



## American Association of University Professors

### *Faculty Compensation Survey 2015-16*

#### Instructions for the Excel survey

#### Start

**Registration (for new users only):** If you are not certain whether you are registered in our system, try the "Forgot Password" link first. If you are a new primary contact for the survey, or an existing primary contact, can register you in the system using the "Add a Colleague" function (under "Manage Your Account" in the menu). If this procedure is not available, click "Register" on the survey home page. Complete the required information, including designating an institution, and "Save." Existing survey data contacts will first be checked. If there is no conflict, your registration request will be submitted to the AAUP Research Office 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. You will need to get a new password this year. If you forget your password, click the "Forgot Password" link and it will be e-mailed to you. Passwords are case-sensitive.

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

**Options for Data Entry:** (1) Enter data in the Excel spreadsheet and upload file. You may upload data directly from Excel to the FCS website. (2) Data entry online in web portal.

<http://research.aaup.org>

#### Instructions for Data Entry and Upload via Excel Spreadsheet

Complete the Excel file using the instructions for each form. These are located 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 the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org).

When all forms are complete, **check the final tab labeled "Validity Checks."** This section shows 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 have completed the start step (above). The Template page will have instructions for uploading your Excel spreadsheet.

#### Terms of Service

These data are intended for the internal use of the requesting institution. Internal use includes posting on a secure institutional website that is not publically viewable, and the transmission to employees and contractors of the institution for use in planning and decision-making. Commercial use of these data are prohibited. Please do not publish or redistribute these data without permission of the AAUP Research Office. For questions of use, please contact the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org).



## American Association of University Professors Faculty Compensation Survey 2015-16

Please complete the following fields to ensure proper identification of this file.

Unit ID:	237011
OPE ID	
Institution:	Western Washington University
Respondent Name:	
Phone Number:	
E-Mail Address:	
Survey Year:	2015-16

**Note on Copy/Paste:** For best results, if you want to copy data from another source-including another Excel file-use only the "Paste Values" function. If you paste in values with decimal points or commas, the file may not function properly. If you need help with this feature, please contact AAUP Research.

### Form 1: Institutional Information

Institutional Control	Public	Use Institutional Control from 2014 - 2015 IPEDS General Information
Institutional Sector	Public, 4-year or above	Use Institutional Sector from 2014 - 2015 IPEDS General Information
AAUP Category	Master's	Use Faculty Compensation Survey Institutional Category
Carnegie Classification	Master's Colleges and Universities (larger program)	Use Carnegie Classification: Basic from 2014 - 2015 IPEDS General Information
System	N/A	
Highest Degree Offered	Masters	Use Highest Degree Offered from 2014 - 2015 IPEDS General Information
Institution Grants Medical Degree	No	Use Institution Grants Medical Degree from 2014-2015 IPEDS General Information
Publication Footnote	N/A	Use Faculty Compensation Survey publication Footnote
Conversion Factor	0.75	Use Faculty Compensation Survey Conversion Factor, See Instructions Below
Eligible CIP Codes		
Campuses	Institution is NOT part of a multi-institution or multi-campus organization	
Comments		
Additional Comments		

Accuracy Confirmation	<input type="text"/>
Deadline Change	<input type="text"/>
Non-Submission	<input type="text"/>
Tenure System	<input type="text" value="Tenure System"/>
Faculty Union	<input type="text" value="All Faculty Part of Union System"/>
Part-Time Benefits	<input type="text" value="Some Faculty Part-Time Benefits"/>

For a deadline change contact the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org) and record your new deadline here

### **Instructions for Completing Form 1: Institutional Information**

[Click here for a webinar on how to collect and complete the 2015-16 Faculty Compensation Survey.](#)

For Unit ID, OPE ID, Institution Name, Publication Name, Institutional Control, Institutional Sector, AAUP Category, Carnegie Classification, Highest Degree Offered, Institution Grants Medical Degree, you do not need to enter these data as they will be pre-populated using the prior year's submission in the National Center for Education Statistics (NCES) Integrated Post-Secondary Educational Data System (IPEDS). If you would like to make a change to more accurately reflect an institutional characteristic, you may do so for every field except AAUP Category. AAUP Category is only changed with the permission of the AAUP Research Office.

**Conversion Factor.** Completion of this field is necessary only if you report data for 11- or 12-month faculty. You may use default value of 9/11 or 0.818181818181818 for 11-month faculty. If you wish to convert 12-month amounts equally into 9-month equivalent period, please use a conversion factor of 0.75. If you prefer to use a different factor, please enter the conversion factor you will use in Form1: Institutional Information, Conversion Factor. This factor will be used to automatically do the conversions in the rest of the survey.

### **AAUP Institutional Categories 2015-16**

**Note:** These definitions were revised in 2008-09 and 2009-10. The intent of the revisions is not to change the existing classification of any institution, but only to clarify the In determining the category for an institution, the highest applicable level shall be assigned.

**Category I (Doctoral)** - Institutions characterized by a significant level and breadth of activity in doctoral-level education, as measured by the number of doctorate recipients and the diversity in doctoral programs. Institutions in this category grant a minimum of 30 doctorate degrees annually, from at least three distinct programs. (Awards previously categorized by NCES as first-professional degrees, such as the J.D., M.D., and D.Div. do not count as doctorates for this classification. Awards for the new category of "doctor's degree - professional practice" will be reviewed on a case-by-case basis.)

**Category IIA (Master's)** - Institutions characterized by diverse post-baccalaureate programs (including first professional), but not engaged in significant doctoral-level education. Institutions in this category grant a minimum of 50 post-baccalaureate degrees annually, from at least three distinct programs. Awards of post-baccalaureate certificates will be reviewed on a case-by-case basis.

**Category IIB (Baccalaureate)** - Institutions characterized by their primary emphasis on undergraduate baccalaureate-level education. Institutions in this category grant a minimum of 50 bachelor's degrees annually, from at least three distinct programs, and bachelor's and higher degrees comprise at least 50 percent of total degrees awarded.

**Category III (Associate's with Academic Rank)** - Institutions characterized by a significant emphasis on undergraduate associate's-degree education. Institutions in this category grant a minimum of 50 associate's degrees annually. Associate's degrees comprise at least 50 percent, and bachelor's and higher degrees comprise less than 50 percent, of total degrees and certificates awarded.

**Category IV (Associate's without Academic Ranks)** - These institutions meet the criteria for "Associate's" (category III), but do not utilize standard academic ranks. An institution that refers to all faculty members as "instructors" or "lecturers" but does not distinguish among them on the basis of standard ranks should be included in this category. However, if an institution utilizes another ranking scheme that is analogous to the standard ranks, it can be included in Category I, II, or III as appropriate.

To suggest a change in institutional category, contact the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org). If you are the survey data contact for your institution, you can expedite the process by providing degree completion counts, by degree level and specific program, for the last three academic years.



## American Association of University Professors Faculty Compensation Survey 2015-16

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

	MEN					WOMEN				
Academic Rank	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	122	12,347,893	0	0	122	64	6,150,177	0	0	64
2. Associate	82	6,737,112	0	0	82	92	7,199,381	0	2	90
3. Assistant	73	5,227,164	0	73	0	51	3,345,774	0	51	0
4. Instructor	43	2,359,217	43	0	0	71	3,498,516	71	0	0
5. Lecturer										
6. No Rank										
7. TOTAL	320	26,671,386	43	73	204	278	20,193,848	71	53	154

#### Section 2. Faculty on 11- or 12-Month Contracts (Actual Amounts)

1. Professor										
2. Associate										
3. Assistant										
4. Instructor										
5. Lecturer										
6. No Rank										
7. TOTAL	0	0	0	0	0	0	0	0	0	0

#### Section 3. 9-Month Contracts Plus 11- or 12-Month Contracts (Converts 11- or 12-Month Salaries and Calculates Automatically)

1. Professor	122	12,347,893	0	0	122	64	6,150,177	0	0	64
2. Associate	82	6,737,112	0	0	82	92	7,199,381	0	2	90
3. Assistant	73	5,227,164	0	73	0	51	3,345,774	0	51	0
4. Instructor	43	2,359,217	43	0	0	71	3,498,516	71	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	320	26,671,386	43	73	204	278	20,193,848	71	53	154

[Click here for a webinar on how to complete Form 2 of the 2015-16 Faculty Compensation Survey.](#)

**Instructions for Completing Form 2: Full-Time Faculty Salary Data**

**Number, Total Salaries, and Tenure Status of Full-Time Instructional Faculty**

**Length of contract.** Data for those whose base contract requires 9- or 10-months of instruction (e.g., two semesters, three quarters, or two trimesters) should be reported in Section 1 regardless of whether the pay period extends over 9- or 12-months. Data for those on 11- or 12-month contracts should be reported in Section 2, "Faculty on 11- or 12-Month Contracts (i.e. Regardless of Number of Installments). Section 2 is also for "Faculty on 12-Month Contracts (i.e., On Actual Basis, No Conversion)."

**Faculty Members Included in Survey.** For "Form 2: Full-Time Faculty Salary Data," report full-time faculty members for the entire institution, excluding clinical or basic science faculty located in schools of medicine and/or military faculty. For the purpose of this survey, include all members of the "Primarily Instructional" and "Instructional/Research Public Service" staff who are employed full-time and whose regular assignment has an instruction component (including released time for research), regardless of whether they are formally designated "faculty."

*Primarily Instructional* refers to an occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction or teaching. Regardless of title, academic rank, or tenure status, these employees formally spend the majority of their time providing instruction or teaching.

*Instructional/Research/Public Service* refers to an occupational category used to classify persons for whom it is not possible to differentiate between instruction or teaching, research, and public service because each of these functions is an integral component of his/her regular assignment. Regardless of title, academic rank, or tenure status, these employees spend the majority of their time providing instruction, research, and/or public service.

**The unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" excluding clinical or basic science faculty, medical faculty in schools of medicine and military faculty should be reported in the Faculty Compensation Survey.**

Faculty on sabbatical or leave *with pay* should be reported at their regular salaries even though they may be receiving a reduced salary while on leave. Faculty on sabbatical or leave *without pay* should not be reported. Replacement faculty for those **on sabbatical or leave with pay should not be reported if they are full-time**. Replacement faculty for those **on sabbatical or leave with pay should be reported in Form 6 if they are part-time**.

Please report, Visiting Assistant Professors, Continuing Non-Tenure Track, Post-Doctoral Faculty who have instruction as part of their contractual responsibilities and Other Regular Faculty in the category of "Instructor."

*Other Regular Faculty* refers to an occupational category used to classify persons whose specific assignments customarily are made for the purpose of providing instruction, or instruction/research/public service on a **recurring contractual basis** in which the individual and the institution both assume a continuing appointment but are not tenure eligible.

**Exclusions For Form 2: Full-Time Faculty Salary Data.** Do not include (1) clinical, medical school faculty, and/or military members in military organizations paid on a different scale from civilian employees, (2) faculty who are on sabbatical or leave without pay, (3) replacement faculty for faculty on sabbatical leave or leave with pay who are full-time, (4) members who are not employed on a full-time basis irrespective of tenure status, (5) faculty members whose services are valued by bookkeeping entries rather than by full cash transactions unless their salaries are determined by the same principles as those who do not donate their services, (6) contributed service personnel, or administrative officers with titles of Provost, Dean, Associate or Assistant Dean, Librarian, Counselor, Registrar, or Coach, even though they may devote part of their time to classroom instruction, (7) Research Faculty, or faculty who have never had a contractual instructional role such as a Research Assistant, Associate, or Research Professor, and/or a Post-Doctoral Research Fellow or a Research Fellow.

**Exclusion Criteria for Form 2: Full-Time Faculty Salary Data**

Criteria	Full-Time	Part-Time
<b>Clinical, Medical School Faculty and/or Military Faculty</b>	Exclude	Exclude
<b>Faculty on Sabbatical or Leave <u>with</u> Pay</b>	Include	Exclude
<b>Faculty on Sabbatical or Leave <u>without</u> Pay</b>	Exclude	Exclude
<b>Replacement Faculty</b> for faculty on sabbatical leave or leave with pay.	Exclude	Include
<b>Part-Time Tenured/Tenure-Track Faculty</b>	Exclude	Include
<b>Courtesy Faculty Appointments</b> and faculty who have a bookkeeping value.	Exclude	Exclude
<b>Contributed Service Personnel:</b> Administrative officers with titles such as Provost, Dean, Librarian, Registrar, Coach, and the like, even though they may devote part of their time to classroom instruction and may have faculty status and other administrators/staff clinical credit courses.	Exclude	Exclude
<b>Research Faculty:</b> Faculty who have never had a contractual instructional role (Research Assistant Professors).	Exclude	Exclude

**Faculty Salary Outlays (Total Contracted Salaries).** Report the projected expenditure for full-time contracted salaries excluding extra loads, summer teaching, stipends, or other forms of remuneration. Department or program heads with faculty rank and no other administrative title should be reported at their instructional salary (i.e., excluding administrative stipends).

**Tenure Status.** The total number of faculty should be divided into three mutually exclusive categories: Not on Tenure-Track; Tenure Track; and Tenured. If your institution does not have a tenure system, please enter the total number in the "Not Tenure-Track" column.

**Totals and Averages.** The application will total columns and calculate averages once you save your spreadsheet; please verify that these figures are correct and report any discrepancies immediately to the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org).



**Form 3: Major Benefits for Full-Time Instructional Faculty, 2015-16**

*If reporting by rank, use the cells below. Otherwise, use "Undifferentiated Rank" to the right*

Major Benefits	PROFESSOR		ASSOCIATE		ASSISTANT		INSTRUCTOR		LECTURER		NO RANK		Totals by Rank		UNDIFFERENTIATED RANK	
	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.	Total Expenditure (\$)	No. Cov.
<b>Section 1. Faculty on 9-Month Contracts (i.e., regardless of number of installments)</b>																
1. Retirement	1,788,131	185	1,214,472	174	556,290	102	467,025	94					4,025,918	555		
2. Medical	1,672,353	185	1,581,955	174	1,247,485	124	1,102,849	108					5,604,642	591		
3. Dental	178,834	185	169,168	174	133,401	124	117,934	108					599,337	591		
4. (Optional) Medical combined w/dental													0	0		
5. Disability	4,662	185	4,410	174	3,478	124	3,074	108					15,624	591		
6. Tuition													0	0		
7. FICA	1,137,876	186	1,045,938	174	627,662	124	487,258	114					3,298,734	598		
8. Unemployment	53,133	186	40,374	174	23,633	124	17,980	114					135,120	598		
9. Group Life	8,951	185	8,467	174	6,677	124	5,903	108					29,998	591		
10. Worker's Comp.	55,680	186	52,228	174	37,220	124	33,702	114					178,830	598		
11. Other*													0	0		
12. TOTAL	4,899,620	186	4,117,012	174	2,635,846	124	2,235,725	114	0	0	0	0	13,888,203	598	0	0
<b>Section 2. Faculty on 12-Month Contracts (i.e., on actual basis, no conversion)</b>																
1. Retirement													0	0		
2. Medical													0	0		
3. Dental													0	0		
4. (Optional) Medical combined w/dental													0	0		
5. Disability													0	0		
6. Tuition													0	0		
7. FICA													0	0		
8. Unemployment													0	0		
9. Group Life													0	0		
10. Worker's Comp.													0	0		
11. Other*													0	0		
12. TOTAL	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
<b>Section 3. 9-Month plus 12-Month converted** (Calculates automatically)</b>																
1. Retirement	1,788,131	185	1,214,472	174	556,290	102	467,025	94	0	0	0	0	4,025,918	555	0	0
2. Medical**	1,672,353	185	1,581,955	174	1,247,485	124	1,102,849	108	0	0	0	0	5,604,642	591	0	0
3. Dental**	178,834	185	169,168	174	133,401	124	117,934	108	0	0	0	0	599,337	591	0	0
4. (Optional) Medical combined w/dental	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
5. Disability**	4,662	185	4,410	174	3,478	124	3,074	108	0	0	0	0	15,624	591	0	0
6. Tuition**	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
7. FICA	1,137,876	186	1,045,938	174	627,662	124	487,258	114	0	0	0	0	3,298,734	598	0	0
8. Unemployment**	53,133	186	40,374	174	23,633	124	17,980	114	0	0	0	0	135,120	598	0	0
9. Group Life	8,951	185	8,467	174	6,677	124	5,903	108	0	0	0	0	29,998	591	0	0
10. Worker's Comp.	55,680	186	52,228	174	37,220	124	33,702	114	0	0	0	0	178,830	598	0	0
11. Other*	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
12. TOTAL	4,899,620	186	4,117,012	174	2,635,846	124	2,235,725	114	0	0	0	0	13,888,203	598	0	0

\*Benefits in kind reported under "Other" are those with cash alternatives (e.g., moving, travel, housing, etc.)

\*\*Benefits that are not computed as a percentage of salary are not subject to conversion (medical, dental, disability, tuition, unemployment, other)

Please refer to instructions below for complete definitions.

No. Cov.: The number of faculty included (covered) in the benefit expenditures.

## Instructions for Completing Form 3:

### Major Benefits for Full-Time Instructional Faculty

Report the projected benefit expenditures that will be paid by the institution or state for full-time instructional faculty reported in Form 2. Recall that full-time instructional faculty is defined as the unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" excluding clinical or basic science faculty, medical faculty in schools of medicine and military faculty.

The employee's contribution should not be included when determining the dollar value of benefits. When expenditure is reported for a given benefit, the number of persons covered should also be reported. In the case of tuition, this is the number of actual faculty recipients (faculty members not their dependents using the benefit) rather than the number of faculty eligible.

**Note:** If you are not able to produce benefit outlay data by rank, you can submit total expenditures for each item. Using the Excel data file, enter your data in the "Undifferentiated Rank" column only.

**Retirement** Include the contribution by the institution, state, and/or local government to the retirement plan(s) but exclude payments for unfunded retirement liability. (See the FAQ regarding Emeriti or other retirement health insurance plans.)

**Medical** Include premiums for insurance plans which provide medical, hospital, surgical, and/or vision benefits.

**Dental** Include premiums for dental insurance.

**Combined Med/Dental** This line allows for reporting medical and dental insurance expenditures combined. Please provide these items separately, but if this is not possible, this line is for institutions who are not able to separate the two expenses. (Do not complete this line if you report the items separately.)

**Disability** Include expenditures, through insurance or otherwise, for long-term disability income protection, defined as salary in excess of six months and not covered in other retirement or insurance plans. Do not include payments for accumulated unused sick leave.

**Tuition** Include both cash payments and the dollar value of tuition waivers and exchanges for faculty dependents. Note that for tuition, the number covered is the number of actual faculty members rather than the number of faculty eligible or the faculty dependents using the tuition waivers or exchanges.

**FICA** Include Social Security (OASDI and Medicare) taxes calculated at the rate effective for the current year.

**Unemployment** Include the unemployment compensation taxes (not the benefits) to be paid by law. Note: If the institution is self-insured for unemployment and/or worker's compensation, report the estimated amount which would otherwise be paid to the state under these laws.

**Group Life** Include expenditures by the institution for life insurance premiums.

**Worker Comp** Include the worker's compensation insurance premiums (not the benefits) paid, including any premiums or taxes required under state law.

**Other** Include benefits in-kind with cash alternatives. These benefits are those for which the institution provides an option of taking a cash payment if the individual prefers to use the money in some other way. Since the objective is the measurement of income available for personal consumption, as distinct from professional purposes, professional benefits (e.g., conference travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

**Total** Expenditure columns will total automatically. The total number covered is an unduplicated count, not the sum of those covered by individual benefits. The spreadsheet will automatically determine the maximum number in each column.

Conversion Benefit expenditure amounts for 11- and 12-month faculty that are not generally figured as a percentage of salary are not converted. These include medical, dental, disability, tuition, unemployment, and "other" benefits. Other items will be converted using the factor entered in Form 2. If you provided only converted salary figures in Form 2, please follow the same procedure in Form 3. Once you click "Save"; please verify that these figures are correct and report any discrepancies immediately to the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org).



**BENEFITS AS PERCENT OF SALARY**

	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK	ALL RANKS
1. Retirement	9.67%	8.71%	6.49%	7.97%			8.59%
2. Medical	9.04%	11.35%	14.55%	18.83%			11.96%
3. Dental	0.97%	1.21%	1.56%	2.01%			1.28%
4. Combined Medical/Dental	0.00%	0.00%	0.00%	0.00%			0.00%
5. Disability	0.03%	0.03%	0.04%	0.05%			0.03%
6. Tuition	0.00%	0.00%	0.00%	0.00%			0.00%
7. FICA	6.15%	7.51%	7.32%	8.32%			7.04%
8. Unemployment	0.29%	0.29%	0.28%	0.31%			0.29%
9. Group Life	0.05%	0.06%	0.08%	0.10%			0.06%
10. Worker's Com	0.30%	0.37%	0.43%	0.58%			0.38%
11. Other*	0.00%	0.00%	0.00%	0.00%			0.00%
12. TOTAL	26.49%	29.54%	30.75%	38.17%	0.00%	0.00%	29.63%
	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK	ALL RANKS
1. Retirement							0.00%
2. Medical							0.00%
3. Dental							0.00%
4. Combined Medical/Dental							0.00%
5. Disability							0.00%
6. Tuition							0.00%
7. FICA							0.00%
8. Unemployment							0.00%
9. Group Life							0.00%
10. Worker's Com							0.00%
11. Other*							0.00%
12. TOTAL	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK	ALL RANKS
1. Retirement	9.67%	8.71%	6.49%	7.97%			8.59%
2. Medical	9.04%	11.35%	14.55%	18.83%			11.96%
3. Dental	0.97%	1.21%	1.56%	2.01%			1.28%
4. Combined Medical/Dental	0.00%	0.00%	0.00%	0.00%			0.00%
5. Disability	0.03%	0.03%	0.04%	0.05%			0.03%
6. Tuition	0.00%	0.00%	0.00%	0.00%			0.00%
7. FICA	6.15%	7.51%	7.32%	8.32%			7.04%
8. Unemployment	0.29%	0.29%	0.28%	0.31%			0.29%
9. Group Life	0.05%	0.06%	0.08%	0.10%			0.06%
10. Worker's Com	0.30%	0.37%	0.43%	0.58%			0.38%
11. Other*	0.00%	0.00%	0.00%	0.00%			0.00%
12. TOTAL	26.49%	29.54%	30.75%	38.17%	0.00%	0.00%	29.63%

**BENEFITS AVERAGE**

	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK	ALL RANKS
1. Retirement	9,666	6,980	5,454	4,968			7,254
2. Medical	9,040	9,092	10,060	10,212			9,483
3. Dental	967	972	1,076	1,092			1,014
4. Combined Medical/Dental							
5. Disability	25	25	28	28			26
6. Tuition							
7. FICA	6,118	6,011	5,062	4,274			5,516
8. Unemployment	286	232	191	158			226
9. Group Life	48	49	54	55			51
10. Worker's Com	299	300	300	296			299
11. Other*							
12. TOTAL	26,342	23,661	21,257	19,612			23,224
	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK	ALL RANKS
1. Retirement							
2. Medical							
3. Dental							
4. Combined Medical/Dental							
5. Disability							
6. Tuition							
7. FICA							
8. Unemployment							
9. Group Life							
10. Worker's Com							
11. Other*							
12. TOTAL							
	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK	ALL RANKS
1. Retirement	9,666	6,980	5,454	4,968			7,254
2. Medical	9,040	9,092	10,060	10,212			9,483
3. Dental	967	972	1,076	1,092			1,014
4. Combined Medical/Dental							
5. Disability	25	25	28	28			26
6. Tuition							
7. FICA	6,118	6,011	5,062	4,274			5,516
8. Unemployment	286	232	191	158			226
9. Group Life	48	49	54	55			51
10. Worker's Com	299	300	300	296			299
11. Other*							
12. TOTAL	26,342	23,661	21,257	19,612			23,224





## Form 4: Salaries and Percentage Increase for Continuing Instructional Faculty, 2015-16

**Please Note:** Individuals reported in Number of Continuing Faculty should be only those who held faculty positions in BOTH 2015-16 and 2014-15. This number will almost always be smaller than that in Section 1. Report individuals in the row for the rank the person held in 2014-15. For those institutions not able to complete Columns B, C, or D, see the instructions and the Form 3 Estimate tab. Previous Year (2014 - 2015) outlay is the last year's salary outlay of CURRENT continuing faculty members. Salaries of faculty that are no longer working at your institution or newly hired in 2015 - 2016 should NOT be included in Section 3.

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

Academic Rank in 2014-15	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2015-16)	Previous Yr. (2014-15)	
1. Professor	172	17,203,664	16,354,979	<b>5.19%</b>
2. Associate	174	14,078,094	13,313,947	<b>5.74%</b>
3. Assistant	104	7,349,203	6,966,770	<b>5.49%</b>
4. Instructor	99	5,243,590	5,004,234	<b>4.78%</b>
5. Lecturer				<b>0.00%</b>
6. No Rank				<b>0.00%</b>
<b>7. TOTAL</b>	<b>549</b>	<b>43,874,551</b>	<b>41,639,930</b>	<b>5.37%</b>

### Section 2. Full-time Faculty on 12-Month Contracts

Academic Rank in 2014-15	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2015-16)	Previous Yr. (2014-15)	
1. Professor	0	0	0	<b>0.00%</b>
2. Associate	0	0	0	<b>0.00%</b>
3. Assistant	0	0	0	<b>0.00%</b>
4. Instructor	0	0	0	<b>0.00%</b>
5. Lecturer	0	0	0	<b>0.00%</b>
6. No Rank	0	0	0	<b>0.00%</b>
<b>7. TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

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

Academic Rank in 2014-15	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2015-16)	Previous Yr. (2014-15)	
1. Professor	<b>172</b>	<b>17,203,664</b>	<b>16,354,979</b>	<b>5.19%</b>
2. Associate	<b>174</b>	<b>14,078,094</b>	<b>13,313,947</b>	<b>5.74%</b>
3. Assistant	<b>104</b>	<b>7,349,203</b>	<b>6,966,770</b>	<b>5.49%</b>
4. Instructor	<b>99</b>	<b>5,243,590</b>	<b>5,004,234</b>	<b>4.78%</b>
5. Lecturer	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>
6. No Rank	<b>0</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>

7. TOTAL	549	43,874,551	41,639,930	5.37%
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## Instructions for completing Form 4:

### Salaries and Percentage Increase for Continuing Full-Time Instructional Faculty

In the "Number of Continuing Faculty" column, include only those specific individual 2014-15 faculty members who remain employed full-time at your institution for 2015-16. Recall that full-time instructional faculty is defined as the unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" excluding clinical or basic science faculty, medical faculty in schools of medicine and military faculty. Entirely omit faculty from Form 4 if they are: new appointees; faculty who left at the end of 2014-15; and those who did not have the same length contract in both years (unless the second is prorated to the same length as the first). **Where a faculty member received a promotion in rank for 2015-16, that individual's salary should be reported under last year's rank in both salary outlay columns.** The percentage change will calculate automatically when you save your spreadsheet. It is intended to include promotions as well as individual and across-the-board increases.

Note: A negative change in this form means that the individuals in a particular rank took an overall cut in salary, which is generally not the case. Please verify that you are reporting salary for the same individuals in both the "Current Year" and "Previous Year" columns, and that the salaries are for the same contract length. If an individual held an administrative appointment in the previous year, it would be preferable to report salary for the previous year without any additional administrative stipend. Once you click "Save"; please verify that these figures are correct and report any discrepancies immediately to the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org).



## Form 5: Administrative Compensation 2015-16

**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	312000	0
Chief Academic Officer	234000	0
Chief Financial Officer	212216	0
Chief Development Officer	203618	0
Chief Administrative Officer	0	0
Chief Counsel	0	0
Director of Enrollment Management	212940	0
Director of Athletics	122242	0

### Instructions for Completing Form 5:

#### Administrative Compensation

For each administrative position, enter the annual amounts for 2015; report amounts for one individual only and for the institution specified in the response. Use the most current figures available and convert partial-year figures to an annual basis. "Salary" is the contractual base salary provided by the institution; "Supplement" is the cash value of any supplemental compensation provided by the institution or a private foundation. (See also FAQ.) **Confidentiality:** The figures supplied in this report will be used to calculate aggregate ratios of administrative and faculty salaries, they will not be published or disclosed for individual institutions.

**President/Chancellor** - The principal official responsible for all affairs and operations of the specific institution named in the survey response.

**Chief Academic Officer** - The principal official responsible for the direction of the academic program of the institution.

**Chief Financial Officer** - The principal official responsible for the direction of the financial affairs of the institution, including investments, accounting, purchasing, and budgets. In some cases, this may include the functions described for Chief Administration Officer below.

**Chief Development Officer** - The principal official responsible for institutional fundraising. This individual may also be responsible for public information and other functions; however, if a separate and co-equal individual administers those programs, include here only the fundraising function.

**Chief Administration Officer** - The principal official responsible for operation of the institution that is generally non-academic and non-financial and includes operation of personnel, physical plant, property management, and auxiliary enterprises. Enter a figure only where this position is held by a separate individual, not if the function is administered by the Chief Financial Officer.

**Chief Counsel** - The principal official responsible for advising institution on legal rights, obligations, and related matters.

**Director of Enrollment Management** - The principal official responsible for the planning, development, and implementation of strategies to sustain student enrollment. This individual may also be responsible for admissions or financial aid and other functions; however, if a separate and co-equal individual administers those programs, include here only the enrollment function.

**Director of Athletics** - The principal official responsible for the operation of intramural and intercollegiate programs including employment, scheduling, promotion, maintenance of athletics.

Once you click "Save"; please verify that these figures are correct and report any discrepancies immediately to the AAUP Research Office at [aaupfcs@aaup.org](mailto:aaupfcs@aaup.org).



**Form 6: Number, Total Salaries of Part-Time Instructional Faculty and Graduate Teaching Assistants, 2015-16**

**Confidentiality Notice:** The figures supplied in this section will be used for aggregate calculations only; they will only published or disclosed by institutional classification.

Academic Rank	MEN		WOMEN		TOTAL	
	Number of Faculty	Total Contracted Salaries (\$)	Number of Faculty	Total Contracted Salaries (\$)	Number of Faculty	Total Contracted Salaries (\$)
<b>Section 1. Faculty on Contract (Regardless of number of salary installments)</b>						
1. Part-Time Faculty						
2. Graduate Teaching Assistant						
3. TOTAL	0	0	0	0	0	0

**Instructions for Completing Form 6:**

In the "Number of Part-Time Faculty" column, include only those specific individual 2015-16 faculty members who were designated as less than full-time whose regular assignment has an instruction component (including released time for research), regardless of whether they are formally designated "part-time faculty." **As with Form 2, the unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" excluding clinical or basic science faculty, medical faculty in schools of medicine, and military faculty should be reported in the Faculty Compensation Survey.** Casual employees, hired on an ad-hoc basis or occasional basis to meet short-term needs) and students in the College Work-Study program are not considered part-time faculty, even if they have an instructional component.

Report the total contracted salaries for these faculty and do not include any benefits.

In the "Graduate Teaching Assistant" column, include all individuals that assist faculty or other instructional staff in postsecondary institutions by performing teaching or teaching-related duties, such as teaching lower level courses, developing teaching materials, preparing and giving examination, and grading examinations or papers. Graduate Teaching Assistants must be enrolled in a graduate school program. Include the unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" excluding clinical or basic science, medical, and military Graduate Teaching Assistants. Include Graduate Teaching Assistants who are (a) the instructor of record for an organized class section, (b) the instructor of record for a laboratory section or individualized instruction session, (c) assisting faculty and are not the instructor of record, and (d) "floating" Graduate Teaching Assistants who have a role that primarily supports instruction but is not directly associated with one section or faculty member.

**Do not include Graduate Assistants who primarily perform non-teaching duties such as research**

Report the total contracted salaries for Graduate Teaching Assistants and do not include any benefits.

**Form 3 (Estimated) Estimated Benefits by Rank, 2015-16**  
 (Use of this worksheet is optional, and applies only if benefits by rank are not available; see instructions before completing)

Major Benefits	PROFESSOR		ASSOCIATE		ASSISTANT		INSTRUCTOR		LECTURER		NO RANK	
	Total Expenditure	No. Cov.	Total Expenditure	No. Cov.	Total Expenditure	No. Cov.	Total Expenditure	No. Cov.	Total Expenditure	No. Cov.	Total Expenditure	No. Cov.
<b>Section 1. Faculty on 9-Month Contracts (i.e., regardless of number of installments)</b>												
1. Retirement	0	186	0	174	0	124	0	114	0	0	0	0
2. Medical	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
3. Dental	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
4. (Optional) Medical combined w/ Dental	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
5. Disability	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
6. Tuition	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
7. FICA	1,415,102	186	1,066,142	174	655,830	124	448,117	114	0	0	0	0
8. Unemployment	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
9. Group Life	0	186	0	174	0	124	0	114	0	0	0	0
10. Worker's Comp.	0	186	0	174	0	124	0	114	0	0	0	0
11. Other*	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0
12. TOTAL	#DIV/0!	186	#DIV/0!	174	#DIV/0!	124	#DIV/0!	114	#DIV/0!	0	#DIV/0!	0
<b>Section 2. Faculty on 12-Month Contracts (i.e., on actual basis, no conversion)</b>												
1. Retirement	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
2. Medical	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
3. Dental	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
4. (Optional) Medical combined w/ Dental	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
5. Disability	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
6. Tuition	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7. FICA	0	0	0	0	0	0	0	0	0	0	0	0
8. Unemployment	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9. Group Life	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
10. Worker's Comp.	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!
11. Other*	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
12. TOTAL	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
<b>Section 3. 9-Month plus 12-Month Contracts Converted (Calculates automatically)</b>												
1. Retirement	0	186	0	174	0	124	0	114	0	0	0	0
2. Medical	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
3. Dental	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
4. (Optional) Medical combined w/ Dental	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
5. Disability	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
6. Tuition	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7. FICA	1,415,102	186	1,066,142	174	655,830	124	448,117	114	0	0	0	0
8. Unemployment	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9. Group Life	0	186	0	174	0	124	0	114	0	0	0	0
10. Worker's Comp.	0	186	0	174	0	124	0	114	0	0	0	0
11. Other*	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
12. TOTAL	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!

\*Benefits in kind reported under "Other" are those with cash alternatives (e.g., moving, travel, housing, etc.)

\*\*Benefits which are not computed as a percentage of salary are not subject to conversion (e.g., medical, tuition, etc.)

Note: Please refer to Instructions

**Form 4 (Estimated) Estimated Percentage Increase for Continuing Instructional Faculty, 2015-16**  
 (Complete only if actual salary amounts are not available; see instructions before completing)

<b>Section 1. Faculty on 9-Month Contracts</b>				
Academic Rank in 2014-15	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2015-16)	Previous Yr. (2014-15)	
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!

<b>Section 2. Faculty on 12-Month Contracts</b>				
Academic Rank in 2014-15	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2015-16)	Previous Yr. (2014-15)	
1. Professor			#VALUE!	0.00%
2. Associate			#VALUE!	0.00%
3. Assistant			#VALUE!	0.00%
4. Instructor			#VALUE!	0.00%
5. Lecturer			#VALUE!	0.00%
6. No Rank			#VALUE!	0.00%
7. TOTAL	0	0	#VALUE!	#VALUE!

<b>Section 3. 9-Month plus 12-Month Converted (Calculates automatically)</b>				
Academic Rank in 2014-15	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2015-16)	Previous Yr. (2014-15)	
1. Professor	0	#VALUE!	#VALUE!	#VALUE!
2. Associate	0	#VALUE!	#VALUE!	#VALUE!
3. Assistant	0	#VALUE!	#VALUE!	#VALUE!
4. Instructor	0	#VALUE!	#VALUE!	#VALUE!
5. Lecturer	0	#VALUE!	#VALUE!	#VALUE!
6. No Rank	0	#VALUE!	#VALUE!	#VALUE!
7. TOTAL	0	#VALUE!	#VALUE!	#VALUE!



Validity Checks

**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.	Cont. Faculty	Current Yr. Outlays
1. Professor	186	OK	101,212	96,097	\$ 18,498,070	OK	172	\$ 17,203,664	OK	
2. Associate	174	OK	82,160	78,254	\$ 13,936,493	OK	174	\$ 14,078,094	OK	
3. Assistant	124	OK	71,605	65,603	\$ 8,572,938	OK	104	\$ 7,349,203	OK	
4. Instructor	114	OK	54,866	49,275	\$ 5,857,733	OK	99	\$ 5,243,590	OK	
5. Lecturer	0	OK			\$ -	OK	0	\$ -	OK	
6. No Rank	0	OK			\$ -	OK	0	\$ -	OK	
7. TOTAL	598	OK	83,348	72,640	\$ 46,865,234		549	\$ 43,874,551	OK	
<b>12-Month</b>										
1. Professor	0	OK			\$ -	OK	0	\$ -	OK	
2. Associate	0	OK			\$ -	OK	0	\$ -	OK	
3. Assistant	0	OK			\$ -	OK	0	\$ -	OK	
4. Instructor	0	OK			\$ -	OK	0	\$ -	OK	
5. Lecturer	0	OK			\$ -	OK	0	\$ -	OK	
6. No Rank	0	OK			\$ -	OK	0	\$ -	OK	
7. TOTAL	0	OK			\$ -		0	\$ -	OK	
<b>Combined converted</b>										
1. Professor	186	OK	101,212	96,097	\$ 18,498,070	OK	172	\$ 17,203,664	OK	
2. Associate	174	OK	82,160	78,254	\$ 13,936,493	OK	174	\$ 14,078,094	OK	
3. Assistant	124	OK	71,605	65,603	\$ 8,572,938	OK	104	\$ 7,349,203	OK	
4. Instructor	114	OK	54,866	49,275	\$ 5,857,733	OK	99	\$ 5,243,590	OK	
5. Lecturer	0	OK			\$ -	OK	0	\$ -	OK	
6. No Rank	0	OK			\$ -	OK	0	\$ -	OK	
7. TOTAL	598	OK	83,348	72,640	\$ 46,865,234		549	\$ 43,874,551	OK	