



**American Association of University Professors
Faculty Compensation Survey 2019-20
Instructions for using the Excel upload template
<https://research.aaup.org>**

Start

Registration (for new users only): If you are not certain whether you are registered in our system, click "Start" on the survey home page and enter your e-mail address. If you are registered in our system, you will have the option to reset your password, if needed. (Check your spam folder.) If there is an existing data manager or system admin for your institution, they can add you under "Manage Your Institution's Users" in the menu. To register a new account, click "Start" on the survey home page and enter your e-mail address; complete the required information, including designating an institution, and "Save." Your registration request will be submitted to AAUP Research for approval, and you will be notified by e-mail when your registration has been approved.

Existing Users Login: Log in using your e-mail address and password. If you forget your password, click the "Get a New Password" link and it will be e-mailed to you. Passwords are case-sensitive.

Prior to beginning data entry for a survey, please verify your personal contact information in the "Manage Your Account" section.

There are two options for entering FCS data: (1) The preferred method is to upload this Excel file to the FCS website. This file provides preliminary data validation and a record of your data submission for future reference. (2) You may also enter data directly online in the portal. ***Note that when you upload the Excel file it will replace any data previously entered for the current year.***

Instructions for Data Entry and Upload via Excel Spreadsheet

Complete the Excel file using the instructions for each form. The main Instructions page is at <https://research.aaup.org/instructions>, and there are links at the bottom of each tab (form).

Note on copy/paste in the Excel file: Improperly formatted data may create problems for formulas built into the Excel file. For best results, if you want to copy data into the Excel file from another source, including another Excel file, use only the "Paste Values" function. If you need help with this feature, please contact AAUP Research at aaupfcs@aaup.org.

When all forms are complete, check the final tab labeled "Validity Checks." This section helps identify basic problems with the data. Make any corrections necessary. If there are no issues to correct, save the file.

Prior to uploading data from the spreadsheet to FCS website you must log in at <https://research.aaup.org> and "Start" the survey for the current year. Follow the portal instructions for uploading your Excel spreadsheet and validating your data for submission.



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Please complete these first five fields for your own reference to ensure proper identification of this file. This information is optional and will not be uploaded to AAUP.

Unit ID:	<input type="text" value="237011"/>
Institution:	<input type="text" value="Western Washington University"/>
Respondent Name:	<input type="text"/>
Phone Number:	<input type="text"/>
E-Mail Address:	<input type="text"/>
Survey Year:	<input type="text" value="2019-20"/>

Instructions for completing Form 1 are available at <https://research.aaup.org/instructions#form1>

Form 1: Institutional Information

Institutional Control	<input type="text" value="Public"/>	Pre-populated by AAUP
AAUP Category	<input type="text" value="Master's"/>	Pre-populated by AAUP
Carnegie Classification	<input type="text" value="Master's Colleges & Universities: Larger Programs"/>	Pre-populated by AAUP
AAUP FCS System	<input type="text"/>	Pre-populated by AAUP if institution is part of a system for FCS data collection.
Publication Footnote	<input type="text"/>	Displays previous year text, if any. Note any changes needed in the comment fields.
Conversion Factor	<input type="text" value="1"/>	Enter a conversion factor if faculty with 11- or 12-month contracts are reported sep
Comments	<input type="text"/>	
Additional Comments	<input type="text"/>	

Instructions for completing Form 1 are available at <https://research.aaup.org/instructions#form1>



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Instructions for completing Form 2 are available at

<https://research.aaup.org/instructions#form2>

Form 2: Number, Total Salaries, and Tenure Status of Full-Time Instructional Faculty

Academic Rank	MEN					WOMEN				
	Number of Faculty	Total Contracted Salaries (\$)	Not Tenure-Track	On Tenure-Track	Tenured	Number of Faculty	Total Contracted Salaries (\$)	Not Tenure-Track	On Tenure-Track	Tenured
Section 1. Faculty on 9-Month Contracts (Regardless of Number of Salary Installments)										
1. Professor	133	15,688,707	0	0	133	75	8,309,048	0	0	75
2. Associate	83	8,012,164	0	1	82	85	7,892,073	0	3	82
3. Assistant	80	6,366,167	0	80	0	78	5,783,942	0	78	0
4. Instructor	47	2,909,629	47	0	0	68	3,718,261	68	0	0
5. Lecturer										
6. No Rank										
7. TOTAL	343	32,976,667	47	81	215	306	25,703,324	68	81	157
Section 2. Faculty on 11- or 12-Month Contracts (Actual Amounts)										
1. Professor	5	654,735	0	0	5	3	377,216	0	0	3
2. Associate	0	0	0	0	0	0	0	0	0	0
3. Assistant	0	0	0	0	0	1	46,875	0	1	0
4. Instructor	3	188,124	3	0	0	4	220,715	4	0	0
5. Lecturer										
6. No Rank										
7. TOTAL	8	842,858	3	0	5	8	644,806	4	1	3
Section 3. 9-Month Contracts Plus 11- or 12-Month Contracts (Converts 11- or 12-Month Salaries and Calculates Automatically)										
1. Professor	138	16,343,441	0	0	138	78	8,686,263	0	0	78
2. Associate	83	8,012,164	0	1	82	85	7,892,073	0	3	82
3. Assistant	80	6,366,167	0	80	0	79	5,830,817	0	79	0
4. Instructor	50	3,097,753	50	0	0	72	3,938,976	72	0	0
5. Lecturer	0	0	0	0	0	0	0	0	0	0
6. No Rank	0	0	0	0	0	0	0	0	0	0
7. TOTAL	351	33,819,525	50	81	220	314	26,348,130	72	82	160

Instructions for completing Form 2 are available at <https://research.aaup.org/instructions#form2>



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Instructions for
completing Form 3
are available at

<https://research.aaup.org/instructions#form3>

Form 3: Institutional Expenditure on Benefits for Full-Time Instructional Faculty

Benefit	All Ranks Combined	
	Total Expenditure (\$)	Number Covered

Section 1. Faculty on 9-Month Contracts (i.e., regardless of number of installments)

Retirement	5087585.502	618	<i>If tuition benefit is "Other," please specify:</i>
Total Health Insurance Premiums	7209760.32	644	
Dependent Tuition Benefits (select)			
Total 9-month	12,297,346	644	

Section 2. Faculty on 11- or 12-Month Contracts (i.e., on actual basis, no conversion)

Retirement	125706.056	14	<i>If tuition benefit is "Other," please specify:</i>
Total Health Insurance Premiums	179124.48	16	
Dependent Tuition Benefits (select)			
Total 12-month	304,831	16	

Section 3. 9-Month plus 12-Month converted (Calculates automatically)**

Retirement	5,213,292	632
Total Health Insurance Premiums	7,388,885	660
Total All Faculty	12,602,176	632

Instructions for completing Form 3 are available at

<https://research.aaup.org/instructions#form3>



Form 4: Salaries and Percentage Increase for Continuing Instructional Faculty, 2019-20

Instructions for completing Form 4 are available at

<https://research.aaup.org/instructions#form4>

Please Note: Individuals reported on this form should be only those who held faculty positions in BOTH 2019-20 and 2018-19. This number will almost always be smaller than that in Form 2. **Report individuals in the row for the rank the person held in 2018-19.** For those institutions not able to complete Columns C or D, see the instructions and the Form 4 Estimate tab. Previous Year (2018-19) outlay is the last year's salary outlay for CURRENT continuing faculty members. Salaries of faculty who are no longer working at your institution or were newly hired for 2019-20 should NOT be included in Form 4.

Section 1. Full-time Faculty on 9-Month Contracts

Academic Rank in 2018-19	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2019-20)	Previous Yr. (2018-19)	
1. Professor	187	21,745,463	20,426,590	6.46%
2. Associate	157	14,966,345	13,877,737	7.84%
3. Assistant	145	11,936,024	11,018,285	8.33%
4. Instructor	98	5,838,513	5,417,985	7.76%
5. Lecturer				0.00%
6. No Rank				0.00%
7. TOTAL	587	54,486,346	50,740,596	7.38%

Section 2. Full-time Faculty on 11- or 12-Month Contracts

Academic Rank in 2018-19	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2019-20)	Previous Yr. (2018-19)	
1. Professor	8	1,031,950	954,006	8.17%
2. Associate	0	0	0	0.00%
3. Assistant	0	0	0	0.00%
4. Instructor	6	374,151	361,859	3.40%
5. Lecturer				0.00%
6. No Rank				0.00%
7. TOTAL	14	1,406,102	1,315,865	6.86%

Section 3. 9-Month plus 12-Month Converted (Calculates automatically)

Academic Rank in 2018-19	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2019-20)	Previous Yr. (2018-19)	
1. Professor	195	22,777,414	21,380,595	6.53%
2. Associate	157	14,966,345	13,877,737	7.84%
3. Assistant	145	11,936,024	11,018,285	8.33%
4. Instructor	104	6,212,664	5,779,844	7.49%
5. Lecturer	0	0	0	0.00%
6. No Rank	0	0	0	0.00%
7. TOTAL	601	55,892,447	52,056,461	7.37%

Instructions for completing Form 4 are available at

<https://research.aaup.org/instructions#form4>



Form 5: Administrative Compensation 2019-20

Instructions for completing
Form 5 are available at
<https://research.aaup.org/instructions#form5>

Confidentiality Notice:

The figures supplied in this section will be used for aggregate calculations only; they will not be published or disclosed for individual institutions.

	Base Salary	Supplement
President/Chancellor	400134.56	
Chief Academic Officer	304126.84	
Chief Financial Officer	253111.41	
Chief Development Officer	238113.73	
Chief Administrative Officer		
Chief Counsel		
Director of Enrollment Management	173000	
Director of Athletics	138304.07	

Once you click "Save," please verify that these figures are correct and report any discrepancies to the AAUP Research Office at aaupfcs@aaup.org.



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Form 6: Number and Per-Section Pay for Part-Time Instructional Faculty, 2018-19

*These figures will be used to produce an appendix where each institution's data will be reported individually.
Please note we are asking for data in this section from the previous academic year.*

	Number of Faculty	Minimum Pay per Section	Maximum Pay per Section	Mean Pay per Section	Do Part-Time Per Section Faculty have Retirement Benefits? ²	Do Part-Time Per Section Faculty have Medical Benefits? ²	Calendar System ³
Part-Time Per Section Faculty					some	some	Quarter

Instructions for completing Form 6 are available at
<https://research.aaup.org/instructions#form6>



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Form 3: Estimator for Retirement Benefits Expenditure (Optional)

If you do not have the actual dollar expenditure amount for retirement benefits, you may use a standard contribution rate here to calculate an estimate. Enter that estimate on Form 3 (it will not fill in automatically).

Section 1. Faculty on 9-Month Contracts

Institutional Contribution Rate (%)	Number of Faculty	Estimated Expenditure (enter on Form 3)
0.00%	649	0

Section 2. Faculty on 11- or 12-Month Contracts

Institutional Contribution Rate (%)	Number of Faculty	Estimated Expenditure (enter on Form 3)
0.00%	16	0

Form 4 Estimator: Estimate Salary Increase for Continuing Instructional Faculty, 2019-20
 (Complete only if actual salary amounts are not available. This sheet provides an estimate for current and previous-year salary amounts, when entering the count of continuing faculty and a percentage increase. Enter values in columns B and E, and then copy and paste [values only] columns B-D to Form 4.)

Section 1. Faculty on 9-Month Contracts

Academic Rank in 2018-19	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2019-20)	Previous Yr. (2018-19)	
1. Professor		0	0	0.00%
2. Associate		0	0	0.00%
3. Assistant		0	0	0.00%
4. Instructor		0	0	0.00%
5. Lecturer			#VALUE!	0.00%
6. No Rank			#VALUE!	0.00%
7. TOTAL	0	0	#VALUE!	#VALUE!

Section 2. Faculty on 11- or 12-Month Contracts

Academic Rank in 2018-19	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2019-20)	Previous Yr. (2018-19)	
1. Professor		0	0	0.00%
2. Associate			#VALUE!	0.00%
3. Assistant		0	0	0.00%
4. Instructor		0	0	0.00%
5. Lecturer			#VALUE!	0.00%
6. No Rank			#VALUE!	0.00%
7. TOTAL	0	0	#VALUE!	#VALUE!

Section 3. 9-Month plus 12-Month Converted (Calculates automatically)

Academic Rank in 2018-19	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2019-20)	Previous Yr. (2018-19)	
1. Professor	0	0	0	#DIV/0!
2. Associate	0	#VALUE!	#VALUE!	#VALUE!
3. Assistant	0	0	0	#DIV/0!
4. Instructor	0	0	0	#DIV/0!
5. Lecturer	0	#VALUE!	#VALUE!	#VALUE!
6. No Rank	0	#VALUE!	#VALUE!	#VALUE!
7. TOTAL	0	#VALUE!	#VALUE!	#VALUE!

Data Entry Validity Checks for Various Sections (See Instructions)

Academic Rank	Form 2 Salary and Tenure Status					Form 3	Form 4 Continuing Faculty		
9-Month	Total Faculty	Tenure Status	Average Men	Average Women	Outlays	Benefits No.	Avg. Sal. Curr. Yr.	Avg. Sal. Prev. Yr.	Percent Increase
1. Professor	208	OK	117,960	110,787	\$ 23,997,754		116,286	109,233	OK
2. Associate	168	OK	96,532	92,848	\$ 15,904,238		95,327	88,393	OK
3. Assistant	158	OK	79,577	74,153	\$ 12,150,109		82,317	75,988	OK
4. Instructor	115	OK	61,907	54,680	\$ 6,627,890		59,577	55,286	OK
5. Lecturer	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
6. No Rank	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
7. TOTAL	649	OK	96,142	83,998	\$ 58,679,991	OK	92,822	86,441	OK
12-Month									
1. Professor	8	OK	130,947	125,739	\$ 1,031,950		128,994	119,251	OK
2. Associate	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
3. Assistant	1	OK		46,875	\$ 46,875		#DIV/0!	#DIV/0!	OK
4. Instructor	7	OK	62,708	55,179	\$ 408,839		62,359	60,310	OK
5. Lecturer	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
6. No Rank	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
7. TOTAL	16	OK	105,357	80,601	\$ 1,487,664	OK	100,436	93,990	OK
Combined converted									
1. Professor	216	OK	118,431	111,362	\$ 25,029,704		116,807	109,644	OK
2. Associate	168	OK	96,532	92,848	\$ 15,904,238		95,327	88,393	OK
3. Assistant	159	OK	79,577	73,808	\$ 12,196,984		82,317	75,988	OK
4. Instructor	122	OK	61,955	54,708	\$ 7,036,729		59,737	55,575	OK
5. Lecturer	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
6. No Rank	0	OK			\$ -		#DIV/0!	#DIV/0!	OK
7. TOTAL	665	OK	96,352	83,911	\$ 60,167,655	OK	92,999	86,616	OK