

## Form SF-1: Salary Data for Full-Time Faculty and Select Administrators

Fall Data for Current Academic Year

### INSTRUCTIONS

The ATS Salary form surveys the contract salary and benefits for certain administrative and all full-time faculty positions. The form Personnel Data for Full-Time Faculty and Selected Administrators must be completed prior to completing the Salary data; Salary records are created based on the Personnel Data form.

Please note that, as is the case for the Personnel form, it is not necessary to include all staff members. Faculty should be limited to those teaching at least half time (with an exception for those on a paid sabbatical) and administrators should be limited to senior positions. A full list of those positions is included with the instructions for the Personnel Data for Full-Time Faculty and Selected Administrators form.

As in the past, ATS will continue to maintain the confidentiality of individual salary data and only aggregate sets that contain two or more data elements will be released.

Each column in the table can be sorted by clicking the column title, each click cycles through ascending, descending, and no sort. Only one column can be sorted at a time. The number of items per page can be adjusted with a drop-down selector located above the table.



**View/Edit:** opens the salary record to edit the details

This form is pre-populated with first name, last name, administration positions, faculty rank and percent of teach time for each record in form PF-1 Personnel, Full-Time Faculty and Select Administrators. Adjustments to the pre-populated data or personnel listed must be performed on form PF-1.

Report only whole numbers. Round all figures to the nearest dollar.

**Salary Override:** Check this box if the individual's salary is paid by another entity (for example, the university proper as opposed to the theological school).

**Contract Salary:** Enter the dollar amount of the current contract salary as of the fall reporting date. Separate thousands with a comma or space. Include those on sabbatical leave, entering what salary and other remuneration would be given on a full-year basis (i.e., what the individual would receive if not on leave). List this as salary and not as a benefit. Exclude remuneration beyond the base contract salary for services rendered for overload teaching or administrative responsibilities. ATS is surveying base salaries plus fringe benefits. Compensation for additional responsibilities is to be excluded.

**Contributed Services:** (This applies primarily to Roman Catholic institutions.) Enter the dollar amount of the value of contributed services. The value of such services should be determined by relating the contract salary of the individual to equivalent salaries and wages for similarly ranked personnel at the same or similar schools. If a faculty member teaches full time at a reduced contract salary, an amount comparable to the reduction should be reported as contributed services so that the total salary is equivalent to similarly ranked personnel.

**Housing:** Enter the dollar amount paid for housing if this figure is in addition to the contract salary. **Do not** report the amount of the total salary that is designated as "housing allowance" for U.S. tax purposes for eligible (ordained) employees. Include this amount as part of the total Contract Salary in field (I). If a house itself is provided, a fair estimate of equivalent rent should be entered. Housing should be expressed in dollar values, not as a percentage of salary contract. Housing value does NOT refer to the portion of salary that is nonreportable for tax purposes. If room and board are provided, include their value as a dollar amount.

**Added Benefits:** Enter the dollar amount of all added benefits except pension. Added Benefits consist of such items as an automobile furnished by the institution for personal use of the administrator, health and life insurance programs, and all other benefits that are paid by the institution. Do not include in Added Benefits compensation for services rendered for overload teaching or administrative responsibilities. Do not include remuneration for which there is no contract obligation. Do not include entertainment or travel reimbursement of officially incurred expenses.

**Pension:** Enter the dollar amount of the *institution's* contribution to pension programs, including social security/social insurance. Do *not* include the *individual's* contributions to social security or to pensions by salary reduction.

**TOTAL:** The total compensation automatically computes the salary fields.



**Comments:** Each salary record has the option to include comments. A solid black icon indicates no comments included for the data record, while a lined icon indicates comments are available.