

CAPCSD SALARY SURVEY INSTRUCTIONS and ITEMS

(Modified Feb 2010)

These worksheets are provided so that programs can review the questions which will need to be answered in the CAPCSD Salary Survey. Use the *Faculty/Instructional Staff Worksheet* (separate PDF File) to gather the data needed. Please note that all data must be entered via the HES system.

ALL ITEMS SHOULD BE ANSWERED IN RELATION TO THE **2008-09 ACADEMIC YEAR**

Section 1. Adjunct Faculty Questions

1.1. During the most recently completed academic year (2008-09), did your program employ any adjunct faculty (e.g., academic or clinical teaching)?

- Yes
- No

1.2. During the most recently completed academic year, how many adjunct faculty had primarily academic teaching duties (other duties may include clinic supervision, administration, service, etc.)? Enter '0' if none. _____

1.3 In total, during the most recently completed academic year, did adjunct faculty teach any academic courses (regardless of area of primary duties, count each section or time a course is taught)?

- Yes - Specify the number of courses taught **[Text]**
- No
- Unable to report/Information unavailable

1.4 In total, during the most recently completed academic year, how many quarter/semester credit hours of academic course work did adjunct faculty teach (regardless of area of primary duties)? Enter '0' if none.

- Quarter
- Semester
- Other - specify **[Text]**
- Specify the number of credit hours taught: **[Text]**
- Unable to report/information unavailable

1.5 In total, during the most recently completed academic year, did adjunct faculty provide any clinical teaching/supervision?

Note: FTE reflects the proportion of yearly appointment based on your institution's definition of a full-time work-week (e.g., if your institution defines full-time as 40 hours per week, a faculty/staff member who works 27 hours would be $27 \div 40 = 0.68$ FTE). Add all the FTEs and report the total FTEs.

- Yes - Specify the total number of FTEs provided by all adjunct faculty **[Text]**
- No
- Unable to report as adjuncts are hired on a basis other than FTE

Section 2. Graduate Student Employee Questions

Note: Full or part-time faculty who have enrolled in a graduate program, while maintaining their faculty appointment, should be reported in the Faculty List section. However, faculty who gave up the faculty appointment to enter a graduate program, yet who continue to provide limited academic or clinical teaching (i.e., on graduate student assistantships), should be reported in this section. Include all graduate students who are employed in your communication sciences and disorders department's programs (undergraduate, master's, and/or doctoral).

2.1 During the most recently completed academic year (2008-09), did graduate students provide any academic teaching (i.e., paid to teach an academic course or lab) or clinical teaching/supervision (i.e., paid to supervise student clinicians) in your program?

- Yes
- No

2.2 During the most recently completed academic year, how many graduate student employees provided academic teaching in your program (i.e., were directly paid to teach an academic course or lab)? Enter '0' if none. _____

2.3 In total, during the most recently completed academic year, how many quarter/semester credit hours of academic course work did graduate students teach (regardless of area of primary duties)? Enter '0' if none.

- Quarter
- Semester
- Other - specify **[Text]**

- Specify the number of credit hours taught: **[Text]**
- Unable to report/information unavailable

2.4 During the most recently completed academic year, how many graduate students provided clinical teaching/supervision in your program (i.e., were directly paid to supervise student clinicians)? Enter '0' if none. _____

2.5 During the most recently completed academic year, how many total FTEs were worked by these graduate students? Enter '0' if none. _____

Note: FTE reflects the proportion of yearly appointment based on your institution's definition of a full-time work-week (e.g., if your institution defines full-time as 40 hours per week, a faculty/staff member who works 27 hours would be $27 \div 40 = 0.68$ FTE). Add all the FTEs and report the total FTEs.

- Yes - Specify the total number of FTEs provided by all graduate students **[Text]**
- No
- Unable to report as graduate students are hired on a basis other than FTE

Section 3. Faculty/Instructional Staff Questions

3.1 During the most recently completed academic year (2008-09), how many faculty members (full-time and part-time) were employed in all your communication science and disorders department's degree programs (undergraduate, master's, and/or doctoral)? _____

Note: This item focuses only on faculty & instructional staff. Do not include adjunct or graduate student employees (separate items are used for those categories). Full or part-time faculty, who have enrolled in a graduate program while maintaining their faculty appointment should be reported in the Faculty List section.. Faculty who gave up their faculty appointment to enter a graduate program, yet who continue to provide limited academic or clinical teaching as part-time faculty/instructors should be reported in this section. Give the number of different faculty regardless of full-time or part-time status. Do NOT include externship supervisors who may be paid an honorarium/stipend for supervising a student (non-salary compensation).

Note: Entering data on faculty members is a multi-step process that includes:

1. Entering each faculty member's name and primary role (academic vs clinical)
2. Generation of a Faculty ID number (to ensure confidentiality)
3. Entry of demographic information regarding the faculty member
4. Entry of salary information

Steps # 1 – 3 will typically be completed by the faculty/staff member designated as the Salary Survey Editor while Step #4 will be completed by the Salary Survey Signatory. As indicated in earlier instructions only the Salary Survey Signatory will be able to see or enter salary data.

3.2 Instructions for Completing the Faculty Reporting List

Step 1. When completing the *Salary Survey* in the HES system, you will be asked to develop a Faculty List. If you have recently completed a CAA annual or re-certification report, you will be familiar with the steps needed to add faculty members. Please note that there will be no pre-populated faculty names/information in the Salary Survey in order to ensure confidentiality of information. As you enter each faculty member's name a random numerical ID designation will be defined (e.g., Faculty41; Faculty23). **It is important that the faculty member's Numerical ID Designation be recorded on the worksheet allowing the appropriate salary information to be entered for that staff member in later steps of the survey (see worksheets which include this information)**

Detailed guidelines on how to complete Faculty List appear in the HELP features in the on-line survey as well as in the User Guide specifications <http://www.asha.org/academic/HES/>

Step 2. For each faculty member (indicated by their Numerical ID Designation) you will be asked to confirm identification information including:

- a. faculty-members status (an "X" will appear if information in the HES system is incomplete, or a green check mark will appear if their information is complete)
- b. CCC Status
- c. Primary Faculty Role (academic vs clinical) –

3.3 Individual Faculty Demographic & Salary Data

Note: For a complete listing of the information requested on each faculty member, see the attached *Faculty/Instructional-Staff Worksheet*. Make copies of that form and complete one for each faculty/instructional-staff member (including in-house clinical instructors/supervisors). Questions vary slightly for academic vs clinical faculty (see worksheet).

Information in questions #1 – 11 can be entered into the *Salary Survey* by the Salary Survey editor or Salary Survey Signatory. Items in questions #12 – 16 can only be entered, seen, and edited by the Salary Survey Signatory. As indicated earlier the Program Director designates who has Salary Survey Editor and/or Salary Survey Signatory responsibilities.

As shown on the *Faculty/Instructional-Staff Worksheet* (separate PDF File) information gathered for each faculty member basically includes:

1. Faculty *Numerical ID Designation* (generated by HES)
2. Gender
3. Date of Birth (optional item)
4. Race (indicate all categories that apply)
5. Ethnicity (indicate appropriate category)
6. Employment Status (full-time vs. part-time)
7. Tenure/Promotion Status (indicate appropriate category)
8. Academic Rank
9. Length of time members has been at that academic rank
10. Primary professional area (SLP/Speech Science, Audiology/Hearing Science, Both, or Other)
11. Highest academic degree earned

12. FTE
13. Number of months of base salary
14. Base salary
15. Augmented salary
16. Time frame of augmented salary

For most items there is the option to indicate “unable to report/Information unavailable”.