

## Salaries 2003-2004

### Salaries Screening Questions

Does your institution employ any **full-time instructional faculty**?

If you answer Yes to this question, you must also select the appropriate contract length(s)/teaching period (s) below and you will be provided the screens to report full-time instructional faculty working the appropriate contract length(s)/teaching period(s).

- No
- Yes

#### Contract length/teaching period

- A. Less-than-9-month (working for less than 9 months per year)  Yes  No
- B. 9/10-month (working for 9 or 10 months per year)  Yes  No
- C. 11/12-month (working for 11 or 12 months per year)  Yes  No

The following questions relate to either **9/10-month or 11/12-month full-time instructional faculty**.

If you answer Yes to either of these questions, you will be expected to report expenditures for the benefit in Part B, or to explain why there were no expenditures.

Does your institution have a **tuition plan benefit** that applies to dependents (e.g. spouses, children, etc.)?

- No
- Yes, and that plan is not restricted
- Yes, and that plan is restricted

Does your institution have a **housing plan benefit**?

- No
- Yes, and that plan is not restricted
- Yes, and that plan is restricted

CAVEATS

**Part A - Salaries - 9/10-month contracts/teaching periods**

**Salaries of full-time instructional faculty on 9/10-month contracts/teaching periods** by gender and academic rank

Rank	Number	Salary outlays	Average salary
<b>Men</b>			
Professors	<input type="text"/>	<input type="text"/>	
Associate professors	<input type="text"/>	<input type="text"/>	
Assistant professors	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	
<b>Total men</b>			
<b>Women</b>			
Professors	<input type="text"/>	<input type="text"/>	
Associate professors	<input type="text"/>	<input type="text"/>	
Assistant professors	<input type="text"/>	<input type="text"/>	
Instructors	<input type="text"/>	<input type="text"/>	
Lecturers	<input type="text"/>	<input type="text"/>	
No academic rank	<input type="text"/>	<input type="text"/>	
<b>Total women</b>			
<b>Grand total (men + women)</b>			
Total from prior year			

**Part A - Salaries - 11/12-month contracts/teaching periods**

**Salaries of full-time instructional faculty on 11/12-month contracts/teaching periods** by gender and academic rank

Rank	Number	Salary outlays	Average salary
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**Men**

Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total men**

**Women**

Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Total women**

**Grand total (men + women)**

Total from prior year

**Part A - Salaries - Less-than-9-month contracts/teaching periods**

Salaries of full-time instructional faculty on less-than-9-month contracts/teaching periods by gender and academic rank

Rank	Number	Salary outlays	Average salary
<b>Men</b>			
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total men</b>			
<b>Women</b>			
Professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Associate professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Assistant professors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Instructors	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lecturers	<input type="text"/>	<input type="text"/>	<input type="text"/>
No academic rank	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Total women</b>			
<b>Grand total (men + women)</b>			
Total from prior year			

**Part B - Fringe benefits - 9/10-month contracts/teaching periods**

**Fringe benefits of full-time instructional faculty on 9/10-month contracts/teaching periods**

Fringe benefits	Number covered	Average Expenditures expenditures
Retirement plans (other than Social Security) - Vested within 5-years	<input type="text"/>	<input type="text"/>
Retirement plans (other than Social Security) - Vested after 5-years	<input type="text"/>	<input type="text"/>
Medical/dental plans	<input type="text"/>	<input type="text"/>
Group life insurance	<input type="text"/>	<input type="text"/>
Other insurance benefits (cafeteria plan, etc.)	<input type="text"/>	<input type="text"/>
Guaranteed disability income protection	<input type="text"/>	<input type="text"/>
Tuition plan (dependents only)	<input type="text"/>	<input type="text"/>
Housing plan	<input type="text"/>	<input type="text"/>
Social Security taxes	<input type="text"/>	<input type="text"/>
Unemployment compensation	<input type="text"/>	<input type="text"/>
Worker's compensation	<input type="text"/>	<input type="text"/>
Other benefits in kind with cash options	<input type="text"/>	<input type="text"/>
<b>Total expenditures</b>		
Total from prior year		

**Part B - Fringe benefits - 11/12-month contracts/teaching periods**

**Fringe benefits of full-time instructional faculty on 11/12-month contracts/teaching periods**

Fringe benefits	Number covered	Average Expenditures expenditures
Retirement plans (other than Social Security) - Vested within 5-years	<input type="text"/>	<input type="text"/>
Retirement plans (other than Social Security) - Vested after 5-years	<input type="text"/>	<input type="text"/>
Medical/dental plans	<input type="text"/>	<input type="text"/>
Group life insurance	<input type="text"/>	<input type="text"/>
Other insurance benefits (cafeteria plan, etc.)	<input type="text"/>	<input type="text"/>
Guaranteed disability income protection	<input type="text"/>	<input type="text"/>
Tuition plan (dependents only)	<input type="text"/>	<input type="text"/>
Housing plan	<input type="text"/>	<input type="text"/>
Social Security taxes	<input type="text"/>	<input type="text"/>
Unemployment compensation	<input type="text"/>	<input type="text"/>
Worker's compensation	<input type="text"/>	<input type="text"/>
Other benefits in kind with cash options	<input type="text"/>	<input type="text"/>
<b>Total expenditures</b>		
Total from prior year		

## GENERAL INSTRUCTIONS - Salaries, 2003-2004

**This form is applicable to all 4-year institutions and to all degree-granting 2-year institutions, unless ALL instructional faculty fall into any one of the following categories:**

- All instructional faculty are employed on a part-time basis
- All instructional faculty are military personnel
- All instructional faculty contribute their services (e.g., are members of a religious order)
- All instructional faculty teach pre-clinical or clinical medicine

### SPECIAL NOTES

- This report requests data on **full-time instructional faculty** classified as either
  - **Primarily Instruction** or
  - **Instruction Combined with Research and/or Public Service**
- All faculty reported in the Salaries (SA) component are to be included in the Employees by Assigned Position (EAP) component, full-time, non-medical category, as either Primarily instruction **or** Instruction combined with research and/or public service. Please refer to the detailed instructions for EAP in the Help Menu.
- Medical school faculty who were reported in the "Medical"<sup>1</sup> section of EAP **should not** be reported in SA. Full-time instructional faculty in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in SA.

### PERIOD OF REPORT

Report all persons on the payroll of the institution as of November 1, 2003. This is intended to provide a snapshot of your human resources/payroll data at one point in the fall.

### GENERAL NOTES

**To Determine Contract Length/Teaching Period:** Instructional faculty should be reported as having less-than-9-month, 9/10-month, or 11/12-month salary contracts on the basis of the contracted (teaching) period, not on the basis of the number of installments in which salaries are paid.

#### **Faculty on less-than-9-month salary contracts/teaching periods -**

Report the number of faculty who are on less-than-9-month salary contracts/teaching periods. The term, less-than-9-month salary contract/teaching period, applies to individuals who are employed full time for less than 9 months.

For each rank, report the total number of full-time instructional faculty and the total salary outlay to the nearest whole dollar for those employed on less than 9 month contracts/teaching periods.

#### **Faculty on 9/10-month salary contracts/teaching periods -**

Report the number of faculty who are on 9/10-month salary contracts/teaching periods. The term, 9/10-month salary contract/teaching period, applies to individuals who are employed full time for two semesters, three quarters, two trimesters, two 4-month sessions or the equivalent.

For each rank, report the total number of full-time instructional faculty and the total salary outlay to the nearest whole dollar for those employed on 9/10-month contracts/teaching periods.

#### **Faculty on 11/12-month salary contracts/teaching periods -**

Report the number of faculty who are on 11/12-month salary contracts/teaching periods. The term, 11/12-month salary contract/teaching period, applies to individuals who are employed full time for 11 or 12 months.

For each rank, report the total number of full-time instructional faculty and the total salary outlay to the nearest whole dollar for those employed on 11/12-month contracts/teaching periods.

### **WHO TO INCLUDE IN THIS REPORT**

#### **Report the following full-time instructional faculty –**

- Full-time instructional faculty on sabbatical leave and persons who are on leave but remain on the payroll. (Report such faculty at their regular salaries even though the faculty member may be receiving a reduced annuity while on leave.)
- Full-time instructional faculty hired to temporarily replace full-time instructional faculty on sabbatical leave or on leave without pay.
- “Visiting” faculty paid by your institution.
- Chairs of departments (if their principal activity is instruction). Report such faculty at their contracted faculty salary.
- Adjunct faculty employed on a full-time basis.
- Faculty at off-campus centers associated with the campus covered by this report. (Do not include faculty who work at branch campuses located in a foreign country.)

#### **In reporting instructional faculty, the following also apply —**

- Additional stipends for administrative, managerial or other responsibilities should **NOT** be included in the salary calculation.
- When reporting instructional faculty by academic rank, use the institution’s designations. Institutions without standard academic ranks should report all faculty in the category of "No Academic Rank."

#### **Do not include the following instructional faculty —**

- Instructional faculty on leave without pay.
- Instructional faculty who are employed on a part-time basis.
- Persons in the military or religious orders who are not paid by your institution.
- Persons whose services are contracted by or donated to the institution.
- Employees who work strictly in hospitals associated with medical schools.



- Administrative officers with titles such as dean of instruction, academic dean, dean of faculty, dean of students, librarian, registrar, coach, etc., even though they may devote part of their time to classroom instruction.
- Undergraduate or graduate students who assist in the instruction of courses and have titles such as graduate or teaching assistant, teaching associate, teaching fellow, etc.

## SCREENING QUESTIONS

Responses to screening questions determine whether or not particular components of the winter collection need to be completed. The SA screening questions follow:

- **Does your institution employ any full-time instructional faculty?** \_\_\_ No / \_\_\_ Yes

If you answer Yes to the above question, you must also select the appropriate contract length (s)/teaching period(s) below and you will be provided the screens to report full-time instructional faculty working the appropriate contract length(s)/teaching period(s).

### Contract length/teaching period

- A. Less-than-9-month (working for less than 9 months per year) \_\_\_ Yes / \_\_\_ No  
 B. 9/10-month (working for 9 or 10 months per year) \_\_\_ Yes / \_\_\_ No  
 C. 11/12-month (working for 11 or 12 months per year) \_\_\_ Yes / \_\_\_ No

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The following questions relate to **either 9/10-month or 11/12-month full-time instructional faculty** and pertain to tuition and housing plan benefits. If you answer Yes to either of the questions below, you will be expected to report expenditures for the benefit in Part B, or to explain why there were no expenditures.

- **Does your institution have a tuition plan benefit that applies to dependents (e.g., spouses, children, etc.)?**
  - No.
  - Yes, and that plan is **not** restricted.
  - Yes, and that plan is restricted.
- **Does your institution have a housing plan benefit?**
  - No.
  - Yes, and that plan is **not** restricted.
  - Yes, and that plan is restricted.

## PART A – LENGTH OF CONTRACT/TEACHING PERIOD, SALARIES AND RANK OF FULL-TIME FACULTY CLASSIFIED AS PRIMARILY INSTRUCTION OR INSTRUCTION COMBINED WITH RESEARCH AND/OR PUBLIC SERVICE

**In reporting instructional faculty, include** those members of the instruction/research staff who are employed full time<sup>2</sup> and whose major regular assignment is instruction, including those with released time for research. Also, include full-time faculty for whom it is not possible to differentiate between teaching, research and public service because each of these functions is an integral component of his/her regular assignment. Include all faculty reported in the EAP component, full-time, non-medical category, as either Primarily instruction or Instruction combined with research and/or public service. For example, count as full time faculty on the SA component, those faculty who fall into the following categories:

- a full-time faculty member who is 50 percent instruction and 50 percent research and is classified as primarily instruction on the EAP;

- a full-time employee who is 40 percent instruction, 40 percent research, and 20 percent public service and is classified as primarily instruction on the EAP; and
- any full-time faculty for whom it is not possible to differentiate between teaching, research, and public service and thus (combined category on EAP).

**PART B — FRINGE BENEFITS OF FULL-TIME FACULTY CLASSIFIED AS PRIMARILY INSTRUCTION OR INSTRUCTION COMBINED WITH RESEARCH AND/OR PUBLIC SERVICE ON 9/10-MONTH AND 11/12-MONTH CONTRACTS/TEACHING PERIODS**

Report the projected fringe benefit expenditures, which will be paid by the institution, state and/or local government, to full-time instructional faculty during the full academic year. **Fringe benefits should be reported only for those salaried instructional faculty reported in Part A on 9/10-month contracts/teaching periods and 11/12-month contracts/teaching periods.** Report the number of faculty covered (except for the tuition plan (dependents only) benefit) and the total expenditures for each benefit. (Refer to the tuition plan benefit below for more details.)

Fringe benefits are defined as cash contributions, in the form of supplementary or deferred compensation, other than salary. The employee's contribution should be excluded when determining the dollar value of fringe benefits. Expenditures should be reported to the nearest dollar. When reporting expenditures for a fringe benefit, the number of persons receiving the benefit should also be reported.

**NOTE: The number covered in Part B cannot exceed the number reported in Part A, except for Tuition plan (dependents only).**

**Types of Fringe Benefits -**

**Retirement plans (other than Social Security)** — Report contributions by the institution, state and local government toward retirement according to the vesting provisions of the institution's retirement plan. A vested retirement plan is defined as one in which the full amount of the contribution by institution, state and local government, with accumulations thereon, will be made available as a benefit in case of death while in service and with no forfeiture in case of resignation or dismissal from the institution.

- Vested within 5-years - Report contributions toward retirement if they become vested in the faculty member not later than the end of the 5th year of full-time service at the institution and are not lost to the member if the member leaves the institution or moves to another state. If the institution's retirement vesting provision meets the 5-year criterion, report all contributions to the retirement plan even though some faculty members may have been employed less than 5 years.
- Vested after 5-years - Report expenditures for retirement plans in which the employer's contribution becomes vested in the faculty member after 5 years or only upon retirement.

**Medical/dental plans** — Report contributions to insurance plans which provide for hospital, medical, surgical or dental care.

**Group life insurance** — Report expenditures by the institution to support the group life insurance program.

**Other insurance benefits (cafeteria plan, etc.)** — Report contributions to insurance plans which cannot be reported separately for medical/dental plans and group life insurance (hospital, medical, surgical, dental care and group life insurance) or plans which provide employee selected care options.

**Guaranteed disability income protection** — Report expenditures, through insurance or otherwise, for long-term disability income payments (defined as salary in excess of 6 months) not covered in other retirement or insurance plans listed on this form. These payments are not to consist of the accumulation of unused sick leave benefits.

**Tuition plan (dependents only)** — Report cash payments and the dollar value of tuition waivers and exchanges for dependents (including spouse) of faculty members to attend another institution or this institution. The number covered by this benefit should be the number of faculty dependents receiving tuition benefits, rather than the number of faculty members covered by this benefit. If the number of dependents who will receive this benefit in the academic year covered by this report is unknown, apply the tuition benefit to the number receiving the tuition in the previous academic year to derive an estimate.

(**Note:** Refer to the Salaries screening question page for additional information on the tuition plan (dependents only).)

**Housing plan** — Report the expenditures in the form of cash payments or subsidies to faculty members for off-campus or institution-owned housing. If the number of faculty members who will receive the housing benefit in the academic year covered by this report is unknown, apply the current rate for this benefit to the number receiving the housing benefit in the previous academic year to derive an estimate.

(**Note:** Refer to the Salaries screening question page for additional information on the housing plan.)

**Social Security taxes** — If covered by Social Security, report the F.I.C.A. taxes calculated at the rate effective January 1, 2003. This amount should include taxes for Medicare and Old-Age, Survivors and Disability Insurance (OASDI).

**Unemployment compensation** — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

**Worker's compensation** — Report the taxes (not benefits) to be paid under this law. If the institution is self-insured, report the estimated amount that would otherwise be paid to the state.

**Other benefits in kind with cash options** — Report personal benefits in kind only if the faculty member has, without the imposition of conditions, the option of taking a cash payment if the person 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, benefits of a professional nature (such as convention travel, membership fees, grading assistance, faculty clubs, etc.) should not be included.

**Total expenditures** — This number will be generated for you.

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<sup>1</sup>The "medical" school section of EAP is applicable to 4-year and above institutions with medical schools and freestanding medical schools that offer postsecondary education as their primary mission. (Refer to the EAP instructions for more details.) Full-time instructional faculty in all other health or allied health schools or departments, such as dentistry, veterinary medicine, nursing, dental hygiene, etc., should be reported in the non-medical section of EAP and in SA.

<sup>2</sup>Report full-time faculty only once as full time, even if the faculty member has an additional overload part-time appointment, contract or course payment. The faculty member's term of contract/teaching period is not considered in making the determination of full or part time, only the type of appointment at the snapshot date. For example, a full-time, one-term appointment should be considered full time for the purpose of this report.