

**IPEDS Web-Based Data Collection, Winter 2003-2004
Edit Specifications for Salaries**

- Salaries Screening Questions

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

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

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

Contract length/teaching period

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

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

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

- Part A (Length of Contract/Teaching Period, Salaries, and Rank of Full-Time Instructional Faculty)

If the **number of faculty** is reported for any academic rank, the **salary outlay** for the same academic rank must also be reported and vice versa; otherwise, a fatal error will occur requiring data in both cells OR no data in both cells.

The **total number of men, total number of women, and grand total (men and women)** are automatically generated based on the number of employees reported for each applicable contract length/teaching period.

Average salary by academic rank is automatically generated as the salary outlay divided by the corresponding number of faculty.

Based on the academic rank order listed in the survey, the **average salary** for a higher academic rank should be greater than the average salary for a lower academic rank; otherwise, the data must be revised or confirmed.

Average salary for any academic rank should be less than or equal to \$130,000; otherwise, an explanation will be required.

- Part B (Fringe Benefits of Full-Time Instructional Faculty)

(Note: Fringe benefit data are not requested for full-time instructional faculty working less than 9 months per year.)

If the number covered is reported for any fringe benefit **EXCEPT** "Unemployment compensation" and "Worker's compensation," the expenditure for the corresponding fringe benefit must also be reported and vice versa; otherwise, a fatal error will occur. For the "Unemployment compensation" benefit and "Worker's compensation" benefit, an explanation will be required if the number covered for either benefit is greater than zero and the corresponding fringe benefit expenditure is zero.

If **social security taxes** exceed \$6,656, an explanation will be required.

The **total expenditure** amount is automatically generated for each applicable contract length/teaching period.

The **average expenditure** by benefit type is automatically generated as the expenditure amount divided by the corresponding number covered.

The number of employees reported in Part B for each benefit **EXCEPT** tuition plan, must be equal to or less than the number of employees reported in Part A.

- Current Year Versus Prior Year Comparisons

The following table lists edits performed based on the total number of faculty, salary outlays, and/or expenditures reported this year (current year - CY) compared to the corresponding items reported last year (prior year - PY). (NOTE: CY/PY edits are not performed if there is no PY data.)

Current Year (CY) / Prior Year (PY) Edits	
Faculty totals, salary outlays, and expenditures	
If CY value	And PY value

is	is	Expected CY range is	Action required
<25	<25	N/A (No CY/PY edits are performed)	None
>=25	>0 and <25	Between .75 and 1.3 of PY value	Explanation required
any value	>=25 and <=150	Between .75 and 1.3 of PY value	Explanation required
any value	>150	Between .85 and 1.2 of PY value	Explanation required

- Winter Cross-Survey Edit Specifications

Data in Salaries that are compared to data in other Winter survey components can be found at [Winter Cross-Survey Edit Specifications](#).