



DataOnDemand ***How-To Guide***

How to Recreate Legacy
Annual Tables Using the
Multi-Position Report

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Introduction

Starting in 2024-25, DataOnDemand (DOD) no longer offers the legacy annual table reports. For each survey, the legacy annual tables automatically created a selection of general default comparison groups for you and then provided median salaries of all positions included in a particular survey (Administrators, Professionals, Staff, Faculty) by the comparison groups. These reports were discontinued because they were completely redundant with other DOD reports that provided more customization. They were also cost-prohibitive to maintain, especially with the implementation of the new [2025 Carnegie Classification](#).

If you relied on legacy reports to provide you with comprehensive salary data for benchmarking or uploading to a pay management system, this guide will assist you in obtaining similar data. Please note that due to the implementation of the 2025 Carnegie Classification, it is not possible to duplicate the criteria used in most legacy reports; however, you can still generate comparison groups that use similar characteristics to define your peers. **Take note: The comparison groups you create to generate these new reports can also be used for other DOD reports to provide you with far more data (e.g., department size, salary increases) than what the legacy tables provided.**

Some of the criteria used to generate data in the legacy reports have changed. The table below shows how the language and structure of criteria has changed since the legacy reports were retired:

Discontinued Criteria	New Criteria
Affiliation (i.e., public, private independent, private religious, and all private)	Affiliation is now control and includes public, private not-for-profit, and private for-profit
2021 Basic Carnegie Classifications (associate, baccalaureate, master's, doctoral)	The 2025 Carnegie Classifications now include three dimensions of award level focus, academic program mix, and size. Additional 2025 classifications also include separate listings for campus setting and research designations.

This guide provides several options for obtaining similar results to data found in the legacy annual reports. The first two methods are considered *preferred* approaches, as they offer quick and easy ways to obtain large amounts of data. The third option involves multiple steps to recreate more complex results previously included in the legacy annual reports.

Note: If you used more than one area of the legacy annual reports to benchmark (e.g., salaries by expense quartile and salaries by classification), you will need to run multiple reports to get similar results.

Method #1: Ready Reports

If you need a large amount of data now and are unfamiliar with DOD, our Ready Reports are a great option. The Ready Reports allow you to download a file containing data for all positions in any DOD survey to which your institution is subscribed. These reports provide salary data within a specific total expense or staff size quartile.



Step 1: Open DataOnDemand Resources

To find the Ready Reports, log in to [Surveys Online](#) and locate the Resources tab at the top of the page.



Step 2: Download Ready Reports

Under the *Ready Reports* drop down menu, you will find a list of surveys for which your institution has purchased a subscription. Expand the sub-menu for your survey of interest. In each survey sub-menu, you will find a list of downloadable reports. These reports are a great resource if you need to quickly obtain large amounts of salary data. The Ready Reports provide data on all positions included in a particular survey broken down by total expense and staff quartiles. Click on the name of the report you need, and it will automatically download the report in an Excel file format.

▼ Ready Reports

- > Administrators Ready Reports
- > Faculty Tenure-Track 2-Digit CIP Ready Reports
- > Faculty Tenure-Track 4-Digit CIP Ready Reports
- > Faculty Non-Tenure-Track Teaching 2-Digit CIP Ready Reports
- > Faculty Non-Tenure-Track Teaching 4-Digit CIP Ready Reports
- > Professionals Ready Reports
- > Staff Ready Reports

Method #2: Public Comparison Groups

You can use publicly available comparison groups to obtain data similar to what was included in the legacy annual reports. Using public comparison groups offers another option to quickly obtain large amounts of data. Similar to how data was reported in the legacy annual tables, you can use public comparison groups to produce reports based on total expense quartiles, student FTE enrollment quartiles, and [2021 Basic Carnegie Classifications](#) (associate, baccalaureate, master's, doctoral).

If you use public comparison groups, you will only be able to generate salary data based on a single criterion (e.g., doctoral institutions) rather than a combination of criteria (e.g., 1st quartile of total expenses at doctoral institutions). Use the steps below to generate a report using a public comparison group.



Step 1a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Under Comparison Group, select an option from the list of public comparison groups. Quartiles are generated using the most recent year of data collection.

Comparison Group

All Institutions That Contributed Data

Total Expense Quartiles

- Total Operating Expenses - 1st Quartile (< \$55,603,357)
- Total Operating Expenses - 2nd Quartile (\$55,603,357 to \$116,473,284)
- Total Operating Expenses - 3rd Quartile (\$116,473,284 to \$287,518,000)
- Total Operating Expenses - 4th Quartile (> \$287,518,000)

- B. Under positions to include, select “Check all visible” to select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year Check all visible Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page) PDF CSV

- D. Select "Go to Report" at the bottom of the screen. You'll then be ready to use and interpret your report results.



Step 1b: Run a Multi-Discipline Report (Faculty)

Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Survey Reports*. For the Faculty survey, select a Multi-Discipline Report under "Compare salary data across a range of disciplines." In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into broader 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Under Comparison Group, select an option from the list of public comparison groups. Quartiles are generated using the most recent year of data collection.

Comparison Group

All Institutions That Contributed Data

Total Expense Quartiles

Total Operating Expenses - 1st Quartile (< \$55,603,357)

Total Operating Expenses - 2nd Quartile (\$55,603,357 to \$116,473,284)

Total Operating Expenses - 3rd Quartile (\$116,473,284 to \$287,518,000)

Total Operating Expenses - 4th Quartile (> \$287,518,000)

- B. Under disciplines to include, select "Check all visible" to select all disciplines included in that survey.

Disciplines to Include

Check disciplines reported by focus institution in selected year Check all visible Uncheck all visible

- C. Under "Output Format," you can select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page) PDF CSV

- D. Select "Go to Report" at the bottom of the screen. You'll then be ready to use and interpret your report results.



Method #3: Combined Criteria

The third option for recreating the legacy annual tables involves creating your own comparison groups to generate reports. This method enables you to run reports based on multiple criteria (e.g., institutional control and Carnegie classification) or criteria not reflected in the publicly available comparison groups.

Although this approach is more complicated than the previous options due to the need to create new comparison groups, the investment in learning this skill pays dividends in the quality of data you can obtain through DOD. The comparison groups you create can be used for other DOD reports to provide you with far more data (e.g., department size, salary increases) than what the legacy tables provided, and custom comparison groups offer the ability to obtain data that is especially meaningful and useful to your institution. For more detailed guidance on creating comparison groups, you can reference the [New Group Wizard tutorial](#).

This section provides two examples for how to recreate tables similar to those included in the retired legacy annual reports. The first example demonstrates how to obtain salary data for public institutions that award doctorate degrees. The second example involves additional steps to obtain specific data cuts. Example two shows how to obtain salary data by expense quartile within a classification (i.e., Doctorate awarding institutions).

Example 1 – Public Doctorate Institutions



Step 1: Open the New Group Wizard

This example creates a comparison group of public doctorate institutions. Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Comparison Groups*. Click on the *New Group Wizard* button to get started.

Comparison Groups

Create New Comparison Groups

- New Group Wizard** (highlighted with a red arrow): Use **New Group Wizard** when you want to create a comparison group based on institutional characteristics (e.g., size, classification, research activity, operating expenses, location, etc.) or survey participation.
- New Group From Scratch**: Use **New Group From Scratch** when you already know the names or IPEDS UnitIDs of the institutions you'd like to include in your comparison group.
- Combine Groups**: Use **Combine Groups** when you want to combine two comparison groups you have created into one large group.



Step 2: Select Institution Characteristics

Select your criteria in the wizard. To create a comparison group based on classifications, check the box next to your group of interest in the 2025 Carnegie Classifications section of the wizard. For example, the selection in the screenshot below would create a comparison group of institutions with a Doctorate as the highest degree awarded.

2025 Carnegie Classifications

Highest Degree Awarded

- Associate
- Bachelor's
- Master's
- Doctorate

If you used to benchmark by 2021 Basic Classification and are unsure of which 2025 Carnegie Classification to use moving forward, we suggest using highest degree awarded. Though the 2021 Basic Classification and the 2025 Carnegie Classification highest degree awarded criteria are different, they both focus on degree type and have a similar number of categories.

Next, check the box next to your group of interest in the Control section of the wizard. For example, the selection in the screenshot below would create a comparison group that includes only public institutions.

Control

- Public
- Private not-for-profit
- Private for-profit

Selecting multiple criteria in the wizard further restricts the institutions included in your comparison group. By checking boxes next to “Doctorate” *and* “Public,” your comparison group will only include institutions that are both public and award Doctorate degrees. That is, institutions must meet both criteria to be included in your group.



Step 3: Name and Save Your Comparison Group

After you have made your selections in the wizard, click the *Search* button and view the table of results. If the set of institutions reflects your selected criteria, you can add a name and detailed description of your selection criteria in the boxes below the results. **Remember:** Do your colleagues and future self a favor and provide a detailed description in the selection criteria description box:

Save

Name
Public Doctorate Institutions

Selection Criteria Description
Carnegie Classifications > Highest Degree Awarded: Doctorate
Control: Public

Save Comparison Group Print Download CSV

Finally, save your comparison group. This group will now appear in *Your Personal Groups*.



Step 4a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

Now that you have created your comparison group, go to *DataOnDemand > Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in the previous steps.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

Personal

Demo Group Created in Previous Step ←

Public

NCAA Athletic Divisions

NCAA_Div I

NCAA_Div II

NCAA_Div III

- B. Under positions to include, choose “Check all visible,” which will select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year **Check all visible** Uncheck all visible

- C. Under “Output Format,” select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page) PDF CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.

Go to Report ←



Step 4b: Run a Multi-Discipline Report (Faculty)

Now that you have created your comparison group, go to *DataOnDemand* > *Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into broader 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in the previous steps.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

Personal

Demo Group Created in Previous Step

Public

NCAA Athletic Divisions

NCAA_Div I

NCAA_Div II

NCAA_Div III

- B. Under disciplines to include, select “Check all visible,” which will select all disciplines included in the survey.

Disciplines to Include

Check disciplines reported by focus institution in selected year

Check all visible

Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page) PDF CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.

Go to Report

Example 2 – Total Expense 1st Quartile at Doctorate Institutions



Step 1: Open the New Group Wizard

Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Comparison Groups*. Click on the *New Group Wizard* button to get started.

Comparison Groups

A Comparison Group is a set of higher ed institutions that you create for benchmarking.

Create New Comparison Groups

	New Group Wizard	Use New Group Wizard when you want to create a comparison group based on institutional characteristics (e.g., size, classification, research activity, operating expenses, location, etc.) or survey participation.
	New Group From Scratch	Use New Group From Scratch when you already know the names or IPEDS UnitIDs of the institutions you'd like to include in your comparison group.
	Combine Groups	Use Combine Groups when you want to combine two comparison groups you have created into one large group.



Step 2: Select Institution Characteristics

First, you will need to create a comparison group based on your classification of interest. In our example, this will include institutions that award doctorate degrees. In the highest degree awarded section of the wizard, check the box next to “Doctorate.”

2025 Carnegie Classifications

Highest Degree Awarded

- Associate
- Bachelor's
- Master's
- Doctorate



Step 3: Name and Save Your Comparison Group

After you have made your selections in the wizard, click the *Search* button and view the table of results. If the set of institutions reflects your selected criteria, you can add a name and detailed description of your selection criteria in the boxes below the results. **Remember:** Do your colleagues and future self a favor and provide a detailed description in the selection criteria description box:

Save

Name

Selection Criteria Description

Save Comparison Group Print Download CSV

Finally, save your comparison group. This group will now appear in *Your Personal Groups*.



Step 4: Obtain Expense Quartiles

Go to *DataOnDemand > Survey Reports*. Under Institutional Benchmarking, select the "Turnover, Staffing Ratios, and Comparison Group Characteristics Report." In the Report Parameters, select the comparison group you created in the previous steps. Select 25% and 75% under Percentiles to obtain a report of all expense quartiles. Click "Go to Report."

Percentiles (Maximum of 9 allowed - Only 50th/Median is required)

5%
 10%
 15%
 20%
 25%
 30%
 33%
 40%
 45%
 50%
 55%
 60%
 67%
 70%
 75%
 80%
 85%
 90%
 95%

Go to Report

Scroll down to review the table that includes total expense. Review the total expenses row to obtain your expense quartiles.

	Focus Institution	Comparison Group						N
		Median	Average	Additional Percentiles				
				5	25	75		
Total Expenses		321,341,816	946,394,812	39,382,841	125,182,933	921,916,250	4,194,651,037	464

The 1st quartile would include values below the 25th percentile. The 2nd quartile would include values between the 25th and 50th (median) percentiles. The 3rd quartile would include values between the 50th (median) and 75th percentiles. Finally, the 4th quartile would include values above the 75th percentile. In the example table above, the quartiles would be calculated as such:

- 1st quartile: < 125,182,933
- 2nd quartile: 125,182,933 to 321,341,816
- 3rd quartile: 321,341,816 to 921,916,250
- 4th quartile: > 921,916,250

Take note of the values in this table for your expense quartile of interest, as you will use these values to create a new comparison group. You can export this report as a PDF or CSV using the options at the top of the page.



Step 5: Create a New Comparison Group

You now have the information needed to create a new comparison group using expense quartiles and classification. Using the same guidance from Step 1, open the new group wizard.

From here, select the classification that you used in Step 2 (i.e., institutions that award doctorate degrees).

In the Total Expenses section of the wizard, you will use the expense quartiles obtained in Step 4 and enter the values into the boxes for your expense quartile of interest. The example below would include institutions in the 1st expense quartile based on values obtained in Step 4:

Total Expenses

From:
0

To:
125182933

After you enter values for Total Expenses, click the *Search* button and review the table of results. If the set of institutions reflects your selected criteria, you can add a name and detailed description of your selection criteria in the boxes below the results. Finally, click *Save Comparison Group*. This group will now appear in *Your Personal Groups*.



Step 6a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

Now that you have created your comparison group based on expense quartiles and classification, go to *DataOnDemand > Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- E. Select the comparison group that you created in the previous steps.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

Personal

Demo Group Created in Previous Step ←

Public

NCAA Athletic Divisions

NCAA_Div I

NCAA_Div II

NCAA_Div III

- F. Under positions to include, choose “Check all visible,” which will select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year Check all visible Uncheck all visible

- G. Under “Output Format,” select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page) PDF CSV

- H. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.





Step 6b: Run a Multi-Discipline Report (Faculty)

Now that you have created your comparison group based on expense quartiles and classification, go to *DataOnDemand* > *Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into broader 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**


- E. Select the comparison group that you created in the previous steps.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

Personal

Demo Group Created in Previous Step 

Public

NCAA Athletic Divisions

NCAA_Div I

NCAA_Div II

NCAA_Div III

- F. Under disciplines to include, select “Check all visible,” which will select all disciplines included in the survey.

Disciplines to Include

Check disciplines reported by focus institution in selected year Check all visible Uncheck all visible

- G. Under “Output Format,” you can select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page) PDF CSV

H. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



Limitations and Considerations

When using the *New Group Wizard*, keep in mind the following:

- Double check your comparison group closely before you save and run a report. Once you use your comparison group, you can only change the group by editing it by 3 or more institutions.
- Just because an institution is added to your comparison group does not mean that institution provided data in a particular year or provided data on a particular position. The smaller your peer list is, the more likely you may have insufficient data to see results.