

CUPA-HR Salary Report Descriptions

NEW FEATURE – Aging Salary Data

You now have the option of aging CUPA-HR salary data for the Administrative Compensation, Mid-Level and National Faculty Salary surveys. Aging allows you to run the DOD salary survey reports and see estimated results had the data been collected at a different point in time (the Aging Date). You can age the data from the day after the "report as of" date (i.e., from Oct 16, 2010 for the 2010-11 academic year) to as far ahead as March 1 of the year following the end year of the survey's academic year (i.e., for the 2010-11 survey, you can age the data ahead to March 1, 2012 - roughly the time when a new year's worth of survey data are released, providing more reliable information).

Aging is based on a projected annual rate of increase for the survey year and a portion of the subsequent year. The same rate is used for both years and there is no compounding. If you wish to age the salary data, check the Aging box on the report setup page. You may select an Aging Date (date to age to) between Oct 16 the beginning of the academic year of the survey and March 1 of the year subsequent to the end of the academic year of the survey. "Today" is the default Aging Date. An Aging Factor is provided by CUPA-HR. It is generic as to position within a given CUPA-HR salary survey. If you have access to salary increase projections more specific to your institution and positions of interest, you may over-ride the default.

General

DataOnDemand reports provide both un-weighted and weighted salary data; un-weighted data is the default and weighted data is a user selected option. Un-weighted data more precisely reflects what institutions are paying in that the average or median salary for a position is included only once for each participant school. Weighted data, in contrast, is more an indicator of what incumbents are earning in that the average or median salary for a position is included once for each incumbent, thereby giving more weight to salaries paid by institutions with large numbers of incumbents.

To comply with Department of Justice (DOJ) Safe Harbor Guidelines salary data are reported only for positions having at least five responding institutions.

Also to comply with DOJ Safe Harbor Guidelines the weighted data option provides salary data only for positions or faculty discipline ranks with 5 or more responding institutions **and** in which all responding institutions comprise **25.0% or less** of the incumbents. If a position or discipline rank has at least 5 responding institutions but one institution represents more than 25% of the incumbents, salary data is not reported. To read a summary of the Safe Harbor Guidelines go to <http://www.ftc.gov/reports/hlth3s.htm#6> and select Statement 6.

The output format for DOD reports is HTML (Standard Web Page), PDF or Excel Spreadsheet. If you choose Excel, you automatically get data for all positions; there is not a position selection option.

Multi-Position Report: Administrative Comp and Mid-Level Surveys

The Multi-Position Report provides average, median, minimum and maximum salary data for all positions reported by your institution (default), for all positions covered in the survey, or for self-selected positions. You may also select to have additional percentiles displayed. There are two options: 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90. The report highlights all ranks at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. On the selection screen, choose your comparison group, survey year and whether you wish to run un-weighted or weighted statistics; the default is un-weighted. When you have completed making you selections for the report, simply hit the "Go To Report" button. Output format: HTML, PDF or Excel.

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Single Position Report: Administrative Comp and Mid-Level Surveys

The Single Position Report provides average, median, minimum and maximum salary for one position, N of incumbents, N of institutions, your institution's salaries as a percentage of the comparison group's and salary percentile ranks 20, 25, 40, 60, 75, 80. The Administrative Compensation Report also gives you the option of reporting salaries on the basis of gender, minority status, years of service and hiring source (for single incumbent positions). Similarly, the Mid-Level Report gives you the option of reporting salaries on the basis of FLSA Status: Exempt, Non-Exempt or Both. On the selection screen choose your comparison group, survey year, and the Characteristics of Comparison Group Incumbents you want (if any). The report can be produced using un-weighted or weighted data. Output format: HTML.

Ordinal Rank Report: Administrative Comp, Mid-Level, and Faculty Surveys

The Ordinal Rank Report provides an anonymous listing of individual salaries by institution and the un-weighted or weighted average salary by position. If your institution is included in the comparison group you select, and if you are allowed to see confidential data on your own institution, your institution's value will be flagged. Output format: HTML, PDF or Excel.

Trend Report: Administrative Comp and Mid-Level Surveys

The Trend Report allows you to see the percentage change in your salaries by position from a prior year to a second year (e.g. the current year) and comparable percentage change statistics for a selected set of peer institutions. The report shows the percentage change in the average, median, minimum and maximum salary for all positions, N of incumbents and % change in your institution's salaries as a percentage of your comparison group's percent change. You may also select to have additional percentiles displayed. There are two options: 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90. Report can be created using un-weighted or weighted data. Output format: HTML, PDF or Excel.

Multi-Position Demographic Report: Administrative Comp Survey

Multi-Position Demographic Report: Provides salary data by minority/non-minority status, gender and hiring source (internal vs. external). For single incumbent positions only, average, median, minimum and maximum salary is reported, N of incumbents, N of institutions, your institution's salaries as a percentage of the comparison group's and salary percentile ranks 20, 25, 33, 40, 60, 67, 75, 80 or 10, 20, 30, 40, 60, 70, 80, 90. Output format: HTML, PDF or Excel.

Pay Scale Report: Mid-Level Survey

The Pay Scale Report provides salary rate structure data (mean or median) for each position (minimum, mid-point and maximum) and N of institutions. Output format: HTML, PDF or Excel.

Faculty Multi-Discipline Report

The Faculty Multi-Discipline Report provides average, median, minimum and maximum salary by rank for each 4-digit CIP code discipline, N of incumbents, N of institutions and your institution's salaries as a percentage of the comparison group's. You may also select to have additional percentiles displayed. There are two options: 20, 25, 33, 40, 50, 60, 67, 75, 80 or 10, 20, 30, 40, 50, 60, 70, 80, 90. The report highlights ranks at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. The report automatically selects the disciplines for which your institution has reported data. Alternatively, you may select All Positions or No Positions. If you select No Positions, you must then select disciplines manually by checking the corresponding boxes, and then click the "Update Selection" button in order for your changes to take place. When you are ready to run the report, simply hit

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the "Go To Report" button. This report can be run one rank at a time or for all ranks at once. If you have selected a large comparison group and all or a large number of disciplines, the report may take a long time to run. Report can be produced using un-weighted or weighted data. Output format: HTML, PDF or Excel.

Faculty Single Discipline Report

The Single Discipline Report provides average, median, lowest and highest of reported low and high salaries by rank for one discipline, N of incumbents, N of institutions and your institution's salaries as a percentage of the comparison group's salaries. Report can be produced using un-weighted or weighted data. Output format: HTML or PDF.

Faculty Aggregate Report

The Aggregate Report provides a rollup of 4-digit CIP Code data to the 2-digit level. Report shows average, median, minimum and maximum salary by rank for each 2-digit CIP code discipline, your institution's salaries as a percentage of the comparison group's and salary percentile ranks 20, 25, 33, 40, 60, 67, 75, 80 or 10, 20, 30, 40, 60, 70, 80, 90. Report includes all 4-digit CIPS, even those with fewer than five responding institutions. Report can be produced using un-weighted or weighted data. Output format: HTML, Excel or PDF.

Faculty Index Reports for 2-Digit and 4-Digit CIP Codes

Institutions often want to know how their faculty salaries compare overall or for specific disciplines to those of selected peers. The problem with a direct comparison is that the distribution of faculty by discipline and rank is unlikely to be the same across institutions. For example, if 40% of the faculty overall or in a specific discipline at one institution are full professors, but on average in the comparison group are only 20% full professors, a direct comparison of average salaries is likely to be very misleading.

The 2-Digit and 4-Digit Faculty Index Reports overcome this problem by calculating overall and discipline specific salary statistics for your comparison group based on the distribution of faculty at your institution. Standardizing the distribution provides more of an "apples-to-apples" comparison and allows you to see how your average salaries compare to those of your peers if they had the same identical distribution of faculty by discipline and rank.

Average and median salary and N of incumbents by rank is reported for all disciplines combined and for each discipline rank; your institution's salaries as a percentage of comparison group's is also reported.

The report highlights ranks at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. Report can be produced using un-weighted or weighted data. Output format: HTML.

Researchers Report: Faculty Survey

The Researchers Report provides average, median, minimum and maximum salary data for faculty researchers by discipline, N of incumbents, N of institutions, your institution's salaries as a percentage of the comparison group's and salary percentile ranks 20, 25, 33, 40, 60, 67, 75, 80 or 10, 20, 30, 40, 60, 70, 80, 90. The report highlights all ranks at your institution that are more than 150% of the comparison group median or less than 75% of the median. If you wish, you may change these parameter values. Report can be produced using un-weighted or weighted data. Output format: HTML, Excel or PDF.

Two-Year Colleges: Faculty Salary by Education Level

Provides un-weighted and weighted salary data by level of education. For each level, mean (average), median, minimum and maximum, 25th, 50th and 75th percentile salary information are provided. Pay scale structure data are also provided as well as salary data for union and non-union faculty. Output format: HTML or PDF.

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Two-Year Colleges: Faculty Salary by Rank

Provides un-weighted and weighted salary data by rank (professor, associate professor, assistant professor, instructor and lecturer). For each rank, mean (average), median, minimum and maximum, 25th, 50th and 75th percentile salary information are provided. Pay scale structure data are also provided as well as salary data for union and non-union faculty. Output format: HTML or PDF.

Two-Year Colleges: Faculty Salary by Discipline – Unranked Option

Provides un-weighted and weighted salary data by academic discipline. For each discipline, mean (average), median, minimum and maximum salary information are provided. Output format: HTML or PDF.

Two-Year Colleges: Faculty Salary by Discipline – Ranked Option

Provides un-weighted and weighted salary data by academic discipline. For each discipline rank, mean (average), median, minimum and maximum salary information are provided. Output format: HTML or PDF.