others who teach/research full-time, but on a **temporary** basis (such as a semester).
* Adjunct faculty or others who teach/research **half-time or less** on a limited, ad hoc basis.
* Visiting faculty, regardless of whether they have full-time contracts of at least 9 months.
* Replacements for faculty on sabbatical.
* Retirees on staff who are paid below or above the market rate for their discipline.
* Individuals on leave without pay.
* Faculty whose services are valued by bookkeeping entries rather than by full cash transactions, such as members of religious orders.
* Faculty who, as members of the military, are paid on a salary scale different from that for civilian employees.
* Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, or registrar.

**GUIDELINES FOR REPORTING COMPENSATION DATA FOR FACULTY PAID-BY-THE-COURSE**

These are faculty hired by the institution to teach specific courses and are paid on a course-by-course basis. Please provide the following data for this section of the survey:

* Total number of faculty paid-by-the course **teaching credit courses** in Fall 2015.
* Average compensation paid per semester credit hour.
* Lowest compensation paid per semester credit hour.
* Highest compensation paid per semester credit hour.

**Definition:** A credit hour is the equivalent of an hour (50 minutes) of instruction per week over an entire term. For example, a course that has three hours of instruction per week would be a 3-credit course. **Note:** 1 quarter hour credit = .67 semester hours credit.

##### INSTITUTIONAL BASICS

Institutional Basics is common to all CUPA-HR surveys and needs to be completed only once per year by your institution. **Answers entered in this section are visible to those responding to each of our surveys.** If someone else has already entered data, please review and answer any unanswered questions. **If you disagree with any existing entries, please do not edit them until you have first contacted Jackie Bichsel, CUPA-HR Director of Research.**

|  |
| --- |
| **For any of the questions below, if you are reporting data for a System Office or System Summary, please supply system-wide figures. Otherwise, supply individual institution figures.**  |

**1. Total Expenses Reported to IPEDS in the 2014-15 Spring Finance Survey**

Please enter the total expenses **reported by your institution to IPEDS** **last year** **in its 2014-15 Spring Finance Survey**. **Data collection for this survey was December 2014 to April 2015.** This number should be available from your Controller and can be found in one of these locations on the IPEDS survey depending on the reporting standards used by your institution. If GASB used, see Finance Survey Part C – line 19. If FASB used, see Finance Survey Part B – line 2 or Part E – line 13. If you are a private-for-profit institution, see Finance Survey Part B - line 2 or Part E – Line 7. **Total expense is a required field.**

|  |  |
| --- | --- |
| Total Expenses reported to IPEDS in 2014-15 Spring Finance Survey  | $ |

**2. Fall 2015 Student Enrollment**

**Definitions (IPEDS)**

**- Full-time undergraduate student:** Enrolled for 12 or more semester/quarter credits or 24 or more [contact hours](http://nces.ed.gov/ipeds/glossary/index.asp?id=135) a week each term.

**- Full-time graduate student:** Enrolled for 9 or more semester/quarter credits or involved in thesis or dissertation preparation that is considered full time by the institution.

**- Part-time student:** An undergraduate student enrolled less than 12 semester/quarter credits or less than 24 contact hours a week each term. A graduate student enrolled for less than 9 semester/quarter credits.

**Report fall student enrollment** **as of your institution’s official fall reporting date or October 15**. If it is not possible to use this date, use a reporting date no earlier than September 15 and no later than November 1. Your Institutional Research Office is likely to be the best source for this data.

* Please complete rows a, b and c if you can. FTE enrollment should always be less than FT + PT.
* If you can complete rows a and b, but not c, enter these numbers and then **hit** the “Calculate” buttonin Surveys Online.FTE figures will be derived as: Number of Full-Time Students + 1/3 the Number of Part-Time Students.
* If you can only provide numbers for row c, please do so. **Don’t** **hit** the “Calculate” button.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Undergraduate Students | Graduate Students | Total All Students |
| a. Number of full-time students |  |  | **SURVEYS ONLINE WILL CALCULATE TOTALS AUTOMATICALLY** |
| b. Number of part-time students |  |  |
| c. Full-Time-Equivalent (FTE) enrollment |  |  |

**3. Fall 2015 Faculty Size**

**Report the number of faculty on your institution’s payroll as of November 1, 2015.** If it is not possible to use this date, use a reporting date no earlier than September 15 and no later than November 1.Include all employees with faculty status, even if excluded in salary data. Your Institutional Research Office is likely to be the best source for this data.

* Rows **a** through **d** are **required** as the detail is important for creating valid comparison groups based on faculty characteristics.
* Report the **headcount number for each faculty type** in rows a through d. If your institution does not have a particular type of faculty, **enter 0 in that row**.
* Report the **Full-Time Equivalent (FTE) of** **all faculty** in row e.
* If your institution’s FTE Faculty is unknown to you, you can estimate the FTE as a + b + 1/3c + 1/3d.

|  |  |
| --- | --- |
|    | Headcount |
| a. Full-time tenured and tenure-track faculty |  |
| b. Full-time non-tenure-track faculty (benefits eligible) |  |
| c. Adjunct and part-time faculty **(non-benefits eligible)**   |  |
| d. Adjunct and part-time faculty **(benefits eligible – institution contributes to a retirement plan for these faculty)** |  |
|  |  |
|  | FTE |
| e. Total faculty FTE (FTE of a + b + 1/3c + 1/3d) |  |

**4. Fall 2015 Staff Size (all employees not reported in IPEDS as faculty)**

**Definitions (IPEDS)**

**- Full-time staff:** As determined by the institution.

**- Part-time staff:** As determined by the institution. Casual employees (hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study Program (CWS) **are not considered part-time staff**.

- **FLSA Employees:** Employees whose jobs are governed by the Fair Labor Standards Act are either “exempt” or “non-exempt.” Nonexempt employees are entitled to overtime pay, exempt employees are not.

**Report the number of staff on your institution’s payroll as of November 1, 2015.** If it is not possible to use this date, use a reporting date no earlier than September 15 and no later than November 1. Include **all** full-time and part-time **employees not reported in IPEDS as faculty** in your count; also include medical school staff if applicable. Your Institutional Research Office is likely to be the best source for this data.

* Please complete rows a through f if you can, and then **hit** the “Calculate” button. The FTE number of staff should always be less than the FT + PT number.
* If you can complete rows a and b, but not c, enter these numbers and **then hit** the “Calculate” button. FTE figures will be derived as: Number of Full-Time Employees + 1/3 the Number of Part-Time Employees. Follow the same process if you can answer d and e, but not f.
* If you are unable to use any of the above methods but have the total staff FTE number, enter it in row g. **Don’t hit** the “Calculate” button.

|  | Staff |
| --- | --- |
| **Exempt Staff** |  |
| a. Number of full-time exempt staff |  |
| b. Number of part-time exempt staff |  |
| c. Full-Time-Equivalent (FTE) exempt staff |  |
| **Non-Exempt Staff** |  |
| d. Number of full-time non-exempt staff |  |
| e. Number of part-time non-exempt staff |  |
| f. Full-Time-Equivalent (FTE) non-exempt staff |  |
| **g. Total FTE Staff** |  |

**5. Collective Bargaining**

 Are some or all of your full-time (FT) faculty or staff represented by a union for purposes of collective bargaining?

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| a. FT Faculty |  |  |
| b. FT Staff |  |  |

**6. Targets for 2016-17 Pay Increases**

 Have you established targets for your 2016-17 pay increases? **IF YES:** What are the pay increase targets to the nearest tenth of a percent?

|  |  |  |
| --- | --- | --- |
|  | **Target Established?** | **If Yes: Pay Increase Target**  |
| Exempt Administrators and Professionals | O Yes O No | % |
| Non-exempt Staff | O Yes O No | % |
| Faculty | O Yes O No | % |

**FULL-TIME FACULTY**

**Provide 9-10 month salary data by level of education for your full time (at least .75 FTE) faculty with annual contracts or appointments of at least 9 months, and whose teaching responsibilities represent 50% or more of their duties.**

* A full-time 9–10 month appointment covers two semesters, three quarters, two 4-month sessions, or the equivalent.
* **If a full-time faculty member is less than 1.0 FTE, annualize his/her salary to 1.0 FTE.**
* Convert the salary of a full-time 11–12 month appointment to a full-time 9–10 month appointment by multiplying the salary by 9/11 or .818.

If a category has:

* **One faculty member**
Enter that one faculty member's current 9-10 month salary in the Average Salary field only.
* **More than one faculty member**
Enter the number of incumbents, the average 9-10 month salary for all faculty members in this category, the lowest salary and the highest salary.
* **No faculty members**
Leave the row for that degree empty; **do not enter zeros.**

**Average Years of Experience at Your Institution**

For each level of education, please calculate the incumbents’ average years of experience at your institution. To do this, divide the total years of experience represented by the incumbents by the total number of incumbents.

**Master’s Plus Levels**
If your institution pays a higher salary to faculty members who have completed a certain number of semester credits in their field beyond the master’s degree or who have a master’s degree and other specific qualifications or experience, please use the **Master’s Plus levels**. You may well not need to use all of them.

**Report 9/10 month salaries as of November 1, 2015**. **If this is not possible, use a reporting date no earlier than September 15 and no later than November 1.**

|  | Number of Full-time Faculty | Average Years of Service at Institution | AverageSalary | Lowest  Salary | HighestSalary |
| --- | --- | --- | --- | --- | --- |
| Associate’s Degree |  |  |  |  |  |
| Bachelor’s Degree |  |  |  |  |  |
| Master’s Degree |  |  |  |  |  |
| a. Master’s Plus: Level 1 |  |  |  |  |  |
| b. Master’s Plus: Level 2 |  |  |  |  |  |
| c. Master’s Plus: Level 3 |  |  |  |  |  |
| d. Master’s Plus: Level 4 |  |  |  |  |  |
| e. Master’s Plus: Level 5 |  |  |  |  |  |
| Ph.D. |  |  |  |  |  |

**FACULTY PAID-BY-THE-COURSE**

1. Provide compensation data for faculty hired by your institution to teach specific courses and paid on a course-by-course basis.

**Definition:** A credit hour is the equivalent of an hour (50 minutes) of instruction per week over an entire term. For example, a course that has three hours of instruction per week would be a 3-credit course. **Note:** 1 quarter hour credit = .67 semester hours credit.

| Total number of faculty paid-by-the-course teaching credit courses Fall 2015 | AverageCompensation per semester credit hour | LowestCompensation per semester credit hour | HighestCompensation per semester credit hour |
| --- | --- | --- | --- |
|  |  |  |  |

**2.** Do you pay these faculty different rates based on level of education?

|  |  |
| --- | --- |
| O Yes | O No |

**3.** Do you pay a higher per credit hour rate for selected types of degrees?

|  |  |
| --- | --- |
| O Yes | O No |

 If Yes: Which ones?

|  |
| --- |
|   |

**4.** Do you pay a higher per credit hour rate for selected courses?

|  |  |
| --- | --- |
| O Yes | O No |

 If Yes: Which ones?

|  |
| --- |
|  |