Annual Report Form SF-1: Salary, Full-Time Personnel: Faculty and Select Administrators

Fall data for current academic year (Includes only those personnel on the completed form PF-1)

Member School: **Survey Year:** 2024 - 2025

This form is auto-populated with Name, Primary Administrative Role, Faculty Rank, Percent of Teaching Time, and Shared with Another Entity for the full-time personnel reported on the form PF-1, Personnel: Select Administrators and Full-Time Faculty. Adjustments to the auto-populated data or personnel listed must be performed on form PF-1, which should be completed prior to completing this form.

Name	Admin Code(s)	Faculty Rank	Percent of Teaching Time	Shared with Another Entity	Paid by Another Entity	Contract Salary	Contributed Services	Housing Value	Added Benefits	Pension Payments	Total (auto calculated)	Comments

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.

For personnel shared with one or more member schools report the salary at 100% in only one member school's form, the other school(s) should check Paid by Another Entity. Which school is to report the data should be decided among the schools and should be consistent year to year.

Paid by another entity: Check this box if any portion of the individual's salary is paid by another entity (for example, the member school is part of another entity, and the other entity pays that person's salary).

Contract Salary: Enter the dollar amount of the current contract salary as of the fall reporting date. 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. Exclude compensation for additional responsibilities.

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. 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 member school for personal use of the administrator, health and life insurance programs, and all other benefits that are paid by the school. 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 school'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 is auto calculated as the sum of Contract Salary, Contributed Services, Housing Value, Added Benefits, and Pension Payments.