



# **DataOnDemand** ***How-To Guide***

Benchmarking Non-Tenure-  
Track Faculty With the Years  
in Position Report

Diana Tubbs, Ph.D., Senior Survey Researcher

# Benchmarking Non-Tenure-Track Faculty

CUPA-HR's [Faculty in Higher Education Survey](#) was originally created to benchmark tenure-track (TT) faculty. As the faculty population evolved to contain greater proportions of non-tenure-track teaching (NT) and non-tenure-track research (NR) faculty, we incorporated those faculty into the survey. For several years, we “imposed” ranks on these faculty that were based on years of experience.

For TT faculty, ranks are fairly standardized and straightforward across institutions. In addition (with few exceptions), TT faculty have doctoral degrees. TT assistant professors are generally promoted to associate professor rank at around the six-year mark and then again to full professor after 10 years or more with standard criteria around number of publications, teaching evaluations, and service. This makes it easy to collect data by rank and for institutions with TT faculty to benchmark by rank. For example, they can look at data for an associate professor of psychology in the context of their peer institutions and know that the rank means essentially the same thing.

This is not the case with NT or NR faculty. Ranks may be conferred by a combination of education, teaching or research experience, years in position, or other factors that are rarely relevant in promoting TT faculty. Many institutions do not have ranks at all for non-tenure faculty. What is most important, however, is that ranks for NT and NR faculty are not standardized across institutions. For example, when someone is looking at data for a NT “associate professor” of psychology across their peer institutions, they cannot know that this rank means the same thing or uses the same criteria.

Due to the non-standardized nature of non-tenure-track ranks, as of 2024-25, CUPA-HR's [Faculty in Higher Education Survey](#) no longer collects rank data for NT or NR faculty. Institutions that have ranks for non-tenure faculty can now use [DataOnDemand](#) (DOD) to benchmark these data based on their own individual criteria for ranking (e.g., level of education, years in position).

This tutorial explains how DOD users can use the **Years in Position Report for Non-Tenure-Track Faculty** (available with a [Faculty DOD subscription](#)) to obtain salary data for their NT or NR faculty for whom ranks are based at least in part on years in position. This report displays median salaries by discipline and by number of years that NT or NR faculty have been in their current position for the following years-in-position categories: < 2 years, 2-3 years, 4-5 years, 6-7 years, 8-9 years, and 10+ years.





## Step 1: Create a Comparison Group

To yield meaningful data on the Years in Position Report for Non-Tenure-Track Faculty, you first need to create a comparison group to benchmark against. A comparison group is a peer group of institutions based on either your own custom criteria or your own individually

selected institutions. To learn how to do this, choose the **Using the New Group Wizard** or **Creating a New Group From Scratch** [tutorials](#), respectively. Then log in to [Surveys Online](#) and navigate to *DataOnDemand* > *Comparison Groups*.

At Demonstration University, we've created a comparison group that includes doctoral institutions. This comparison group is shown below.

▼ **Your Personal Groups** ⓘ

Actions	Comparison Group
   	<input checked="" type="checkbox"/> [blurred]
   	<input checked="" type="checkbox"/> [blurred]
   	<input checked="" type="checkbox"/> <a href="#">Doctoral Institutions 2025</a>
   	<input checked="" type="checkbox"/> [blurred]
   	<input checked="" type="checkbox"/> [blurred]



## Step 2: Open Years in Position Report for Non-Tenure Track Faculty

Once you have a comparison group, navigate to *DataOnDemand* > *Survey Reports*. Be sure to expand the menu for *Faculty* by clicking the sideways caret. If you see a downward caret, your menu is already expanded.

> **Faculty**  
2025 DOD Subscriptions **expire** February 9, 2026.

Under the *Faculty* survey, scroll down the list to find and expand *Obtain data for age and years in rank/position*, and select *Faculty: Years in Position Report for Non-Tenure-Track Faculty*.

▼ Obtain data for age and years in rank/position  
 [Faculty: Age Demographic Report](#)  
[Faculty: Years in Rank Report for Tenure-Track Faculty](#)  
 [Faculty: Years in Position Report for Non-Tenure-Track Faculty](#)  
[Faculty: Years in Rank/Position Demographic Report \(2023-24 and earlier\)](#)



### Step 3: Select Report Parameters

Select your comparison group using the dropdown menu. Next, select the desired output format (note, output format can also be selected after an HTML report is generated). Next, you can select to filter the report by faculty whose highest degree attained is either: Doctoral, Master's, Bachelor's, or Associate's. If no selections are made on this filter, all faculty will be included in the report, including faculty whose highest degree attained is unknown.

#### Faculty: Years in Position Report for Non-Tenure-Track Faculty

##### Report Parameters

Focus Institution  
Demonstration University (Doctoral Universities: Very High Research Activity)

Comparison Group  
Doctoral Institutions 2025

Year  
2024-25

Compare By  
 Institutional Average Salaries  Incumbent Salaries

Output Format  
 HTML (Standard Web Page)  PDF  CSV

Highest Degree Attained  
Selecting any of the following will omit faculty of "Unknown" degree level. If none are selected, all faculty are included.  
 Doctoral  Masters  Bachelors  Associates

Next, choose the faculty type of interest by selecting either *Non-Tenure-Track Teaching* or *Non-Tenure-Track Research* using the dropdown menu.

Faculty Type

This report provides statistics for years in position for non-tenure-track faculty.  
Changing Faculty Type unselects all disciplines. Select Faculty Type before selecting disciplines.

Non-Tenure Track Teaching

To select disciplines, first choose whether you prefer 2-digit or 4-digit [CIP codes](#).

2 digit

### TIP

The 2-digit level is likely to yield the most data given that disciplines are more broadly defined at that level and, therefore, include more faculty.

Next, select your disciplines of interest. There are several ways to do this. First, under *Disciplines to Include*, you have the option to 1) select only the disciplines your institution reported in the selected year, 2) select all disciplines, and (if needed) 3) reset your selections by deselecting all disciplines. Notice in the screenshot below the three boxes corresponding to each of these functions.

Disciplines to Include

Check disciplines reported by focus institution in selected year

Check all visible


Uncheck all visible

In addition, in the *Find Disciplines* box, you can search for disciplines by name or by CIP code (see screenshot below). To select disciplines, add a checkmark. To view the full list of disciplines and CIP codes, view the Faculty [Survey Participation and Information Template](#).

**Find disciplines**

Filter disciplines by typing a word or part of a word here.

  
 [42.] PSYCHOLOGY.

 This "Disciplines to Include" preset will be linked to Demonstration University and made available to all users at that institution.

**TIP**

If you plan on re-running this report with the same group of disciplines, it is recommended that you save those disciplines to avoid re-selecting them each time you generate a faculty report.

To do this, select your disciplines by adding a checkmark to each. Next, select *Save Selection* under the box that lists the disciplines, and save it with a name that describes the group. Next, select your saved group in *SAVED SELECTIONS*, and click *Load Selection*.

Finally, click on *Go to Report* to generate the report.



**Step 4: Interpret Your Report**

Once you generate your report, you will see a header at the top of the report summarizing your selected *Report Parameters* and a *Key* that describes the abbreviations found in the data table. The *Policies* section provides an explanation of CUPA-HR’s data confidentiality rules for data displays. When you see empty cells with no data in your report, it is generally

because either the data are unbalanced (i.e., too many of the data points were reported by a single institution) or not enough data were reported for that position in your comparison group.

In the data table, the top row of the table provides statistics across all disciplines. This might be particularly useful if you selected disciplines that are grouped meaningfully, such as a department. The first set of columns titled Focus denote your own institution's data if you participated in the Faculty Survey and reported data on the selected disciplines. The second set of columns denote your selected comparison group's statistics. Below is the data table of the report we generated for Demonstration University.

Discipline	Focus				Comparison Group Years in Position																
	Median Years in Position	Average Years in Position	Median Salary	NP	Median Years in Position	Average Years in Position	Median Salary	< 2 years		2-3 years		4-5 years		6-7 years		8-9 years		10+ years		Total NP	Total NI
								Median Salary	NP	Median Salary	NP	Median Salary	NP	Median Salary	NP	Median Salary	NP	Median Salary	NP		
Across All Disciplines	2	2	56,344	69	5	8	64,015	58,121	1,301	62,907	845	65,901	525	65,001	424	64,018	321	70,309	1,575	4,754	355
[23.] ENGLISH LANGUAGE AND LITERATURE/LETTERS.	2	3	55,094	59	6	8	60,735	53,409	806	58,360	557	60,327	332	62,513	289	62,195	248	68,841	1,186	3,417	329
[42.] PSYCHOLOGY.	2	2	57,614	10	3	6	70,108	66,977	495	68,168	288	69,519	193	73,284	135	74,010	73	80,047	389	1,337	298

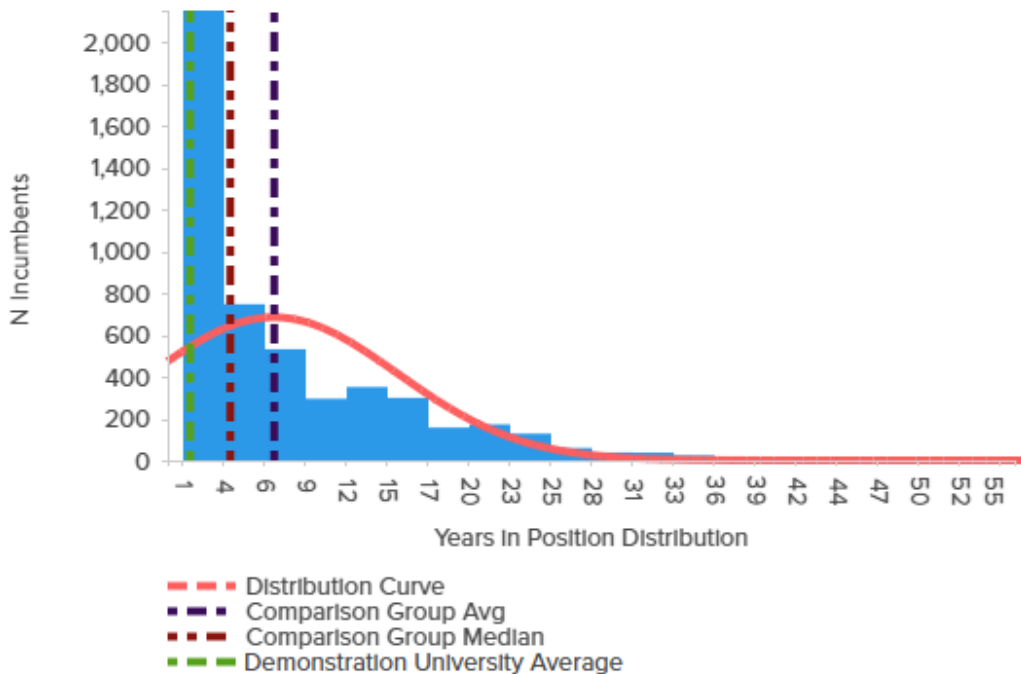
Review the data table for salary data that corresponds to the years in position that denote a certain rank at your institution. For instance, if NT faculty are promoted to a rank of associate professor after 6 years, use the 6-7 years median salary to refine your estimate of the salary paid to an NT faculty member with that many years in their position. In general, salaries increase with increased years in position — but not always. Market rates for disciplines can fluctuate annually, and it is not uncommon for these fluctuations to produce some salary compression. For example, if talent for business faculty becomes suddenly scarce, those who are relatively recent hires may be paid a higher salary than those with more years of service.

When reviewing salaries, it is recommended that you keep an eye on the number of incumbents representing the salary data points. These figures are found in the columns labeled NP (number of persons). Low numbers should be interpreted with caution, because low sample sizes make data less reliable. Consider expanding your comparison group, broadening other parameters, or running a different report if you are not obtaining adequate data in a cell.

Note that the reported salary figures are based on 9- to 10-month contracts. Therefore, any salaries reported on the Faculty Survey that were based on 11- to 12-month contracts have been converted to a 9- to 10-month contract length. These calculation details can be found in the Faculty [Survey Participation and Information Template](#).

The graphic under the data table can add context to your interpretation of the data displayed, as well as missing data. The graphic shows the number of incumbents at each years-in-position category for the comparison group selected. For example, in the graph below, more than 2,000 NT or NR faculty in my comparison group have been employed in the disciplines selected for less than 4 years. This number decreases to about 800 for NT or NR faculty in my comparison group who have been employed in the disciplines selected between 4-6 years. The number of NT or NR faculty continues to decrease steadily as years in position increases. This pattern in the data is highlighted by the pink distribution curve. The comparison group median and average are shown on the graph with a red and purple line, respectively. The focus institution average is shown with a green line.

### Years in Position Distribution (Across All Disciplines Selected)



[Download Image of Years in Position Distribution \(Across All Disciplines Selected\)](#)

#### TIP

If you are interested in seeing the data table sorted from smallest to largest, for example, select *Export as CSV* at the very top of the report in Surveys Online. This will allow you to sort in Excel.

Finally, under the data table, you will see a list of all institutions that are in your comparison group.