



American Association of University Professors
Faculty Compensation Survey 2018-19
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 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. 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.

<https://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 AAUP Research at 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.



American Association of University Professors Faculty Compensation Survey 2018-19

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:	2018-19

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	<input type="text" value="Public"/>	Use Institutional Control from 2016-17 IPEDS General Information
Institutional Sector	<input type="text" value="Public, 4-year or above"/>	Use Institutional Sector from 2016-17 IPEDS General Information
AAUP Category	<input type="text" value="Masters"/>	Use Faculty Compensation Survey Institutional Category
Carnegie Classification	<input type="text" value="Master's Colleges & Universities: Larger Program"/>	Use Carnegie Classification: Basic from 2016-17 IPEDS General Information
System	<input type="text"/>	
Highest Degree Offered	<input type="text" value="Masters"/>	Use Highest Degree Offered from 2016-17 IPEDS General Information
Institution Grants Medical Degree	<input type="text" value="No"/>	Use Institution Grants Medical Degree from 2016-17 IPEDS General Information
Publication Footnote	<input type="text"/>	Use Faculty Compensation Survey publication Footnote
Conversion Factor	<input type="text" value="1"/>	Use Faculty Compensation Survey Conversion Factor, See Instructions Below
Eligible CIP Codes	<input type="text"/>	
Campuses	<input type="text" value="Institution is NOT part of a multi-institution or multi-campus organization"/>	
Comments	<input type="text" value="section salary information requested for"/>	
Additional Comments	<input type="text"/>	
Accuracy Confirmation	<input type="text"/>	
Deadline Change	<input type="text"/>	For a deadline change contact AAUP Research at aaupfcs@aaup.org and record your new deadline here.
Non-Submission	<input type="text"/>	
Tenure System	<input type="text" value="Tenure System"/>	
Faculty Union	<input type="text"/>	
Part-Time Benefits	<input type="text" value="Some Faculty Part-Time Benefits"/>	

- [Current Instructions](#)
- [Frequently Asked Questions](#)
- [Webinars for Survey](#)

Form 1 Excel Template Instructions

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. Leaving this cell blank will automatically calculate the conversion as 1.00. You may use default value of 9/11 or 0.81818181818 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

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 criteria used and provide a direct

In determining the category for an institution, the highest applicable level shall be assigned.

- *Category I (Doctoral)* refers to 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)* refers to 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)* refers to 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)* refers to 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)* refers to institutions that 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. If you are the contact person 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 2018-19**

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	128	14,470,588	0	0	128	80	8,433,193	0	0	80
2. Associate	84	7,560,086	0	1	83	79	6,847,817	0	2	77
3. Assistant	82	6,299,201	0	82	0	65	4,887,271	0	65	0
4. Instructor	44	2,490,846	44	0	0	63	3,390,976	63	0	0
5. Lecturer										
6. No Rank										
7. TOTAL	338	30,820,720	44	83	211	287	23,559,257	63	67	157
Section 2. Faculty on 11- or 12-Month Contracts (Actual Amounts)										
1. Professor	4	481,988	0	0	4	3	348,436	0	0	3
2. Associate	1	131,456	0	0	1	0	0	0	0	0
3. Assistant	0	0	0	0	0	1	84,356	0	1	0
4. Instructor	3	256,448	3	0	0	2	112,792	2	0	0
5. Lecturer										
6. No Rank										
7. TOTAL	8	869,892	3	0	5	6	545,584	2	1	3
Section 3. 9-Month Contracts Plus 11- or 12-Month Contracts (Converts 11- or 12-Month Salaries and Calculates Automatically)										
1. Professor	132	14,952,576	0	0	132	83	8,781,629	0	0	83
2. Associate	85	7,691,541	0	1	84	79	6,847,817	0	2	77
3. Assistant	82	6,299,201	0	82	0	66	4,971,627	0	66	0
4. Instructor	47	2,747,294	47	0	0	65	3,503,768	65	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	346	31,690,612	47	83	216	293	24,104,841	65	68	160

- [Current Instructions](#)
- [Frequently Asked Questions](#)
- [Webinars for Survey](#)

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

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 and Post-Doctoral Faculty who have instructional duties as 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; and (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
Clinical*, Medical School Faculty, and/or Military Faculty	Exclude	Exclude
Faculty on Sabbatical or Leave with Pay	Include	Exclude
Faculty on Sabbatical or Leave without Pay	Exclude	Exclude
Replacement Faculty (for faculty on sabbatical leave or leave with pay)	Exclude	Include
Part-Time Tenured/Tenure-Track Faculty	Exclude	Include
Courtesy Faculty Appointments and faculty who have a bookkeeping value	Exclude	Exclude
Contributed Service Personnel: 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
Research Faculty (faculty who have never had a contractual instructional role, such as Research Assistant Professors without instructional activity)	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: 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 at aaupfcs@aaup.org.

Classification of Gender: Faculty members with unknown or non-binary genders *should* be reported in the survey. Following the model of IPEDS, it is up to the institution to determine how to report them. Please use a consistent classification for all forms (i.e. a faculty member categorized under "Women" in Form 2 should be classified under "Women" for every form).

**In the past, the AAUP Research Office has generally advised that faculty with "clinical" in their title be excluded from the survey. Institutions, however, have had a proliferation of non-tenure track titles and it remains difficult to delineate comparable categories for a national survey. We retain that advice this year with some more guidance that we hope is useful. If the purpose of the title "clinical" indicates what would be termed instructional faculty in the instructions for the AAUP, then those faculty should be included in the reported data, if they meet the other criteria (i.e. not in schools of medicine or military faculty).*



Form 3: Major Benefits for Full-Time Instructional Faculty, 2018-19

Table with columns for Major Benefits, Rank, and Expenditure. Includes sections for 9-month contracts, 12-month contracts, and 9-month plus 12-month converted.

*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.

Form 3 Excel Template Instructions

Instructions for Completing Form: 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 Group Life: Include expenditures by the institution for life insurance premiums.

Worker's 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

BENEFITS AS PERCENT OF SALARY

Table showing benefits as a percentage of salary for various ranks: Professor, Associate, Assistant, Instructor, Lecturer, No Rank, All Ranks.

BENEFITS AVERAGE

Table showing average benefits for various ranks: Professor, Associate, Assistant, Instructor, Lecturer, No Rank, All Ranks.

THESE FIGURES SHOULD BE ENTERED BY COLUMN. THE APPROXIMATE PERCENTAGE SHOULD BE ENTERED IN 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.



Form 4: Salaries and Percentage Increase for Continuing Instructional Faculty, 2018-19

Please Note: Individuals reported in Number of Continuing Faculty should be only those who held faculty positions in BOTH 2018-19 and 2017-18. This number will almost always be smaller than that in Form 2. **Report individuals in the row for the rank the person held in 2017-18.** For those institutions not able to complete Columns B, C, or D, see the instructions and the Form 3 Estimate tab. Previous Year (2017 - 2018) 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 2018 - 2019 should NOT be included in Form 4.

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

Academic Rank in 2017-18	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2018-19)	Previous Yr. (2017-18)	
1. Professor	189	20,848,226	19,987,728	4.31%
2. Associate	147	13,319,998	12,691,018	4.96%
3. Assistant	142	11,176,752	10,590,635	5.53%
4. Instructor	75	4,292,622	4,191,729	2.41%
5. Lecturer				0.00%
6. No Rank				0.00%
7. TOTAL	553	49,637,598	47,461,109	4.59%

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

Academic Rank in 2017-18	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2018-19)	Previous Yr. (2017-18)	
1. Professor	5	605,471	583,876	3.70%
2. Associate	2	231,629	215,455	7.51%
3. Assistant	1	84,356	82,500	2.25%
4. Instructor	5	352,631	339,007	4.02%
5. Lecturer				0.00%
6. No Rank				0.00%
7. TOTAL	13	1,274,087	1,220,839	4.36%

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

Academic Rank in 2016-17	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2018-19)	Previous Yr. (2017-18)	
1. Professor	194	21,453,697	20,571,603	4.29%
2. Associate	149	13,551,627	12,906,474	5.00%
3. Assistant	143	11,261,108	10,673,135	5.51%
4. Instructor	80	4,645,253	4,530,736	2.53%
5. Lecturer	0	0	0	0.00%
6. No Rank	0	0	0	0.00%
7. TOTAL	566	50,911,686	48,681,948	4.58%

Form 4 Excel Template Instructions

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 2017-18 faculty members who remain employed full-time at your institution for 2018-19. Recall that full-time instructional faculty is defined as the unduplicated combined total of "Primarily Instructional" and "Instructional/Research/Public Service" faculty, excluding clinical* or basic science faculty, medical faculty in schools of medicine, and military faculty. If a faculty member was included in Form 2 in 2017-18 and remained a full-time faculty member in 2018-19, they should be included in this form. Faculty should be omitted from Form 4 if they are: (1) new appointees; (2) faculty who left at the end of 2017-18; or (3) faculty 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 2018-19, that individual's salary should be reported under last year's rank in both salary outlay columns.* That means, if a faculty member was an assistant professor, for instance, in 2017-18, and was promoted to associate professor in 2018-19, they should be reported under the prior year's rank of assistant professor. That faculty member would then be counted as an associate professor starting in 2019-20 for the purposes of this form. The percentage change will calculate automatically when you click "Save." 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.



Form 5: Administrative Compensation 2018-19

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	373395	
Chief Academic Officer	289479.2	
Chief Financial Officer	240920.81	
Chief Development Officer	223360.75	
Chief Administrative Officer		
Chief Counsel		
Director of Enrollment Management		
Director of Athletics	131063.53	

Form 5 Excel Template Instructions

Instructions for Completing Form 5: Administrative Compensation

For each administrative position, report the annual compensation 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. **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, and maintenance of athletics.

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



Form 6: Number, Total Salaries of Part-Time Instructional Faculty and Graduate Teaching Assistants, 2017-18

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

Academic Rank	Number of Faculty	Minimum per Section Salary ¹	Maximum per Section Salary ¹	Mean Salary for Per Section Faculty ¹	Do Part-Time Per Section Faculty have Retirement Benefits? ²	Do Part-Time Per Section Faculty have Medical Benefits? ²	Calendar System ³
1. Part-Time Per Section Faculty					Some	Some	Quarter
Academic Rank	Number of GTAs	Minimum Salary	Maximum Salary	Average Salary	Do GTAs have Retirement Benefits? ²	Do GTAs have Medical Benefits? ²	
2. Graduate Teaching Assistants							

Form 6 Excel Template Instructions

Instructions for Completing Form 6:

In the "Number of Part-Time Faculty Per Section" row include only those specific individual 2017-18 faculty members who were paid per section of course taught with section defined as by the Common Data Set (CDS), I-3. Do not include sub-sections (i.e. labs, recitations, etc). As with Form 2, only Primarily Instructional faculty, 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 (e.g. to cover a few weeks of a course) and students in the College Work-Study program are not considered part-time faculty, even if they have an instructional component. This includes, per CDS instructions, only undergraduate courses. Include faculty who are paid either per section directly or are assigned a certain amount of FTE per section (e.g. some institutions have a standard course load that represents 1.0 FTE for instructional faculty and allocate a proportion of FTE per credit hours taught). Please include notes on Form 1 for any information that should be included in interpreting this data. For example, if an institution requires part-time per section faculty to perform service as well, that should be noted. If your institution is unable to provide this information, please let us know in the comments field on Form 1.

¹Report only salary information and do not include benefits in reported salaries for the faculty reported. Only include minimum, maximum, and mean salary for teaching one course section as defined by the Common Data Set, Form I-3 (2017-18) converted to three credit hours. For example, if an institution pays \$5,000.00 for a 4 credit hour section, that would be included as a $\$5,000.00 * 3/4 = \$3,750.00$ in the calculation of the mean per section salary data.

²For the two benefits questions, answer "Yes" if all faculty/GTAs reported in the row receive an institutional contribution (for retirement or health benefits), and "Some" if some, but not all receive an institutional contribution. If the retirement program requires opting in (i.e. a match), answer "Some." Answer "No" if no faculty/GTAs reported in the row receive an institutional contribution.

³For Calendar System, select the calendar system you would report to IPEDS for the previous year: indicate the predominant calendar system under which the institution operates. If programs are offered on more than one calendar, select the system under which most programs are offered. If there is no predominant calendar system at your institution, select the option that best characterizes your institution:

1 Semester

2 Quarter

3 Trimester

4 Four-one-four plan

5 Other academic year

6 Differs by program

7 Continuum

Graduate Teaching Assistants: In the "Graduate Teaching Assistant" row, 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. Include data from the 2017-18 academic year. 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

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 report data on a per section basis.

Form 3 (Estimated) Estimated Benefits by Rank, 2018-19

(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.
Section 1. Faculty on 9-Month Contracts (i.e., regardless of number of installments)												
1. Retirement	0	208	0	163	0	147	0	107	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	1,752,139	208	1,102,205	163	855,765	147	449,959	107	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	208	0	163	0	147	0	107	0	0	0	0
10. Worker's Comp.	0	208	0	163	0	147	0	107	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!	208	#DIV/0!	163	#DIV/0!	147	#DIV/0!	107	#DIV/0!	0	#DIV/0!	0
Section 2. Faculty on 12-Month Contracts (i.e., on actual basis, no conversion)												
1. Retirement	0	7	0	1	0	1	0	5	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	63,527	7	10,056	1	6,453	1	28,247	5	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	7	0	1	0	1	0	5	0	0	0	0
10. Worker's Comp.	0	7	0	1	0	1	0	5	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!	7	#DIV/0!	1	#DIV/0!	1	#DIV/0!	5	#DIV/0!	0	#DIV/0!	0
Section 3. 9-Month plus 12-Month Contracts Converted (Calculates automatically)												
1. Retirement	0	215	0	164	0	148	0	112	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	1,815,667	215	1,112,261	164	862,218	148	478,206	112	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	215	0	164	0	148	0	112	0	0	0	0
10. Worker's Comp.	0	215	0	164	0	148	0	112	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!	215	#DIV/0!	164	#DIV/0!	148	#DIV/0!	112	#DIV/0!	0	#DIV/0!	0

Total

0 625
0 0
0 0
0 0
0 0
0 0
4,160,068 625
0 0
0 625
0 625
0 0
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0 14
0 0
0 0
108,284 14
0 0
0 14
0 14
0 0
#DIV/0! 14
0 639
#DIV/0! 0
#DIV/0! 0
#DIV/0! 0
#DIV/0! 639
0 639
0 639
#DIV/0! 0
#DIV/0! 639

	PROFESSOR	ASSOCIATE	ASSISTANT	INSTRUCTOR	LECTURER	NO RANK
1. Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Medical	#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!
4. (Optional) Medical combined w/ Dental	#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!
6. Tuition	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7. FICA	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
8. Unemployment	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9. Group Life	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
10. Worker's Comp.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11. Other*	#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!
Section 2. Faculty on 12-Month Contracts (i.e., on actual basis, no conversion)						
1. Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Medical	#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!
4. (Optional) Medical combined w/ Dental	#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!
6. Tuition	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7. FICA	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
8. Unemployment	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9. Group Life	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
10. Worker's Comp.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11. Other*	#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!
Section 3. 9-Month plus 12-Month Contracts Converted (Calculates automatically)						
1. Retirement	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
2. Medical	#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!
4. (Optional) Medical combined w/ Dental	#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!
6. Tuition	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
7. FICA	7.65%	7.65%	7.65%	7.65%	7.65%	7.65%
8. Unemployment	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!
9. Group Life	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
10. Worker's Comp.	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
11. Other*	#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!

*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, 2018-19

(Complete only if actual salary amounts are not available; see instructions before completing)

Section 1. Faculty on 9-Month Contracts

Academic Rank in 2017-18	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2018-19)	Previous Yr. (2017-18)	
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 12-Month Contracts

Academic Rank in 2017-18	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2018-19)	Previous Yr. (2017-18)	
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 3. 9-Month plus 12-Month Converted (Calculates automatically)

Academic Rank in 2016-17	Number of Continuing Faculty	Total Salary Outlays		Percentage Increase
		Current Yr. (2018-19)	Previous Yr. (2017-18)	
1. Professor	0	0	0	#DIV/0!
2. Associate	0	0	0	#DIV/0!
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.	Cont. Faculty	Current Yr. Outlays	Percent Increase
1. Professor	208	OK	113,051	105,415	\$ 22,903,781	OK	189	\$ 20,848,226	OK
2. Associate	163	OK	90,001	86,681	\$ 14,407,903	OK	147	\$ 13,319,998	OK
3. Assistant	147	OK	76,820	75,189	\$ 11,186,472	OK	142	\$ 11,176,752	OK
4. Instructor	107	OK	56,610	53,825	\$ 5,881,822	OK	75	\$ 4,292,622	OK
5. Lecturer	0	OK			\$ -	OK	0	\$ -	OK
6. No Rank	0	OK			\$ -	OK	0	\$ -	OK
7. TOTAL	625	OK	91,186	82,088	\$ 54,379,977		553	\$ 49,637,598	OK
12-Month									
1. Professor	7	OK	120,497	116,145	\$ 830,424	OK	5	\$ 605,471	OK
2. Associate	1	OK	131,456		\$ 131,456	OK	2	\$ 231,629	OK
3. Assistant	1	OK		84,356	\$ 84,356	OK	1	\$ 84,356	OK
4. Instructor	5	OK	85,483	56,396	\$ 369,240	OK	5	\$ 352,631	OK
5. Lecturer	0	OK			\$ -	OK	0	\$ -	OK
6. No Rank	0	OK			\$ -	OK	0	\$ -	OK
7. TOTAL	14	OK	108,736	90,931	\$ 1,415,476		13	\$ 1,274,087	OK
Combined converted									
1. Professor	215	OK	113,277	105,803	\$ 23,734,205	OK	194	\$ 21,453,697	OK
2. Associate	164	OK	90,489	86,681	\$ 14,539,359	OK	149	\$ 13,551,627	OK
3. Assistant	148	OK	76,820	75,328	\$ 11,270,828	OK	143	\$ 11,261,108	OK
4. Instructor	112	OK	58,453	53,904	\$ 6,251,062	OK	80	\$ 4,645,253	OK
5. Lecturer	0	OK			\$ -	OK	0	\$ -	OK
6. No Rank	0	OK			\$ -	OK	0	\$ -	OK
7. TOTAL	639	OK	91,591	82,269	\$ 55,795,453		566	\$ 50,911,686	OK