**WORKSHEET FOR CUPA-HR 2015-16:**   
Faculty Salary Survey for Four-Year Colleges and Universities

By Discipline, Rank and Tenure Status

And for Postdoctoral Scholars

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 Four-Year Colleges and Universities (FHESS4) collects salary data for **full-time faculty** by discipline, rank and tenure status.

Disciplines are defined in terms of the U.S. Department of Education’s *Classification of Instructional Programs: 2010 Edition.* Go to <http://www.cupahr.org/surveys/worksheets.aspx> for discipline descriptions.

The survey also collects salary data for **Postdoctoral Scholars.** While postdocs typically fall into their own category rather than being classified as either faculty or staff, they are disciplinary like faculty and fit best with the faculty. These individuals will most often be employed by research institutions and include foreign nationals on H1-B visas, for whom prevailing wage data are particularly important. Data for postdocs are collected along with the non-tenure-track research faculty in the section titled “Full-Time Non-Tenure-Track Research Faculty and Postdoctoral Scholar Salaries.”

**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 are in compliance 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 staff on your institution’s payroll as of November 1, 2015.
* Report 9/10 month 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.

# SURVEY CHANGES FOR 2015-16

There are no survey changes for this year.

# SALARY DATA UPLOAD OPTION AVAILABLE

Salary data for full-time faculty can be manually entered or uploaded into any of 338 4-digit CIP program codes defined by the U.S. Department of Education. At the 6-digit level, salary data can be uploaded into any of 1334 CIP program codes.

The Upload Option enables you to upload a file of salary data to the Surveys Online (SOL) database server, saving you the effort of manually keying in each item. **The upload file type may be either comma separated values (CSV) or Microsoft Excel (XLS or XLSX).**

The ***WILL DO*** and ***DONE*** status boxes still need to be checked and Institutional Basics still have to be keyed into SOL. The Upload Option is for salary- and incumbent-related data only.

This process will **most benefit** institutions with HRIS support. If you have to create your upload file manually, this option may not save you time. For directions on how to use the upload option, go to <http://www.cupahr.org/surveys/worksheets.aspx>**.**

**ASSIGNMENT OF FACULTY TO DISCIPLINES**

The survey defines disciplines using the *Classification of Instructional Programs: 2010 Edition* published by the U.S. Department of Education’s National Center for Education Statistics (NCES). This publication replaces the CIP–2000 edition. Crosswalk information is provided where needed.

* The CIP taxonomy is a hierarchy organized on 3 levels:
* 2-digit codes define the most general groupings of related programs. (XX)
* 4-digit codes define intermediate groupings of programs that have comparable content and objectives.(XX.XX)
* 6-digit codes define specific instructional programs. (XX.XXXX)

For example:

1. **AGRICULTURE, AGRICULTURE OPERATIONS, AND RELATED SCIENCES.** Instructional programs that focus on agriculture and related sciences and that prepare individuals to apply specific knowledge, methods, and techniques to the management and performance of agricultural operations.

**01.02 Agricultural Business and Management**. Instructional content for this group of programs is defined in codes 01.0101 - 01.0199

**01.0102 Agribusiness/Agricultural Business Operations.** A program that prepares individuals to manage agricultural businesses and agriculturally related operations within diversified corporations. Includes instruction in agriculture, agricultural specialization, business management, accounting, finance, marketing, planning, human resources management, and other managerial responsibilities.

For more information on CIP–2010, go to <http://nces.ed.gov/ipeds/cipcode/crosswalk.aspx?y=55>.

* **Report each faculty member in** **one and only one discipline** (i.e. CIP code).

In all or most instances, the disciplines you report are likely to represent divisions or departments within your institution, such as the History Department or the Chemistry Department.

* If a faculty member has a joint appointment in two or more disciplines (for example, sociology and anthropology), only report his or her full 9–10 month salary once in the most appropriate discipline.
* If your institution has an “interdisciplinary” division/department, report the salaries for its faculty in this division/department, even though its members may teach/research in several related, but different discipline groups. For example, if your institution has a Department of Social Sciences, General (CIP 45.01) with faculty that teach/research in Anthropology (CIP 45.02), Economics (CIP 45.06), Political Science and Government (45.10), and Sociology (45.11), you should report their salary data in CIP 45.01 and not in the other disciplines.

# Review the discipline descriptions at <http://www.cupahr.org/surveys/worksheets.aspx> before entering your data. Valid matches should be based on descriptions and not just on title. You may find it useful to print out a questionnaire worksheet and discipline descriptions prior to entering data online.

**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.**

Salary data are collected separately by 4-digit CIP codes for four types of full-time faculty: tenured/ tenure-track, non-tenure-track teaching, non-tenure-track researchers and postdoctoral scholars.

* **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 discipline and rank, you are asked to provide the following information for full-time faculty:

* Number of Faculty: number of incumbent faculty in a given discipline/rank.
* 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:**
* Professors, Associate Professors, Assistant Professors, and Instructors
* Equate clinical duties with teaching/research duties when determining whether teaching/ research represents at least half of a faculty member’s duties.
* For tenured/tenure-track faculty, report the salaries of **New** Assistant Professors twice: once with all Assistants and once separately. New Assistant Professors are all fall external or internal hires to the position.
* 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 leave. 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:** Do **NOT** report salary data for the following:
* Faculty who are less than .75 FTE.
* Faculty or others who teach/research full-time, but on a **temporary** basis, such as a semester.
* Visiting faculty, regardless of their contract status.
* Replacements for faculty on sabbatical.
* Retirees on staff who are paid below or above the market rate for their rank and 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.
* Teaching/research 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.

##### 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 | % |

**WHICH DISCIPLINES DO YOU WISH TO REPORT ON?**

In this section you will specify the disciplines you want to report on for the various tenure types and then the rest of the survey will be built to fit your specifications.

In the table below, please check the box for any Discipline/Tenure Type group that includes one or more disciplines for which you wish to report salary data. If you want to report for all 3 tenure types in a 2-digit CIP, just check **ALL Tenure Types.**

**If you change your mind** about any of your Discipline/Tenure Type choices, you may edit this section to alter the CIPs displayed.

**PLEASE NOTE**: You are not required to supply data on every discipline within a 2-digit CIP group you select.

| Discipline Group | All Tenure Types | **< - -**  **OR**  **- - >** | Tenure/ Tenure-Track  Faculty | Non-Tenure-Track Teaching Faculty | Non-Tenure-Track Research Faculty and PostDocs |
| --- | --- | --- | --- | --- | --- |
| [01.] Agriculture, Agriculture Operations, and Related Sciences | O |  | O | O | O |
| [03.] Natural Resources and Conservation | O |  | O | O | O |
| [04.] Architecture and Related Services | O |  | O | O | O |
| [05.] Area, Ethnic, Cultural, Gender and Group Studies | O |  | O | O | O |
| [09.] Communication, Journalism and Related Programs | O |  | O | O | O |
| [10.] Communications Technologies/Technicians, and Support Services | O |  | O | O | O |
| [11.] Computer and Information Sciences, and Support Services | O |  | O | O | O |
| [12.] Personal & Culinary Services | O |  | O | O | O |
| [13.] Education | O |  | O | O | O |
| [14.] Engineering | O |  | O | O | O |
| [15.] Engineering Technologies and Engineering Related Fields | O |  | O | O | O |
| [16.] Foreign Languages, Literatures & Linguistics | O |  | O | O | O |
| [19.] Family and Consumer Sciences/Human Sciences | O |  | O | O | O |
| [22.] Legal Professions and Studies | O |  | O | O | O |
| [23.] English Language and Literature/Studies | O |  | O | O | O |
| [24.] Liberal Arts and Sciences, General Studies and Humanities | O |  | O | O | O |
| [25.] Library Science | O |  | O | O | O |
| [26.] Biological and Biomedical Sciences | O |  | O | O | O |
| [27.] Mathematics and Statistics | O |  | O | O | O |
| [30.] Multi- / Interdisciplinary Studies | O |  | O | O | O |
| [31.] Parks, Recreation, Leisure and Fitness Studies | O |  | O | O | O |
| [38.] Philosophy and Religious Studies | O |  | O | O | O |
| [39.] Theology and Religious Vocations | O |  | O | O | O |
| [40.] Physical Sciences | O |  | O | O | O |
| [41.] Science Technologies / Technicians | O |  | O | O | O |
| [42.] Psychology | O |  | O | O | O |
| [43.] Homeland Security, Law Enforcement, Firefighting & Related Protective Services | O |  | O | O | O |
| [44.] Public Administration and Social Service Professions | O |  | O | O | O |
| [45.] Social Sciences | O |  | O | O | O |
| [49.] Transport/Materials Moving | O |  | O | O | O |
| [50.] Visual and Performing Arts | O |  | O | O | O |
| [51.] Health Professions and Related Clinical Sciences | O |  | O | O | O |
| [52.] Business, Management, Marketing and Related Support Services | O |  | O | O | O |
| [54.] History, General | O |  | O | O | O |

**FULL-TIME TENURED & TENURE-TRACK (T/TT) FACULTY**

Copy this and the next page as needed.

Provide 9-10 month salary data by discipline and rank for your full time **(at least .75 FTE)** tenured and tenure-track faculty who have annual contracts or appointments of at least 9 months and whose teaching/research represents 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 discipline has:

* **One** T/TT faculty member at a given rank/title  
  Enter that one faculty member’s current 9-10 month salary in the Average Salary field only.
* **More than one** T/TT faculty member at a given rank/title  
  Enter the number of incumbents and the average 9-10 month salary for all faculty members, the lowest salary, and the highest salary.
* **No** T/TT faculty members at a given rank/title  
  Leave the row for that rank empty; **do not enter zeros.**

**Report T/TT 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 Faculty | Average Salary | Lowest Salary | Highest Salary |
| --- | --- | --- | --- | --- |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |

|  | Number of Faculty | Average Salary | Lowest Salary | Highest Salary |
| --- | --- | --- | --- | --- |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| Professor |  |  |  |  |
| Associate Professor |  |  |  |  |
| Assistant Professor (include new hires reported below) |  |  |  |  |
| New Assistant Professor (hired in fall 2015-16) |  |  |  |  |
| Instructor (not Lecturer) |  |  |  |  |

**FULL-TIME NON-TENURE TRACK (NTT) TEACHING FACULTY**

Copy this and the next page as needed.

Non-tenure-track (NTT) faculty are individuals whose faculty appointments do not carry the commitment or expectation of permanent tenure.

Regardless of specific campus titles, report as “Teaching Faculty” NTT faculty members –

* whose primary responsibility is instructional – represents half or more of their faculty duties. If an individual’s responsibilities are equally split between teaching and research, please report them in the category you believe to be most appropriate.
* who are full-time **(at least .75 FTE**) on November 1.
* who have annual contracts or appointments of at least 9 months.
* who, if not ranked, have “x” years of teaching experience at this or comparable organizations.
  + NTT Teaching Professor (if not ranked, 15+ years of teaching experience)
  + NTT Teaching Associate Professor (if not ranked, 7-14 years of teaching experience)
  + NTT Teaching Assistant Professor (if not ranked, 4-6 years of teaching experience)
  + NTT Teaching Instructor/Lecturer (if not ranked, 0-3 years of teaching experience)

**Instructions**

Provide 9-10 month salary data for your full time **(at least .75 FTE)** non-tenure-track teaching faculty who have annual contracts or appointments of at least 9 months and whose teaching represents 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 discipline has:

* **One** faculty member at a given rank/title  
  Enter that one faculty member’s current 9-10 month salary in the Average Salary field only.
* **More than one** faculty member at a given rank/title  
  Enter the number of incumbents and the average 9-10 month salary for all faculty members, the lowest salary, and the highest salary.
* **No** faculty members at a given rank/title  
  Leave the row for that rank empty; **do not enter zeros.**

**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 Faculty | Average Salary | Lowest Salary | Highest Salary |
| --- | --- | --- | --- | --- |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Teaching Professor |  |  |  |  |
| NTT Teaching Associate Professor |  |  |  |  |
| NTT Teaching Assistant Professor |  |  |  |  |
| NTT Teaching Instructor / Lecturer |  |  |  |  |

**FULL-TIME NON-TENURE TRACK (NTT) RESEARCH FACULTY AND Postdoctoral Scholars**

Copy this and the next page as needed.

Non-tenure-track (NTT) faculty are individuals whose faculty appointments do not carry the commitment or expectation of permanent tenure.

Regardless of specific campus titles, report as “Research Faculty” those NTT faculty members –

* whose primary responsibility is research - represents half or more of their faculty duties. If an individual’s responsibilities are equally split between teaching and research, please report them in the category you believe to be most appropriate.
* who are full-time **(at least .75 FTE)** on November 1.
* who, if not ranked, have “x” years of research experience at this or comparable organizations.
  + NTT Research Professor (if not ranked, 15+ years of research experience)
  + NTT Research Associate Professor (if not ranked, 7-14 years of research experience)
  + NTT Research Assistant Professor (if not ranked, 4-6 years of research experience)
  + NTT Research Scientist (if not ranked, 0-3 years of research experience)

**Postdoctoral Scholars** are paid by the institution and not by an external funding agency.

**Instructions**

Provide 9-10 month salary data for your full time **(at least .75 FTE)** non-tenure-track research faculty and Postdoctoral Scholars who have annual contracts or appointments of at least 9 months and whose research represents 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 discipline has:

* **One** faculty member at a given rank/title  
  Enter that one faculty member’s current 9-10 month salary in the Average Salary field only.
* **More than one** faculty member at a given rank/title  
  Enter the number of incumbents and the average 9-10 month salary for all faculty members, the lowest salary, and the highest salary.
* **No** faculty members at a given rank/title  
  Leave the row for that rank empty; **do not enter zeros.**

**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 Faculty | Average Salary | Lowest Salary | Highest Salary |
| --- | --- | --- | --- | --- |
| CIP 4-digit code: |  |  |  |  |
| NTT Research Professor |  |  |  |  |
| NTT Research Associate Professor |  |  |  |  |
| NTT Research Assistant Professor |  |  |  |  |
| NTT Research Scientist |  |  |  |  |
| Postdoctoral Scholar |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Research Professor |  |  |  |  |
| NTT Research Associate Professor |  |  |  |  |
| NTT Research Assistant Professor |  |  |  |  |
| NTT Research Scientist |  |  |  |  |
| Postdoctoral Scholar |  |  |  |  |
| CIP 4-digit code: |  |  |  |  |
| NTT Research Professor |  |  |  |  |
| NTT Research Associate Professor |  |  |  |  |
| NTT Research Assistant Professor |  |  |  |  |
| NTT Research Scientist |  |  |  |  |
| Postdoctoral Scholar |  |  |  |  |
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| NTT Research Associate Professor |  |  |  |  |
| NTT Research Assistant Professor |  |  |  |  |
| NTT Research Scientist |  |  |  |  |
| Postdoctoral Scholar |  |  |  |  |
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| NTT Research Assistant Professor |  |  |  |  |
| NTT Research Scientist |  |  |  |  |
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| NTT Research Assistant Professor |  |  |  |  |
| NTT Research Scientist |  |  |  |  |
| Postdoctoral Scholar |  |  |  |  |