

2009 USHE Salary Data Request

Introduction

The Utah State Board of Regents is conducting a salary equity analysis for USHE faculty and staff. The attached instructions will assist each institution in preparing two electronic files to be submitted to OCHE by **January 8, 2010**. The data will be unit record data as of **November 30, 2009**, which will facilitate a salary analysis comparing benchmark data to each employee for which benchmarks can be identified. Direct all questions to Stephanie Davis (phone, 801-456-7383; email, sdavis@utahsbr.edu).

File Preparation

Each institution should **submit two electronic files; one for faculty and one for staff**. Institutions with multiple instructional line items should submit composite files that include employees from all relevant line items (e.g. College of Eastern Utah should submit for both the Price and San Juan campuses). The files should be **ASCII, comma delimited file, with one record per row**. If an institution finds it easier to simply provide two spreadsheets (Excel or Quattro Pro) with one record per row, this will be acceptable.

Positions to Include

Include in the institutional files **all regular, state appropriated employees who are .75 FTE or greater**. Do not include adjuncts, students, wage rated, part-time (less than .75 FTE), seasonal or temporary employees. If an employee is supported by a mix of funding (e.g. tax funds and research grants), include the employee's full base salary amount for the academic year 2009-10. For regular employees who are less than full time but .75 FTE or greater, report an annualized salary as if the employee were full-time.

Analysis

The matrices in Attachment A provide a brief overview of the analysis that will occur in determining salary equity. With the exception of staff positions compared to local benchmark employers, positions from each institution will be compared to equivalent positions at the university of like institutions in the country. In order to attempt to explain all factors that could be cause for some degree of salary inequity, the salary for each position will be adjusted to account for the value of employee benefits and longevity.

File 1: Faculty

Required Data

The faculty file should include six different data elements in each record:

- 1) Reference number
- 2) Discipline code
- 3) Rank code
- 4) Longevity measurement
- 5) 2009-10 salary
- 6) Proportion of salary paid by state funding

Reference Number

Simply begin each unit record with a reference number that can be used to track the record. The first record in the file should be assigned the reference number 1, the second 2, the third 3, etc.

Discipline Code

Attachment B to these instructions is a set of tables which list various benchmarks to be used in this analysis. Tables 4, 5, 6, and 7 contain the various academic disciplines and their associated CIP codes for which we have comparable salary information. Table 4 should be used by UU and USU. Table 5 should be used by WSU and SUU. Table 6 should be used by UVSC. Table 7 should be used by Snow, DSC, CEU, SLCC and UCAT.

The second element of each record should be the six-digit CIP code representing the faculty member's discipline. **Use only the CIP codes available in the look-up table. If a certain CIP code is not listed in the look-up table, enter the number 000000 for the discipline.**

Rank Code

The third data element in each record should be a numeric code signifying the rank of the faculty member. Use the following codes.

Full Professors	1
Associate Professors	2
Assistant Professors	3
Instructors	4
Not Ranked	5

Longevity Measurement

The fourth element in each record should be a numeric measure for longevity. The best measure for longevity for faculty differs by institution. All campuses should provide the number of full years that the faculty member has been employed at the institution.

2009-2010 Salary

The fifth element in each record should be the faculty member's base salary (**assuming a nine-month contract**). For faculty not on a nine-month contract, use the methodology followed in the Academe survey to convert the salary to a nine-month contract equivalent. Exclude overload, stipends, summer school, etc. The amount should be absent of any dollar sign, comma, decimal, or fractional dollars. The format should appear as follows:

65000

The salary amount should represent the most recent salary level as of November 30, 2009, for the faculty member during the 2009-2010 academic year. If the faculty member is supported by state as well as other funding, list the full salary amount the faculty member is entitled to from all sources.

Proportion of Salary Paid by State Funding

The sixth and final element in each record should be a numeric representation of the percentage of the faculty member's full salary that is paid from state funding; round to the nearest tenth.

Full-time

For a full-time regular faculty member paid entirely from state funds, enter 1.0. If the faculty member's salary is paid partially by non-state funds, enter the percentage of the salary that is paid by state funds. The element should appear as follows:

Paid Fully From State Funds	1.0
Paid Half From State Funds	0.5

Part-time (.75 FTE or greater)

For part-time regular faculty members paid entirely from state funds who are .75 FTE or greater, enter the employee's FTE. If the faculty member's salary is paid partially by non-state funds, multiply the FTE figure by the state funds percent. For this group of employees, this element should appear as follows:

.8 FTE Paid Fully From State Funds	0.8
.8 FTE Paid Half From State Funds	0.4

Appearance of a Single Record

Below is an example of how a single record should appear in the faculty file. In this example, it is the first record in the file, the full time faculty member teaches Agricultural Business and Management, has the rank of Assistant Professor, has been an Assistant Professor for 3.6 years, has a salary of \$55,000, and is supported 80% by state funds.

1,010101,3,3,55000,0.8

File 2: Staff

Required Data

The staff file should include five different data elements in each record:

- 1) Reference number
- 2) Benchmark code
- 3) Longevity measurement
- 4) 2009-2010 salary
- 5) Proportion of salary paid by state funding

Reference Number

Simply begin each unit record with a reference number that can be used to track the record.

The first record in the file should be assigned the reference number 1, the second 2, the third 3, etc.

Benchmark Code

Attachment B to these instructions is a set of tables which list various benchmarks to be used in this analysis. Tables 1, 2, and 3 contain the various staff benchmark positions for which we have comparable salary information. There is a hierarchy in the order in which these tables should be used. Because we have decided to use local benchmarks first whenever possible, Table 1 with positions from the WMG Salt Lake Area survey ***should be used as the first source of the match***. If no local benchmark is available, we will then proceed to national benchmarks using the CUPA-HR Administrative and mid-level salary surveys. About 40 positions from the CUPA mid-level survey are also listed in the Radford/AON benchmarks. The tables have a column to reference the common positions between the two benchmark instruments. ***Remember to apply the WMG benchmark position if there is a conflict.***

The second element of each record should be the numeric ***six-digit*** code representing the benchmark that most closely ties to the staff member's responsibility. ***Use only the benchmark codes that are provided in the look-up table.*** Do not use CUPA or WMG benchmark codes. Again, use only the benchmark codes created for this survey for all positions. If a certain position at your institution does not fit within any of the benchmarks, enter the number 000000 for the second data element. Benchmark definitions for all staff positions are found in Attachment C.

Longevity Measurement

The third element in each record should be a numeric measure for longevity. Provide the number of full years of service that the staff member has provided at your institution as of November 30, 2009.

2009-2010 Salary

The fourth element in each record should be the staff member's salary. The amount should be absent of any dollar sign, comma, decimal, or fractional dollars. The format should appear as follows:

35000

The salary amount should represent the most recent salary level as of November 30, 2009, you have for the staff member during the 2009-2010 academic year. If the staff member is supported by state as well as other funding, list the full salary amount the staff member is entitled to from all sources.

For regular staff members, who are .75 FTE and less than 1.0 FTE, annualize the employee's current salary to the equivalent of a full time salary.

Proportion of Salary Paid by State Funding

The fifth and final element in each record should be a numeric representation of the percentage of the staff member's full salary that is paid from state funding; round to the nearest tenth.

Full-time

For a full-time regular staff member paid entirely from state funds, enter 1.0. If the staff member's salary is paid partially by non-state funds, enter the percentage of the salary that is paid by state funds. The element should appear as follows:

Paid Fully From State Funds	1.0
Paid Half From State Funds	0.5

Part-time (.75 FTE or greater and less than 1.0 FTE)

For part-time regular staff members paid entirely from state funds who are .75 FTE or greater and less than 1.0 FTE, enter the employee's FTE. If the staff member's salary is paid partially by non-state funds, multiply the FTE figure by the state funds percent. For this group of employees, this element should appear as follows:

.8 FTE Paid Fully From State Funds	0.8
.8 FTE Paid Half From State Funds	0.4

Appearance of a Single Record

The following example shows how a single record should appear in the staff file. In this example, the full-time staff member is the fifth record in the file, the staff member's benchmark position is number 83001, he/she has spent 10 full years at the institution, is paid \$40,000 per year, and is supported 50% by state funding.

5,103001,10,40000,0.5