

# AAUDE FACULTY SALARY BY CIP (SUMMARIZED)

Submission Windows: Dec 15-Jan 31; Apr 1-15; July 1-Aug 15

Latest Revision: December 2019

---

## PURPOSE

The purpose of the AAUDE Faculty Salary Survey by CIP is to allow comparisons of high, low, and average instructional faculty salaries by academic rank and appointment length within CIP-defined academic departments or disciplines. Average age and new-hire faculty salaries are reported in the data set as well.

---

## CARETAKERS

AAUDE Staff serve as the caretaker for this exchange item; contact staff at [aaude-wh-staff@mit.edu](mailto:aaude-wh-staff@mit.edu) with questions or comments about the item.

---

## BACKGROUND AND DESCRIPTION

Origin: AAU Data Exchange

Original Adoption: May 1982

In order to responsibly mask the identity of private institutions, all data submitted by any private institution will be masked for the year the data are in effect and through the following fiscal year. For example, data submitted for 2017-18 and 2018-19 will be masked for 2018-19, 2017-18 data will be unmasked on or about July 1, 2019.

The data cannot be used for individual recruitment cases and is restricted to internal use (i.e., data cannot be published or put into the “public” domain without the approval of the respective institution(s)).

Dissemination of the data for public institutions continue to be subject to existing guidelines.

Automated warehouse rules policies enforce the principle of “don’t give, don’t get”.

Please note the item-specific rules for use and reporting of these data, available on the AAUDE website at:

[https://aaude.associationsonline.com/site\\_page\\_members.cfm?pk\\_association\\_webpage\\_menu=7633&pk\\_association\\_webpage=15302](https://aaude.associationsonline.com/site_page_members.cfm?pk_association_webpage_menu=7633&pk_association_webpage=15302)

Institutions have the option to submit this data as a unit-record submission. Institutions choosing to submit unit-record data do not need to also submit a summarized file. The automated load process will produce a summarized version of the data.

---

## INCLUSION/EXCLUSION CRITERIA

### ***Faculty Inclusion/Exclusion Criteria***

The field for tenure status and track attribute should allow submissions to cover virtually all institutional definitions of faculty. Please add any notes that would help others understand your data in the Footnote submission. Please note that the population for this study will be different from that reported to AAUP.

***Include*** all faculty as well as chairs and department heads if they meet all other inclusion criteria below. Chairs and departments heads should only be included if they hold faculty rank and do not hold other administrative titles.

***Include*** faculty who have current appointments only and are on the payroll at the time of the data collection.

***Include*** only faculty with a full-time (1.00 FTE) appointment or who are considered full-time by your institution and whose salaries are based upon or consistent with an implied full-time commitment. The definition of full-time is determined by the institution.

***Include*** only faculty with a permanent appointment. The criteria for “permanent” are institutionally defined. *If this distinction is not meaningful for your institution, feel free to ignore it.*

***Include*** full-time faculty on sabbatical, even though they have reduced FTE because of the sabbatical, and report their full-time equivalency salary.

***Include*** extension field staff, off-campus faculty, or agricultural experiment station faculty only if they hold academic rank (i.e., Assistant, Associate, or Full Professor), are associated with academic departments, and have salaries comparable with on-campus, tenure-line faculty. Be sure to indicate in the Footnote whether your data submission includes people with this type of position.

If Lecturers are considered equivalent in function and salary determination to instructors or other regular faculty ranks, ***include*** lecturers in the category with instructors (rank code= 4). If lecturers are not equivalent to instructors, report them separately with rank code=5 (i.e. Lecturer).

***Include*** full-time visiting faculty and replacement faculty for those on leave without pay if they meet all other inclusion criteria.

***Exclude*** faculty in phased retirement, unless their annualized salary remains the same.

***Exclude*** faculty on leave without pay.

***Exclude*** adjunct and adjoint faculty.

***Exclude*** clinical departments of Medicine (and Veterinary Medicine, and Dentistry) if the clinical practice portion cannot be excluded from the institutional portion of their salaries.

**Exclude** volunteer instruction or instruction paid by a source outside your university's fiscal control, e.g., person paid by private industry for providing teaching/research/public services to the university.

**Exclude** administrators with the titles of assistant dean or higher with professorial titles, if their total assignment is administration. However, as stated above, do include chairs and department heads if they hold no other administrative title and have a full-time faculty rank.

### ***Salary and FTE Inclusions/Exclusions***

**Include** the faculty member's regular annualized, full-time equivalent, contract salary as of the fall census date in the high, low, average, median, 25/75 percentile, and standard deviation salary fields. This is the salary a faculty member would receive for the entire year (academic or fiscal) at a 1.00 FTE rate. This is especially important when including faculty members who are on sabbatical. The annualized, full-time equivalency salary should be included, not the sabbatical salary at a reduced FTE.

**Exclude** all supplemental stipends. This was a change in 2013-14; previous instructions said to include stipends if they exist for the duration of the person's appointment year. Starting with 2013-14, we ask that institutions provide base salary values only. Be sure to use the field for "supplemental stipend flag" to identify whether a row includes (or may include) supplemental stipends.

For each unique combination of discipline, appointment, tenure status, track attribute, and rank, **include** any new-hire faculty in that discipline's total faculty FTE, salary, and age fields and again separately in the new-hire fields (new-hire is a subset of the total row).

If your submission reports salary and FTE for full-time faculty with split appointments on separate rows with different CIP codes, include their *full-time annualized salary* in the salary fields for both rows and the portion of their FTE affiliated with each CIP code. For example, a Professor with an annual salary of \$100,000 and an evenly split appointment between History and Ethnic Studies would contribute \$100,000 to the salary fields and 0.5 FTE to the FTE field for two rows (one for History and another for Ethnic Studies).

---

## **DESCRIPTION OF DATA ITEMS**

### ***Academic Year***

The year included in the submission should reflect the final year of the academic year. For example, since data from Fall 2019 is from the 2019-2020 academic year, the value in the year column should be 2020.

### ***Institution Code***

This code is the two-digit code assigned to your institution for AAUDE exchange purposes. All codes are available via the AAUDE website in the "Institution Codes" file on the "About AAUDE" webpage at

[https://aaude.associationsonline.com/site\\_page\\_members.cfm?pk\\_association\\_webpage\\_menu=6149&pk\\_association\\_webpage=12312](https://aaude.associationsonline.com/site_page_members.cfm?pk_association_webpage_menu=6149&pk_association_webpage=12312)

### ***College/School Name***

The College/School name is provided by the submitting institution. It should be a useful designation that will assist institutions in understanding and analysis of the data.

Please be as descriptive as possible (with the caveat listed below). Please use the generic labels of “College of XXX” or “School of YYY”. Similarly, as long as you do not exceed 60 characters, feel free to provide detail on named colleges. For example, the “Hixson-Lied College of Fine & Performing Arts” is more descriptive than “Fine & Performing Arts”.

PRIVATE INSTITUTIONS: College/School names should be made appropriately generic so they cannot be used to easily unmask your institution.

### ***Department Name***

The Department name is provided by the submitting institution. It should be a useful designation that will assist institutions in the analysis of the data. Please ensure there is enough information so that individuals outside the institution can determine the focus of the department. This is especially important for institutions that submit only department names and no school/college name in CIP codes that might be medical (e.g., Biology, etc.).

Please be as descriptive as possible (with the caveat listed below). Please use the generic labels of “Department of ZZZ”. Similarly, as long as you do not exceed 60 characters, feel free to provide detail on named colleges. For example, the “Johnny Carson Department of Theatre and Film” is more descriptive than “Theatre and Film”.

PRIVATE INSTITUTIONS: Department names should be made appropriately generic so they cannot be used to easily unmask your institution.

### ***Sub-discipline Name***

The Sub-discipline name is provided by the submitting institution. This field is optional. If used, it should be a useful designation that will assist institutions in the analysis of the data and should follow the same rules of masking as school/college and department.

### ***CIP-codes (primary, secondary, tertiary)***

1. Ensure these fields are formatted as text with no decimal place.
2. All submissions must use the Classification of Instruction Programs (CIP) 2010 codes to identify the academic discipline of each department. Electronic copies are available through the <http://nces.ed.gov/search/search.html> and searching on CIP Codes. The full set of acceptable CIP 2010 codes for faculty salary by CIP can be found here: <https://aaude-apps.mit.edu/cip2010>
3. Do not create “unique to you” CIP codes to accommodate the ambiguity of assigning academic program codes to non-academic units or other special cases. For units where assignment is difficult:
  - Assign an appropriate broad category, 2 or 4-digit CIP, with trailing nines for units that are instructional in nature but have no appropriate CIP code. Examples are Dean of Agriculture 019999, Engineering Other 149999, etc.
  - Assign ‘999999’ to non-instructional units such as administrative, research, residential or support units as well as institutes or interdisciplinary topics that cannot be categorized more specifically.
  - For units affiliated with multiple disciplines such as Romance languages that may teach French, Italian, and Spanish, enter the first programs with PhDs, then in order of size of programs as Primary Department CIP Code. Then fill in the Secondary and Tertiary Departmental CIP codes with other disciplines.
4. CIP-codes that start with 01 through 09 need to be formatted with leading zeroes. The earlier example in 3a the Dean of Agriculture code should show as 019999 (**NOT** 19999 or 01.9999).

### ***Multi-campus code***

This field is for sender discretion. If you are submitting data for a single institution, leave the column blank. If you are submitting data for multiple campuses in your system, use it to distinguish the campuses from each other in the following ways:

The field should remain blank for AAU institutions.

For non-AAU institutions being reported, the specific coding can be determined locally but should allow the campuses to be distinguished.

For example, the University of Nebraska could send data from the main campus in Lincoln and the other system campuses in Omaha and Kearney. The multi-campus field would be used to distinguish the campuses from each other. Since it is the AAUDE institution, Lincoln salaries would not include a designation (the field would be null), Omaha would be coded with ‘O’, and Kearney with ‘K’.

### **Faculty Rank Code**

This code is to identify the rank of the faculty members. Please use the following codes and see the description above regarding how to classify Lecturers:

- 1=Professor
- 2=Associate Professor
- 3=Assistant Professor
- 4=Instructor
- 5=Lecturer
- 6=No rank

### **Tenure Status Code**

This code is to identify the tenure status of the faculty member. Institutions can use their own definition for “direct equivalent”.

Please use the following codes and note that the values differ from the Profile by CIP collection.

- 0=Tenure-line or direct equivalent (tenured or tenure-track)
- 3=Non-tenure-line
- 9=Not reporting tenure status

### **Track Attribute Code**

This code, adapted from the Profile by CIP collection, is to identify the primary activity for the faculty member. Faculty identified as “Instruction Only” or “Instruction/Research/Public Service” should be coded as “Regular/Instructional” in this field.

Please use the following codes

- 1=Regular / Instructional
- 2=Research
- 3=Clinical
- 4=Public Service
- 5=Librarian
- 9=Other

### **High, Low, Average Salary**

These should be self-explanatory as the high, low, and average annualized full-time salary figures as of the fall census date unique to the CIP, faculty rank, appointment-type, tenure status and track attribute codes on the same line. These data should be formatted as numbers (not currency) and have no decimals.

We ask that institutions provide base salary values only; exclude all supplemental stipends. If your institutional data systems make this impossible, be sure to use the field for “supplemental stipend flag” to identify whether a row includes (or may include) supplemental stipends.

See above for other comments on salary/FTE inclusions and exclusions.

### **Faculty FTE**

Total FTE of faculty with the identified CIP, rank, and appointment-code. See above for comments on salary/FTE inclusions and exclusions.

You may include use of the decimal, up to two decimal places. This means that (e.g.) an FTE of 1.0 can be formatted as 1 or 1.0 or 1.00.

### **Appointment Code**

This code is to identify the appointment-type of the faculty members. Please use the following codes:

1= 9-10 month

2=11-12 month

### **Average Faculty Age**

Average age of faculty with the identified CIP, rank, and appointment-code. We do not have a standard for what date ages should be based on; some schools use the date they pull their census tape, others use January 1. As long as you are consistent, you can use any date that makes sense for your reporting.

You may include use of the decimal and use up to one decimal place. This means that (e.g.) an average age of 42.5 will be formatted as 42.5.

### **Average New Hire Salary**

Average annualized full-time salary as of the fall census date for newly hired faculty in the last year. These data should be formatted as numbers (not currency) and have no decimals. See above for comments on salary/FTE inclusions and exclusions.

### **New Hire FTE**

Total FTE of newly hired faculty in the last year.

You may include use of the decimal and use up to two decimal places. This means that (e.g.) an FTE of 1.0 can be formatted as 1 or 1.0 or 1.00.

### **Median Salary**

Median annualized full-time salary figures as of the fall census date unique to the CIP, faculty rank, appointment-type, tenure status and track attribute codes on the same line. These data should be formatted as numbers (not currency) and have no decimals.

### **Salary at 25th /75th Percentile (optional, but recommended)**

These refer to the 25th and 75th percentile of the annualized full-time salary figures as of the fall census date unique to the CIP, faculty rank, appointment-type, tenure status and track attribute codes on the same line. *Calculate only when the cell size is greater than or equal to 7.* These data should be formatted as numbers (not currency) and have no decimals.

### ***Standard Deviation of Salaries (optional, but recommended)***

Standard deviation of the annualized full-time salary figures as of the fall census date unique to the CIP, faculty rank, appointment-type, tenure status and track attribute codes on the same line. These data should be formatted as numbers (not currency) and have no decimals. Please use the standard deviation for population rather than for sample:

$\sqrt{((\text{Row salary} - \text{Avg salary of all faculty at the same CIP, Rank, Tenure})^2 / \text{Number of all faculty at the same CIP, Rank, Tenure})}$

### ***Supplemental Stipend Flag***

The revised instructions say to include base salary only, but some institutions are not able to exclude administrative or supplemental salaries. This flag is for institutions that cannot separate base salary from stipends to identify that the salary values do (or may) include supplemental stipends.

0=Base salary only

1 = Salary includes supplemental stipend

If you cannot determine whether the amount includes a stipend or not, please leave the field null.

### ***Faculty Head Count***

Non-duplicating faculty head counts with the identified CIP, rank, and appointment-code. Whole number. For faculty members with split appointments, please see examples in the layout template.

---

## **HOW TO SUBMIT YOUR DATA**

### ***Prepare your data***

(1) Download and review the Excel submission template available on the AAUDE website at <http://aaude.associationsonline.com>

1. Sign On
2. Exchange Items / Salary, Benefits & Staffing / Faculty Salaries by CIP
3. Template (Summarized and Unit-record)

or go directly to:

[https://aaude.associationsonline.com/site\\_page\\_members.cfm?pk\\_association\\_webpage\\_menu=7633&pk\\_association\\_webpage=15302](https://aaude.associationsonline.com/site_page_members.cfm?pk_association_webpage_menu=7633&pk_association_webpage=15302)

(2) Use the Excel submission template (***Summarized File Template***) in the Excel file (***facsal\_template\_201920.xlsx***) to prepare faculty salary records for each individuals by department, appointment length, tenure status, track attribute, rank, demographic and

ethnicity. The **Summarized File Layout** tab/sheet in the Excel file lists the format of each data item in each record.

- Complete the **Contact** sheet/tab with the data submitter's full name and email address, as indicated in the column headers.
- Complete the **Summarized File template** sheet. (Retain the column headers.)
- Complete the **Footnote** sheet/tab follow instructions in **Footnote Layout and template**, if there is a footnote about the submission. Retain the column headers.
- Save the Excel file.
- Other sections in this file provide more information about the exchange item and each data item in the collection.

### **Submit your data**

- Submit the data file to the AAUDE server via the AAUDE DSV Data Submission and Validation) web app.
- Go to: <https://dsv.mit.edu> Sign to the DSV app with your **MIT Kerberos account** via Touchstone@MIT.
- Go through each of the drop-down menus to select your institution, the Exchange Item (**AAUDE Faculty Salary by CIP**), Submission Year (**2020**), **Summarized**; and choose the data file on your computer to submit.
- After you click on the **VALIDATE** button, the DSV app will validate the data in each of the data cells in your Excel data file. Error messages, if any, will be reported to guide you fix the formatting errors for re-submission. After the data items are validated, without errors, the data file will be transferred to the AAUDE server, and the data will be loaded into the AAUDE data warehouse; with the "Submit Data" option checked by default.

# AAUDE FACULTY SALARY BY CIP (UNIT-RECORD)

Submission Windows: Dec 15-Jan 31; Apr 1-15; July 1-Aug 15  
Latest Revision: December 2019

---

## PURPOSE

The purpose of the AAUDE Faculty Salary Survey by CIP is to allow comparisons of faculty salaries by academic rank and appointment length within CIP-defined academic departments or disciplines.

These instructions are for the collection of unit-record data (with the unit being the level of appointment). Institutions have the option of submitting aggregated data or unit record. Submitting unit record facilitates more fine-tuned analysis, and unit records submitted by **private** institutions are **not** directly accessible by the membership.

The automated load process will produce a summarized version of the data to allow full participation with a single submission.

---

## CARETAKERS

AAUDE Staff serve as the caretaker for this exchange item; contact staff at [aaude-wh-staff@mit.edu](mailto:aaude-wh-staff@mit.edu) with questions or comments about the item.

---

## BACKGROUND AND DESCRIPTION

Origin: AAU Data Exchange  
Original Adoption: May 1982

The pilot unit-record collection was formalized for the 2014-15 collection.

The data cannot be used for individual recruitment cases and is restricted to internal use (i.e., data cannot be published or put into the “public” domain without the approval of the respective institution(s)).

Dissemination of the data for public institutions continue to be subject to existing guidelines.

The policies of the principle of “don’t give, don’t get” are enforced.

Please note the item-specific rules for use and reporting of these data, available on the AAUDE website at:

[https://aaude.associationsonline.com/site\\_page\\_members.cfm?pk\\_association\\_webpage\\_menu=7633&pk\\_association\\_webpage=15302](https://aaude.associationsonline.com/site_page_members.cfm?pk_association_webpage_menu=7633&pk_association_webpage=15302)

When reporting faculty with split appointments, please have each row represent an appointment. As such, a faculty member with split appointments will appear in *multiple rows with partial FTE* on all and the *same annualized salary* on all.

---

## INCLUSION/EXCLUSION CRITERIA

### ***Faculty Inclusion/Exclusion Criteria***

The field for tenure status and track attribute should allow submissions to cover virtually all institutional definitions of faculty. Please add any notes that would help others understand your data in the Footnote submission. Please note that the population for this study will be different from that reported to AAUP.

***Include*** all faculty as well as chairs and department heads if they meet all other inclusion criteria below. Chairs and departments heads should only be included if they hold faculty rank and do not hold other administrative titles.

***Include*** faculty who have current appointments only and are on the payroll at the time of the data collection.

***Include*** only faculty with a full-time (1.00 FTE) appointment or who are considered full-time by your institution and whose salaries are based upon or consistent with an implied full-time commitment. The definition of full-time is determined by the institution.

***Include*** only faculty with a permanent appointment. The criteria for “permanent” are institutionally defined. *If this distinction is not meaningful for your institution, feel free to ignore it.*

***Include*** full-time faculty on sabbatical, even though they have reduced FTE because of the sabbatical, and report their full-time equivalency salary.

***Include*** extension field staff, off-campus faculty, or agricultural experiment station faculty only if they hold academic rank (i.e., Assistant, Associate, or Full Professor), are associated with academic departments, and have salaries comparable with on-campus, tenure-line faculty. Be sure to indicate in the Footnote whether your data submission includes people with this type of position.

If Lecturers are considered equivalent in function and salary determination to instructors or other regular faculty ranks, ***include*** lecturers in the category with instructors (rank code= 4). If lecturers are not equivalent to instructors, report them separately with rank code=5 (i.e. Lecturer).

***Include*** full-time visiting faculty and replacement faculty for those on leave without pay if they meet all other inclusion criteria.

***Exclude*** faculty in phased retirement, unless their annualized salary remains the same.

***Exclude*** faculty on leave without pay.

**Exclude** adjunct and adjoint faculty.

**Exclude** clinical departments of Medicine (and Veterinary Medicine, and Dentistry) if the clinical practice portion cannot be excluded from the institutional portion of their salaries.

**Exclude** volunteer instruction or instruction paid by a source outside your university's fiscal control, e.g., person paid by private industry for providing teaching/research/public services to the university.

**Exclude** administrators with the titles of assistant dean or higher with professorial titles, if their total assignment is administration. However, as stated above, do include chairs and department heads if they hold no other administrative title and have a full-time faculty rank.

### **Salary and FTE Inclusions/Exclusions**

This unit record collection asks for base salary separate from supplemental stipends.

**For base salary**, include the faculty member's regular annualized, full-time equivalent, contract salary as of the fall census date as the salary field. This is the salary a faculty member would receive for the entire year (academic or fiscal) at a 1.00 FTE rate. This is especially important when including faculty members who are on sabbatical. The annualized, full-time equivalency salary should be included, not the sabbatical salary at a reduced FTE.

**For supplemental stipend**, include the annualized full-time supplemental stipend for the faculty member. A **zero value** implies that there is no stipend; a **null value** implies it cannot be determined. If you cannot split stipends and base salary, please leave this field null.

**Supplemental stipend flag** is for institutions that cannot separate base salary from stipends and to identify that the base salary values do (or may) include supplemental stipends. Detailed instructions are below.

If your submission reports salary and FTE for full-time faculty with split appointments on separate rows with different CIP codes, include their *full-time annualized salary* for both rows and the portion of their FTE affiliated with each CIP code. For example, a Professor with an annual salary of \$100,000 and an evenly split appointment between History and Ethnic Studies would show \$100,000 as the salary and 0.5 FTE to the FTE field for two rows (one for History and another for Ethnic Studies).

---

## **DESCRIPTION OF DATA ITEMS**

### **Academic Year**

The year included in the submission should reflect the final year of the academic year. For example, since data from Fall 2019 is from the 2019-2020 academic year, the value should be 2020.

### ***Institution Code***

This code is the two-digit code assigned to your institution for AAUDE exchange purposes. All codes are available via the AAUDE website in the “Institution Codes” file on the “About AAUDE” webpage at

[https://aaude.associationsonline.com/site\\_page\\_members.cfm?pk\\_association\\_webpage\\_menu=6149&pk\\_association\\_webpage=12312](https://aaude.associationsonline.com/site_page_members.cfm?pk_association_webpage_menu=6149&pk_association_webpage=12312)

### ***College/School Name***

The College/School name is provided by the submitting institution. It should be a useful designation that will assist institutions in understanding and analysis of the data.

Please be as descriptive as possible (with the caveat listed below). Please use the generic labels of “College of XXX” or “School of YYY”. Similarly, as long as you do not exceed 60 characters, feel free to provide detail on named colleges. For example, the “Hixson-Lied College of Fine & Performing Arts” is more descriptive than “Fine & Performing Arts”.

### ***Department Name***

The Department name is provided by the submitting institution. It should be a useful designation that will assist institutions in the analysis of the data. Please ensure there is enough information so that individuals outside the institution can determine the focus of the department. This is especially important for institutions that submit only department names and no school/college name in CIP codes that might be medical (e.g., Biology, etc).

Please be as descriptive as possible (with the caveat listed below). Please use the generic labels of “Department of ZZZ”. Similarly, as long as you do not exceed 60 characters, feel free to provide detail on named colleges. For example, the “Johnny Carson Department of Theatre and Film” is more descriptive than “Theatre and Film”.

### ***Sub-discipline Name***

The Sub-discipline name is provided by the submitting institution. This field is optional. If used, it should be a useful designation that will assist institutions in the analysis of the data and should follow the same rules of masking as school/college and department.

### ***CIP-codes (primary, secondary, tertiary)***

1. Ensure these fields are formatted as text with no decimal place.
2. All submissions must use the Classification of Instruction Programs (CIP) 2010 codes to identify the academic discipline of each department. Electronic copies are available through the <http://nces.ed.gov/search/search.html> and searching on CIP Codes. The full set of acceptable CIP 2010 codes for faculty salary by CIP can be found here: <https://aaude-apps.mit.edu/cip2010>

3. Do not create “unique to you” CIP codes to accommodate the ambiguity of assigning academic program codes to non-academic units or other special cases. For units where assignment is difficult:
  - a. Assign an appropriate broad category, 2 or 4-digit CIP, with trailing nines for units that are instructional in nature but have no appropriate CIP code. Examples are Dean of Agriculture 019999, Engineering Other 149999, etc.
  - b. Assign ‘999999’ to non-instructional units such as administrative, research, residential or support units as well as institutes or interdisciplinary topics that cannot be categorized more specifically.
  - c. For units affiliated with multiple disciplines such as Romance languages that may teach French, Italian, and Spanish, enter the first programs with PhDs, then in order of size of programs as Primary Department CIP Code. Then fill in the Secondary and Tertiary Departmental CIP codes with other disciplines.
4. CIP-codes that start with 01 through 09 need to be formatted with leading zeroes. The earlier example in 3a the Dean of Agriculture code should show as 019999 (**NOT** 19999 or 01.9999).

### ***Faculty Rank Code***

This code is to identify the rank of the faculty member. Please use the following codes and see the description above regarding how to classify Lecturers:

- 1=Professor
- 2=Associate Professor
- 3=Assistant Professor
- 4=Instructor
- 5=Lecturer
- 6=No rank

### ***Tenure Status Code***

This code is to identify the tenure status of the faculty member. Institutions can use their own definition for “direct equivalent”.

Please use the following codes and note that the values differ from the Profile by CIP collection.

- 1=Tenured (or direct equivalent)
- 2=Tenure-track (or direct equivalent)
- 3=Non-tenure-line

### ***Track Attribute Code***

This code, adapted from the Profile by CIP collection, is to identify the primary activity for the faculty member. Faculty identified as “Instruction Only” or “Instruction/Research/Public Service” should be coded as “Regular/Instructional” in this field.

Please use the following codes

- 1=Regular / Instructional
- 2=Research
- 3=Clinical
- 4=Public Service
- 5=Librarian
- 9=Other

### ***Length of Appointment Code***

This code is to identify the appointment-type of the faculty member. Please use the following codes:

- 1= 9-10 month
- 2=11-12 month

### ***Medical Code***

This code, adapted from the IPEDS HR (and Profile by CIP) collection, is to identify whether the faculty member is working in a medical field only. The definition should be the same as that used for IPEDS. Please use the following codes:

- 1=Non-medical
- 2=Medical only

### ***Gender (Sex) Code***

This code is to identify the sex of each faculty member. Please use the following codes:

- 1=Male
- 2=Female
- Null=Not provided

### ***Race/Ethnicity Code***

This field, whose values are from IPEDS HR and whose codes are based on the Profile by CIP collection, is to identify the primary race/ethnicity of each faculty member. Please use the following codes:

- A1=Nonresident Alien
- A2=Race and Ethnicity Unknown
- A3=Hispanic or Latino, regardless of race
- A4=American Indian or Alaska Native
- A5=Asian
- A6=Black or African American
- A7=Native Hawaiian or Other Pacific Islander
- A8=White
- A9=Two or more races
- Null=Not provided

### **Faculty Age**

This field is to provide the current age of the faculty member. We do not have a standard for what date ages should be based on; some schools use the date they pull their census tape, others use January 1. As long as you are consistent, you can use any date that makes sense for your reporting.

You may include use of the decimal and use up to one decimal place. This means that (e.g.) an average age of 42.5 will be formatted as 42.5.

### **Faculty FTE**

This field provides the total FTE of the faculty member in the specific CIP code(s). See above for comments on salary/FTE inclusions and exclusions as well as what to do with faculty with split appointments.

You may include use of the decimal and use up to two decimal places. This means that (e.g.) an FTE of 1.0 can be formatted as 1 or 1.0 or 1.00.

### **Base Salary**

This value is the annualized full-time base salary as of the fall census date for the faculty member. This field should be formatted as numbers (not currency) and have no decimals.

We ask that institutions provide base salary values only; *exclude* all supplemental stipends. If your institutional data systems make this impossible, be sure to use the field for “supplemental stipend flag” to identify whether a row includes (or may include) supplemental stipends. See above for additional comments on salary/FTE inclusions and exclusions.

### **Supplemental Stipend**

This value is the annualized full-time supplemental stipend for the faculty member. This field should be formatted as numbers (not currency) and have no decimals.

A **zero value** implies that there is no stipend; a **null value** implies it cannot be determined. If you cannot split stipends and base salary, please leave this field *null*.

### **Year in Rank**

This field is to identify how long a faculty member has been at his/her current rank. These values should be reported as ordinal numbers such that the value (N) indicates a faculty member is in his/her Nth year in rank (and **not** that N years have passed since s/he joined that rank).

The following are two examples:

For the 2019-20 collection, a lecturer who has been continuously employed at that rank since 2015-16 is in their third year at that rank. His value for *year-in-rank* would be 5.

A newly promoted associate professor would be in her first year at that rank, so the value for her *year-in-rank* would be 1.

In other words, there should be *no zero values* submitted for this field.

### ***New Hire Flag***

This field is needed to roll-up the unit-record data to the summarized data format.

- 1=Faculty member is a new hire
- 0=Faculty member is not a new hire

### ***Supplemental Stipend Flag***

The instructions say to include ***base salary only***, but some institutions are not able to exclude administrative or supplemental salaries. This flag is for institutions that cannot separate base salary from stipends to identify that the salary values do (or may) include supplemental stipends.

- 0=Base salary only
- 1=Salary includes supplemental stipend

### ***Weighting Flag***

The unit-record file will be used as the source for the summarized collection of Salary by CIP data. Because there are differences in practice in whether the summarized value for *average salary* should be weighted by FTE or not, we have added this flag to allow the institution to decide.

The value of this flag will determine whether unit-record salaries are weighted by FTE to calculate the *average salary* for the summarized submission.

- 0=Do not weight (this is the default)
- 1=Weight salaries by FTE

### ***Faculty Head Count***

Non-duplicating faculty head count of appointment with the identified CIP, rank, and appointment-code. Whole number. For faculty members with split-appointments, please see examples in the layout template.

### ***Person ID***

**Optional.** Institution defined ID or code for the faculty member. This data item allows institution to keep track of the person's record submitted to AAUDE when extracting data from the Data Warehouse. Do not use SSN or actual person/employee ID.

---

## **HOW TO SUBMIT YOUR DATA**

### ***Prepare your data***

(1) Download and review the Excel submission template available on the AAUDE website at <http://aaude.associationsonline.com>

1. Sign On
2. Exchange Items / Salary, Benefits & Staffing / Faculty Salaries by CIP
3. Template (Summarized and Unit-record)

or go directly to:

[https://aaude.associationsonline.com/site\\_page\\_members.cfm?pk\\_association\\_webpage\\_menu=7633&pk\\_association\\_webpage=15302](https://aaude.associationsonline.com/site_page_members.cfm?pk_association_webpage_menu=7633&pk_association_webpage=15302)

(2) Use the Excel submission template (***Unit Record File Template***) in the Excel file (***facsal\_template\_201920.xlsx***) to prepare faculty salary records for each individuals by department, appointment length, tenure status, track attribute, rank, demographic and ethnicity. The ***Unit Record File Layout*** tab/sheet in the Excel file lists the format of each data item in each record.

- Complete the ***Contact*** sheet/tab with the data submitter's full name and email address, as indicated in the column headers.
- Complete the ***Unit Record File template*** sheet. (Retain the column headers.)
- Complete the ***Footnote*** sheet/tab follow instructions in ***Footnote Layout and template***, if there is a footnote about the submission. Retain the column headers.
- Save the Excel file.

Other sections in this file provide more information about the exchange item and each data item in the collection.

### ***Submit your data***

Submit the data file to the AAUDE server via the AAUDE DSV Data Submission and Validation) web app.

Go to: <https://dsv.mit.edu> Sign to the DSV app with your **MIT Kerberos account** via Touchstone@MIT.

Go through each of the drop-down menus to select your institution, the Exchange Item (***AAUDE Faculty Salary by CIP***), Submission Year (***2020***), ***Unit Record***; and choose the data file on your computer to submit.

After you click on the **VALIDATE** button, the DSV app will validate the data in each of the data cells in your Excel data file. Error messages, if any, will be reported to guide you fix the formatting errors for re-submission. After the data items are validated, without errors, the data file will be transferred to the AAUDE server, and the data will be loaded into the AAUDE data warehouse; with the "Submit Data" option checked by default.

## Instructions for SUMMARIZED Record Submission

Download and review the Excel submission template file and the instructions files available on the AAUDE website at <http://aaude.associationsonline.com>

1. Sign On
2. Exchange Items / Salary, Benefits & Staffing / Faculty Salaries by CIP
3. Template (Summarized and Unit-record)

### Prepare your data

Use the Excel submission template (**Summarized File Template**) in this Excel file (**facsal\_template\_201920.xlsx**) to prepare faculty salary records for each department, appointment length, tenure status, track attribute, and rank. The

- (1) Complete the **Contact** sheet/tab with the data submitter's full name and
- (2) Complete the **Summarized File template** sheet. (Retain the column
- (3) Complete the **Footnote** sheet/tab follow instructions in **Footnote**
- (4) Save the Excel file.

The Instructions PDF File (**instructions-summarized-2019-20.pdf**) provides

#### **NOTE: To submit the data in a tab-delimited text file:**

- (1) Use the **Summarized File Layout** tab/sheet to guide the names and order of columns to set up the data file. (Include the column headers as the first row in the data file.)
- (2) You must also create a second text file (**fac\_sal\_aaude\_1920\_AA\_contact.txt** where AA is your AAUDE institution code) that contains one line with the full name and the email address of the data submitter. Separate the two data items with a comma, as in the following:
- (3) If there is a footnote about the submission, create a tab-delimited text file (**fac\_sal\_aaude\_1920\_AA\_footnote.txt** where AA is your AAUDE institution code) that

### Submit your data

Submit the data file to the AAUDE server via one of the two ways:

#### **(I) AAUDE DSV (Data Submission and Validation) web app at <https://dsv.mit.edu>**

- (1) On the web server (<https://dsv.mit.edu>), sign in to the DSV app with you
- (2) Go through each of the drop-down menus to select your institution, the Exchange Item (**AAUDE Faculty Salary by CIP**), Submission Year (**2020**),

(3) After you click on the VALIDATE button, the DSV app will validate the data in each of the data cells in your Excel data file. Error messages, if any, will be reported to guide you fix the formatting errors for re-submission. After the data items are validated, without errors, the data file will be

(II) sFTP to the AAUDE server ([aude.mit.edu](https://aude.mit.edu)) at **/Faculty Salary by CIP/Drop Box**

(1) Make sure you have saved the file with the file name in this format:

***fac\_sal\_aude\_1920\_AA.xlsx*** (where AA is your AAUDE institutional code, e.g. FY, TX, GS. Please note that AAUDE institution code is the only part of the file name that is in uppercase) for an Excel file

***fac\_sal\_aude\_1920\_AA.txt*** (where AA is your AAUDE institutional code, e.g. FY, TX, GS. Please note that AAUDE institution code is the only part of the file name that is in uppercase) for a tab-delimited text file

(2) Put your Excel data file in the AAUDE FTP server drop box at **/Faculty Salary by CIP/Drop Box**. If your submission is in tab-delimited text files, please make sure to

include your contact and footnote (if any) files in addition to the data file. Make sure the

Instructions for the FTP upload are included on the AAUDE website: <https://aude.associati>

## Instructions for UNIT RECORD Submission

Download and review the Excel submission template file and the instructions files available on the AAUDE website at <http://aaude.associationsonline.com>

1. Sign On
2. Exchange Items / Salary, Benefits & Staffing / Faculty Salaries by CIP
3. Template (Summarized and Unit-record)

### Prepare your data

Use the Excel submission template (**Unit Record File Template**) in this Excel file (**facsal\_template\_201920.xlsx**) to prepare faculty salary records for each

- (1) Complete the **Contact** sheet/tab with the data submitter's full name and
- (2) Complete the **Unit Record File template** sheet. (Retain the column
- (3) Complete the **Footnote** sheet/tab follow instructions in **Footnote**
- (4) Save the Excel file.

The Instructions PDF File (**instructions-unit-record-2019-20.pdf**) provides

#### **NOTE: To submit the data in a tab-delimited text file:**

- (1) Use the **Unit Record File Layout** tab/sheet to guide the names and order of columns to set up the data file. (Include the column headers as the first row in the data file.)
- (2) You must also create a second text file (**fac\_sal\_unit\_1920\_AA\_contact.txt** where AA is your AAUDE institution code) that contains one line with the full name and the email address of the data submitter. Separate the two data items with a comma, as in the following:
- (3) If there is a footnote about the submission, create a tab-delimited text file (**fac\_sal\_unit\_1920\_AA\_footnote.txt** where AA is your AAUDE institution code) that

### Submit your data

Submit the data file to the AAUDE server via one of the two ways:

#### **(I) AAUDE DSV (Data Submission and Validation) web app at <https://dsv.mit.edu>**

- (1) On the web server (<https://dsv.mit.edu>), sign in to the DSV app with you
- (2) Go through each of the drop-down menus to select your institution, the Exchange Item (**AAUDE Faculty Salary by CIP**), Submission Year (**2020**),

(3) After you click on the VALIDATE button, the DSV app will validate the data in each of the data cells in your Excel data file. Error messages, if any, will be reported to guide you fix the formatting errors for re-submission. After the data items are validated, without errors, the data file will be

(II) sFTP to the AAUDE server ([aude.mit.edu](https://aude.mit.edu)) at **/Faculty Salary by CIP/Drop Box**

(1) Make sure you have saved the file with the file name in this format:

***fac\_sal\_unit\_1920\_AA.xlsx*** (where AA is your AAUDE institutional code, e.g. FY, TX, GS. Please note that AAUDE institution code is the only part of the file name that is in uppercase) for an Excel file

***fac\_sal\_unit\_1920\_AA.txt*** (where AA is your AAUDE institutional code, e.g. FY, TX, GS. Please note that AAUDE institution code is the only part of the file name that is in uppercase) for a tab-delimited text file

(2) Put your Excel data file in the AAUDE FTP server drop box at **/Faculty Salary by CIP/Drop Box**. If your submission is in tab-delimited text files, please make sure to include your contact and footnote (if any) files in addition to the data file. Make sure the

Instructions for the FTP upload are included on the AAUDE website: <https://aude.associati>

Field Number	Field Name	Length	Notes
1	academic_year	4	Number
2	aaude_institution_code	2	Alpha
3	school_college_abbreviation	60	Alpha
4	department_name_abbreviation	60	Alpha
5	sub_discipline_abbreviation	60	Alpha
6	primary_department_cip_code	6	Alpha CIP 2010
7	secondary_department_cip_code	6	Alpha CIP 2010
8	tertiary_department_cip_code	6	Alpha CIP 2010
9	multi_campus_code	1	Alpha - Rarely used. Leave null if not relevant.
10	faculty_rank_code	1	Number 1=Professor 2=Associate Professor 3=Assistant Professor 4=Instructor 5=Lecturer 6=No Rank
11	tenure_status_code	1	Number 0=Tenure-line or direct equivalent 3=Non-tenure-line 9=Not reporting tenure status
12	track_attribute_code	1	Number 1=Regular / Instructional 2=Research 3=Clinical 4=Public Service 5=Librarian 9=Other
13	high_salary	6	Number Whole number, no decimals.
14	low_salary	6	Number Whole number, no decimals.
15	average_salary	6	Number Whole number, no decimals.
16	faculty_fte	4,2	Decimal No more than 2 decimal places
17	length_of_appointment_code	1	Number 1=9-10 month 2=11-12 month
18	average_faculty_age	3,1	Decimal No more than 1 decimal place
19	new_hire_average_salary	6	Number Whole number, no decimals.
20	new_hire_fte	4,2	Decimal No more than 2 decimal places
21	median_salary	6	Number Whole number, no decimals.
22	25th_percentile_salary	6	Number
23	75th_percentile_salary	6	Number - optional, but recommended. Standard Deviation calculated as population not sample. Whole number, no decimals.
24	standard_deviation_of_salaries	6	Number
25	supplemental_stipend_flag	1	Number 0=Base salary only 1=Salary includes supplemental stipend - Leave null if you cannot determine whether the amount includes a stipend or not.
26	faculty_head_count	3	Number Head count of appointment (whole number).
<b>SPLIT APPOINTMENTS - Examples of Headcount with FTE</b>			
	<b>Single person</b>	attributes	Faculty Head Count      Faculty FTE
	Electrical Engineering	same	1      0.50
	Computer Science	same	0      0.25
	Statistics	same	0      0.25
	Electrical Engineering	same	1      0.60
	Mechanical Engineering	same	0      0.40

Field Number	Field Name	Length	Notes
1	academic_year	4	Number e.g. 2020
2	aaude_institution_code	2	Alpha
3	school_college_abbreviation	30	Alpha
4	department_name_abbreviation	60	Alpha
5	sub_discipline_abbreviation	60	Alpha
6	primary_department_cip_code	6	Alpha CIP 2010
7	secondary_department_cip_code	6	Alpha CIP 2010
8	tertiary_Department_CIP_Code	6	Alpha CIP 2010
9	faculty_rank_code	1	Number 1=Professor 2=Associate Professor 3=Assistant Professor 4=Instructor 5=Lecturer 6=No rank
10	tenure_status_code	1	Number 1=Tenured (or direct equivalent) 2=Tenure-track (or direct equivalent) 3=Non-tenure-line
11	track_attribute_code	1	Number 1=Regular / Instructional 2=Research 3=Clinical 4=Public Service 5=Librarian 9=Other
12	length_of_appointment_code	1	Number 1=9-10 month 2=11-12 month
13	medical_code	1	Number 1=Non-medical 2=Medical only
14	gender_code	1	Number 1=Male 2=Female Null=Not provided Optional
15	race_ethnicity_code	2	Number A1=Nonresident Alien A2=Race and Ethnicity Unknown A3=Hispanic or Latino, regardless of race A4=American Indian or Alaska Native A5=Asian A6=Black or African American A7=Native Hawaiian or Other Pacific A8=White A9=Two or more races Null=Not provided Optional
16	faculty_age	3,1	Decimal No more than 1 decimal place
17	faculty_fte	4,2	Decimal No more than 2 decimal places
18	base_salary	6	Number Whole number, no decimals.
19	supplemental_stipend	6	Number Whole number, no decimals.
20	year_in_rank	2	Number Whole number, no decimals.
21	new_hire_flag	1	Number 1=Faculty member is a new hire 0=Faculty member is NOT a new hire
22	supplemental_stipend_flag	1	Number 0=Base salary only 1=Salary includes supplemental stipend - Leave null if you cannot determine whether the amount includes a stipend or not.
23	weighting_flag	1	Number 0=Do not weight salaries (default) 1=Weight salaries by FTE
24	faculty_head_count	3	Number Head count of appointment (whole number).
25	person_id	40	Alpha Institution defined ID for the faculty member. Optional. This ID or code allows institution to keep track of the unit record submitted.

SPLIT APPOINTMENTS - Examples of Headcount with FTE			
Single person	attributes	Faculty Head Count	Faculty FTE
Electrical Engineering	same	1	0.50
Computer Science	same	0	0.25
Statistics	same	0	0.25
Electrical Engineering	same	1	0.60
Mechanical Engineering	same	0	0.40

## Layout for Footnote Record:

The primary purpose of the Footnote file is to gather information about the population of faculty members included in this data collection, especially whether the faculty ranks of assistant/associate/full professor are limited to those on tenure-line. You could also indicate whether specific faculty counts agree with other exchange items like the AAUP or Faculty Salary by CIP. This entry will go into a table in the warehouse called EXCHANGE\_ITEM\_FOOTNOTE\_DETAIL. The caretaker of the exchange item may also edit this footnote after checking with the owner/submitter.

Field Number	Field Name	Length	Notes	
1	Academic Year	4	Alpha	For example: 2019-2020 = 2020
2	Institution Code	2	Alpha	Please use ALL CAPS, e.g. <b>FY</b>
3	Exchange Item	60	Alpha	Content should be <b>"ADFACSAL"</b>
4	Note	2000	Alpha	Use free-format text to describe your faculty population. Please include whether the ranks of Assistant, Associate, and Full Professor are limited to tenure-line faculty. <b>Do NOT include any line breaks, returns, or tabs</b>
5	URL	200	Alpha	If needed, a link that begins with "http://" to provide additional information.

## Template for Footnote Record

Use the **Footnote** Tab to include your footnote data. Retain the column headers.

### Example footnote in Excel:

academic_year	institution_code	exchange_item	note	url
2020	ZZ	ADFACSAL	note about submission	http://www.see_here.edu