



American Association of University Professors
Faculty Compensation Survey 2016-17
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"

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.

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. For questions of use, please contact the AAUP Research at aaupfcs@aaup.org.

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American Association of University Professors Faculty Compensation Survey 2016-2017

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

| | |
|------------------|--|
| Unit ID: | 179557 |
| OPE ID | |
| Institution: | Southeast Missouri State University |
| Respondent Name: | Melissia Coffee |
| Phone Number: | 573-986-6192 |
| E-Mail Address: | mcoffee@semo.edu |
| Survey Year: | 2016-17 |

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 2015 - 2016 IPEDS General Information |
| Institutional Sector | <input type="text" value="Public, 4-year or above"/> | Use Institutional Sector from 2015 - 2016 IPEDS General Information |
| AAUP Category | <input type="text" value="Master's"/> | Use Faculty Compensation Survey Institutional Category |
| Carnegie Classification | <input type="text" value="Master's Colleges & Universities: Larger Program"/> | Use Carnegie Classification: Basic from 2015 - 2016 IPEDS General Information |
| System | <input type="text"/> | |
| Highest Degree Offered | <input type="text"/> | Use Highest Degree Offered from 2015 - 2016 IPEDS General Information |
| Institution Grants Medical Degree | <input type="text"/> | Use Institution Grants Medical Degree from 2015-2016 IPEDS General Information |
| Publication Footnote | <input type="text"/> | Use Faculty Compensation Survey publication Footnote |
| Conversion Factor | <input type="text"/> | Use Faculty Compensation Survey Conversion Factor, See Instructions Below |
| Eligible CIP Codes | <input type="text"/> | |
| Campuses | <input type="text"/> | |
| Comments | <input type="text"/> | |
| Additional Comments | <input type="text"/> | |

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

For a deadline change contact AAUP Research at 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 2016-17 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 AAUP Research.

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 2016-17

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. 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 2016-17

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 | 85 | 7,362,768 | | | 85 | 49 | 3,994,620 | | | 49 |
| 2. Associate | 25 | 1,732,203 | | | 25 | 25 | 1,740,788 | | | 25 |
| 3. Assistant | 35 | 2,130,250 | | 35 | | 52 | 3,079,049 | | 48 | 4 |
| 4. Instructor | 49 | 2,261,843 | 49 | | | 84 | 3,881,711 | 84 | | |
| 5. Lecturer | | | | | | | | | | |
| 6. No Rank | | | | | | | | | | |
| 7. TOTAL | 194 | 13,487,064 | 49 | 35 | 110 | 210 | 12,696,168 | 84 | 48 | 78 |

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 | 85 | 7,362,768 | 0 | 0 | 85 | 49 | 3,994,620 | 0 | 0 | 49 |
| 2. Associate | 25 | 1,732,203 | 0 | 0 | 25 | 25 | 1,740,788 | 0 | 0 | 25 |
| 3. Assistant | 35 | 2,130,250 | 0 | 35 | 0 | 52 | 3,079,049 | 0 | 48 | 4 |
| 4. Instructor | 49 | 2,261,843 | 49 | 0 | 0 | 84 | 3,881,711 | 84 | 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 | 194 | 13,487,064 | 49 | 35 | 110 | 210 | 12,696,168 | 84 | 48 | 78 |

[Click here for a webinar on how to complete Form 2 of the 2016-17 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 |
|--|-----------|-----------|
| Clinical, Medical School Faculty and/or Military Faculty | Exclude | Exclude |
| <i>Faculty on Sabbatical or Leave with Pay</i> | Include | Exclude |
| <i>Faculty on Sabbatical or Leave without Pay</i> | 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 (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 at aaupfcs@aaup.org.



Form 3: Major Benefits for Full-Time Instructional Faculty, 2016-17

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. |
| Section 1. Faculty on 9-Month Contracts (i.e., regardless of number of installments) | | | | | | | | | | | | | | | | |
| 1. Retirement | 1,857,820 | 134 | 393,400 | 50 | 393,961 | 87 | 572,920 | 133 | | | | | 3,218,101 | 404 | | |
| 2. Medical | 810,678 | 132 | 315,314 | 50 | 517,208 | 82 | 701,600 | 69 | | | | | 2,344,800 | 333 | | |
| 3. Dental | | | | | | | | | | | | | 0 | 0 | | |
| 4. (Optional) Medical combined w/dental | | | | | | | | | | | | | 0 | 0 | | |
| 5. Disability | 19,939 | 134 | 6,128 | 50 | 8,845 | 87 | 10,416 | 133 | | | | | 45,328 | 404 | | |
| 6. Tuition | | | | | | | | | | | | | 0 | 0 | | |
| 7. FICA | 700,923 | 134 | 226,569 | 50 | 320,687 | 87 | 384,825 | 133 | | | | | 1,633,004 | 404 | | |
| 8. Unemployment | | | | | | | | | | | | | 0 | 0 | | |
| 9. Group Life | 6,520 | 134 | 2,531 | 50 | 4,401 | 87 | 6,450 | 133 | | | | | 19,902 | 404 | | |
| 10. Worker's Comp. | | | | | | | | | | | | | 0 | 0 | | |
| 11. Other* | | | | | | | | | | | | | 0 | 0 | | |
| 12. TOTAL | 3,395,880 | 134 | 943,942 | 50 | 1,245,102 | 87 | 1,676,211 | 133 | 0 | 0 | 0 | 0 | 7,261,135 | 404 | 0 | 0 |
| Section 2. Faculty on 12-Month Contracts (i.e., on actual basis, no conversion) | | | | | | | | | | | | | | | | |
| 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 |
| Section 3. 9-Month plus 12-Month converted** (Calculates automatically) | | | | | | | | | | | | | | | | |
| 1. Retirement | 1,857,820 | 134 | 393,400 | 50 | 393,961 | 87 | 572,920 | 133 | 0 | 0 | 0 | 0 | 3,218,101 | 404 | 0 | 0 |
| 2. Medical** | 810,678 | 132 | 315,314 | 50 | 517,208 | 82 | 701,600 | 69 | 0 | 0 | 0 | 0 | 2,344,800 | 333 | 0 | 0 |
| 3. Dental** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 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** | 19,939 | 134 | 6,128 | 50 | 8,845 | 87 | 10,416 | 133 | 0 | 0 | 0 | 0 | 45,328 | 404 | 0 | 0 |
| 6. Tuition** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 7. FICA | 700,923 | 134 | 226,569 | 50 | 320,687 | 87 | 384,825 | 133 | 0 | 0 | 0 | 0 | 1,633,004 | 404 | 0 | 0 |
| 8. Unemployment** | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 9. Group Life | 6,520 | 134 | 2,531 | 50 | 4,401 | 87 | 6,450 | 133 | 0 | 0 | 0 | 0 | 19,902 | 404 | 0 | 0 |
| 10. Worker's Comp. | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 11. Other* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 12. TOTAL | 3,395,880 | 134 | 943,942 | 50 | 1,245,102 | 87 | 1,676,211 | 133 | 0 | 0 | 0 | 0 | 7,261,135 | 404 | 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 at aaupfcs@aaup.org.

BENEFITS AS PERCENT OF SALARY

| | PROFESSOR | ASSOCIATE | ASSISTANT | INSTRUCTOR | LECTURER | NO RANK | ALL RANKS |
|----------------------------|-----------|-----------|-----------|------------|----------|---------|-----------|
| 1. Retirement | 16.36% | 11.33% | 7.56% | 9.33% | | | 12.29% |
| 2. Medical | 7.14% | 9.08% | 9.93% | 11.42% | | | 8.96% |
| 3. Dental | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 4. Combined Medical/Dental | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 5. Disability | 0.18% | 0.18% | 0.17% | 0.17% | | | 0.17% |
| 6. Tuition | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 7. FICA | 6.17% | 6.52% | 6.16% | 6.26% | | | 6.24% |
| 8. Unemployment | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 9. Group Life | 0.06% | 0.07% | 0.08% | 0.10% | | | 0.08% |
| 10. Worker's Com | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 11. Other* | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 12. TOTAL | 29.90% | 27.18% | 23.90% | 27.28% | 0.00% | 0.00% | 27.73% |

| | 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 | 16.36% | 11.33% | 7.56% | 9.33% | | | 12.29% |
| 2. Medical | 7.14% | 9.08% | 9.93% | 11.42% | | | 8.96% |
| 3. Dental | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 4. Combined Medical/Dental | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 5. Disability | 0.18% | 0.18% | 0.17% | 0.17% | | | 0.17% |
| 6. Tuition | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 7. FICA | 6.17% | 6.52% | 6.16% | 6.26% | | | 6.24% |
| 8. Unemployment | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 9. Group Life | 0.06% | 0.07% | 0.08% | 0.10% | | | 0.08% |
| 10. Worker's Com | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 11. Other* | 0.00% | 0.00% | 0.00% | 0.00% | | | 0.00% |
| 12. TOTAL | 29.90% | 27.18% | 23.90% | 27.28% | 0.00% | 0.00% | 27.73% |

BENEFITS AVERAGE

| | PROFESSOR | ASSOCIATE | ASSISTANT | INSTRUCTOR | LECTURER |
|----------------------------|-----------|-----------|-----------|------------|----------|
| 1. Retirement | 13,864 | 7,868 | 4,528 | 4,308 | |
| 2. Medical | 6,142 | 6,306 | 6,307 | 10,168 | |
| 3. Dental | | | | | |
| 4. Combined Medical/Dental | | | | | |
| 5. Disability | 149 | 123 | 102 | 78 | |
| 6. Tuition | | | | | |
| 7. FICA | 5,231 | 4,531 | 3,686 | 2,893 | |
| 8. Unemployment | | | | | |
| 9. Group Life | 49 | 51 | 51 | 48 | |
| 10. Worker's Com | | | | | |
| 11. Other* | | | | | |
| 12. TOTAL | 25,342 | 18,879 | 14,312 | 12,603 | |

| | PROFESSOR | ASSOCIATE | ASSISTANT | INSTRUCTOR | LECTURER |
|----------------------------|-----------|-----------|-----------|------------|----------|
| 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 |
|----------------------------|-----------|-----------|-----------|------------|----------|
| 1. Retirement | 13,864 | 7,868 | 4,528 | 4,308 | |
| 2. Medical | 6,142 | 6,306 | 6,307 | 10,168 | |
| 3. Dental | | | | | |
| 4. Combined Medical/Dental | | | | | |
| 5. Disability | 149 | 123 | 102 | 78 | |
| 6. Tuition | | | | | |
| 7. FICA | 5,231 | 4,531 | 3,686 | 2,893 | |
| 8. Unemployment | | | | | |
| 9. Group Life | 49 | 51 | 51 | 48 | |
| 10. Worker's Com | | | | | |
| 11. Other* | | | | | |
| 12. TOTAL | 25,342 | 18,879 | 14,312 | 12,603 | |

NO RANK ALL RANKS

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NO RANK ALL RANKS

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NO RANK ALL RANKS

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| | 4,042 |
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| | 49 |
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| | |
| | 17,973 |



Form 4: Salaries and Percentage Increase for Continuing Instructional Faculty, 2016-17

Please Note: Individuals reported in Number of Continuing Faculty should be only those who held faculty positions in BOTH 2016-17 and 2015-16. This number will almost always be smaller than that in Form 2. Report individuals in the row for the rank the person held in 2015-16. For those institutions not able to complete Columns B, C, or D, see the instructions and the Form 3 Estimate tab. Previous Year (2015 - 2016) 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 Form 4.

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

| Academic Rank in 2015-16 | Number of Continuing Faculty | Total Salary Outlays | | Percentage Increase |
|--------------------------|------------------------------|-----------------------|------------------------|---------------------|
| | | Current Yr. (2016-17) | Previous Yr. (2015-16) | |
| 1. Professor | 129 | 10,997,361 | 11,037,013 | -0.36% |
| 2. Associate | 53 | 3,711,467 | 4,047,839 | -8.31% |
| 3. Assistant | 70 | 4,196,100 | 3,749,238 | 11.92% |
| 4. Instructor | 116 | 5,506,217 | 5,142,432 | 7.07% |
| 5. Lecturer | | | | 0.00% |
| 6. No Rank | | | | 0.00% |
| 7. TOTAL | 368 | 24,411,145 | 23,976,522 | 1.81% |

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

| Academic Rank in 2015-16 | Number of Continuing Faculty | Total Salary Outlays | | Percentage Increase |
|--------------------------|------------------------------|-----------------------|------------------------|---------------------|
| | | Current Yr. (2016-17) | Previous Yr. (2015-16) | |
| 1. Professor | | | | 0.00% |
| 2. Associate | | | | 0.00% |
| 3. Assistant | | | | 0.00% |
| 4. Instructor | | | | 0.00% |
| 5. Lecturer | | | | 0.00% |
| 6. No Rank | | | | 0.00% |
| 7. TOTAL | 0 | 0 | 0 | 0.00% |

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

| Academic Rank in 2015-16 | Number of Continuing Faculty | Total Salary Outlays | | Percentage Increase |
|--------------------------|------------------------------|-----------------------|------------------------|---------------------|
| | | Current Yr. (2016-17) | Previous Yr. (2015-16) | |
| 1. Professor | 129 | 10,997,361 | 11,037,013 | -0.36% |
| 2. Associate | 53 | 3,711,467 | 4,047,839 | -8.31% |
| 3. Assistant | 70 | 4,196,100 | 3,749,238 | 11.92% |
| 4. Instructor | 116 | 5,506,217 | 5,142,432 | 7.07% |
| 5. Lecturer | 0 | 0 | 0 | 0.00% |
| 6. No Rank | 0 | 0 | 0 | 0.00% |
| 7. TOTAL | 368 | 24,411,145 | 23,976,522 | 1.81% |

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 2015-16 faculty members who remain employed full-time at your institution for 2016-17. 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 2015-16; 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 2016-17, 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.



Form 5: Administrative Compensation 2016-17

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 | 278,000 | |
| Chief Academic Officer | 191,577 | |
| Chief Financial Officer | 170,005.91 | |
| Chief Development Officer | 163,186 | |
| Chief Administrative Officer | 157,886 | |
| Chief Counsel | | |
| Director of Enrollment Management | 81,010 | |
| Director of Athletics | 155,004 | |

Instructions for Completing Form 5:

Administrative Compensation

For each administrative position, enter the annual amounts for 2016; 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 at aaupfcs@aaup.org.



Form 6: Number, Total Salaries of Part-Time Instructional Faculty and Graduate Teaching Assistants, 2016-17

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 (\$) |
| Section 1. Faculty on Contract (Regardless of number of salary installments) | | | | | | |
| 1. Part-Time Faculty | 66 | 466,122 | 112 | 902,714 | 178 | 1,368,836 |
| 2. Graduate Teaching Assistant | 43 | 369,662 | 56 | 481,421 | 99 | 851,083 |
| 3. Part-Time Per Section Faculty | | | | | 0 | 0 |
| 4. TOTAL | 109 | 835,784 | 168 | 1,384,135 | 277 | 2,219,919 |

Instructions for Completing Form 6:

In the "Number of Part-Time Faculty" column, include only those specific individual 2016-17 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.