Survey Guide: AACP Roster and Faculty Salary Survey

Purpose

AACP asks schools to report demographic, contact, and salary information for full-time faculty, contracted part-time faculty, emeriti, administrators, and select professional staff. The information collected in this survey is used to:

- Provide the most up-to-date faculty and professional staff contact information for each institution in the AACP Roster of Faculty and Professional Staff, a searchable online member service directory
- Identify first-time faculty at each institution that are eligible for a complimentary 2-year membership to AACP
- Report national data on full-time faculty demographics and salaries in the *Profile of Pharmacy Faculty publication*
- Provide colleges and schools the ability to assess administrative effectiveness and conduct financial planning through the monitoring and benchmarking of full-time faculty demographic and salary trends via Tableau dashboards, ad-hoc data requests, and peer salary comparisons
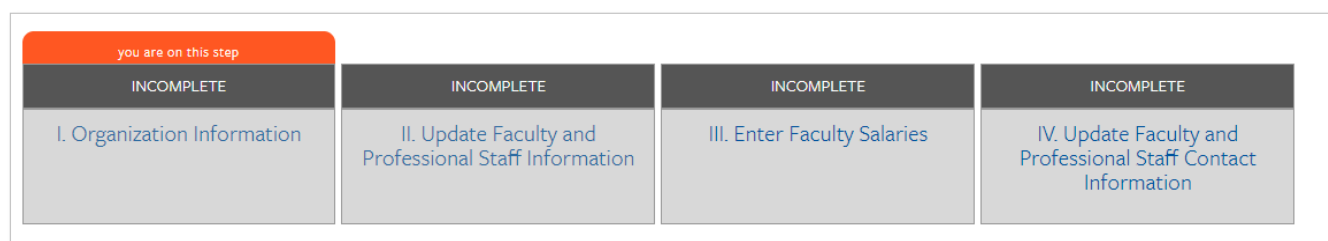
Accessing the Survey

This online survey is administered outside of AACP's survey system, through the Association's membership management system: 2022-23 AACP Roster and Faculty Salary Survey. This enables all the information reported to update automatically within our membership database after the survey closes.

Due to the sensitivity of data collected within this survey, login information is only sent to CEO deans at each institution via the survey opening memo email. The email must be forwarded to the appropriate staff member for them to complete the survey. While data collected within the survey may come from multiple sources within your institution, AACP recommends that one individual be assigned responsibility for submitting your school's data to AACP.

Completing the Survey

Please complete this survey by the survey deadline. You may select any section of the survey by clicking on one of the section menu boxes at the top of the page.

AACP recommends completing the sections of the survey in order unless some sections do not apply. All sections of the survey must be marked complete in order to submit the survey. If you have questions while completing the survey or reviewing this document, please contact the helpdesk at data@aacp.org.

Definitions and Instructions

Section I. Organization Information

In this section, the individual filling out the survey will be asked to enter their contact information. The Survey Contact will be used by AACP staff for any follow-up questions regarding the survey.

You will also be asked to review the organization information for your institution. If applicable, please enter any changes to your institution's name, address, or physical address.

Section II: Update Faculty and Professional Staff Information

Current faculty and professional staff information that AACP has on record for your institution is prepopulated into the survey. In this section, please verify and update your faculty and professional staff roster. **Most faculty and professional staff listed within your roster will not require any updates; therefore, you do not need to access each individual record. All records automatically advance 1 year in rank.** You are asked to update or add faculty and professional staff that fall into the following scenarios:

1. Update any continuing faculty or professional staff that received a promotion within the last year. Please update their **Title**, **Administrative and Academic ranks**, and their **Years in Rank**.

2. Add any new faculty or professional staff that joined your institution since the database was last updated or those anticipated to be faculty or professional staff in fall 2022, that are not currently listed in Section II. Use the "Add New Faculty/Staff" button for all individuals new to your institution. Use the table below to guide how to report information for the individual.

3. Delete any faculty or professional staff that are no longer at your institution or anyone listed in your roster that is a student, resident or regular staff.

Question Field	Reporting Instructions
Faculty Information	Enter prefix, full name, and suffix where applicable
Contact Information	Select the appropriate title from the pull-down menu. If "Other" is selected please specify in the text box that will appear below the pull-down menu. Avoid using abbreviations. Include only one email address for the individual
College/School Address	Enter office address of faculty or staff member
Degrees Held	Check all that apply
Highest Degree	Enter the highest degree the individual earned based on all the degrees chosen in the "Degrees Held" field. Indicate whether the individual holds a professional pharmacy degree [e.g. B.S. in pharmacy, Doctor of Pharmacy (Pharm.D.)] and the source of the degree.
Rank	Choose the appropriate rank. If no administrative rank, please select the "No Administrative Rank" option. If no academic rank, please select the "Other/No Academic Rank/Program Staff" option.
Discipline and Tenure	Indicate one primary teaching discipline and tenure status for faculty. You may leave these fields blank for professional staff if not applicable.
Department Head/Chair	Select the checkbox if this individual is a department head or chair
Years in Rank	Round to the nearest whole year. If the upcoming academic year will be the first year in the rank, then report the years in rank as zero (0). If both an administrative and academic rank are listed, provide the years in rank for the highest permanent administrative rank (not acting or interim rank). Include years spent in the same rank at another institution.
Administrative Responsibilities	Check all that apply
Other Areas of Responsibility	Check all that apply
Appointment	FTE and Type of Appointment should be consistent with the salary reported in Section III. FTE should be between 0.00 – 1.00. If you report an FTE of 0.5, make sure that the salary you report is half of what the faculty member's salary would be at 1.00 FTE. Refer to the AACP Definition of Salary in Section III for more information.
Personal Demographics	Report the year of birth (e.g. 1976), gender, and race/ethnicity of the faculty or professional staff. If the individual's race/ethnicity is unknown, please select "Race/Ethnicity Unknown"

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Section III. Enter Faculty Salaries

All faculty and professional staff reported in Section II will populate into Section III along with their Title, Highest Rank, and FTE for reference. You are asked to report Base Salary, Other Compensation (if applicable), and the Total Salary for all full-time salaried employees as of July 1. **Please report the salary consistent with the FTE and Type of Appointment indicated for the faculty member**. Affiliate members (non-U.S. institutions) do not need to complete the salary section of the survey.

AACP Definition of Salary

Question Field	Reporting Instructions
Base salary	Report the annual full-time or part-time college/university compensation per contact or agreement, excluding benefits as of July 1
Other compensation	Report any supplementary stipends, bonuses, and/or compensation received from grants and contracts if applicable as of July 1
Total salary	Report the total compensation (base salary plus other compensation as defined above) received by salaried faculty members
Additional considerations for salary	Report the salary consistent with the FTE and Type of Appointment indicated for the faculty member

*If your institution cannot report Base salary and Other compensation separately, please report the salary in the Total Salary column within the survey for each faculty member.

If a salary increase has been awarded as of July 1 but will not be put into effect until later in fall 2022, report the new salary. If a faculty member is expected to start employment as of September 30, 2022, report the starting salary effective that date.

Reporting Faculty Salaries – Examples

The following ten examples are provided to guide how to report salary in specific employment situations. Related issues may be what to report for FTE and Type of Appointment for some faculty. Please report the Type of Appointment that most closely represents the period for which the amount reported in Total Salary is received. Questions about specific cases at your institution? Contact the helpdesk at data@aacp.org.

Example 1 A college appoints a faculty member to a full-time, 9-month academic-year position at $95,000, and allows the faculty member to supplement his/her salary during the academic year by $10,000 from a university/college-approved contract or grant. Report as follows:

Base Salary	$95,000
Other Compensation	$10,000
Total Salary	$105,000
Full-Time Equivalent	1.0 (100%)
Type of Appointment	full-time, academic year

Example 2 A college appoints a faculty member to a full-time, 9-month academic-year position at $100,000. During the year, the faculty member will also receive a stipend of $15,000 to compensate for **full-time work during the summer** (teaching, scholarship, or service). Report as follows:

Base Salary	$100,000
Other Compensation	$15,000
Total Salary	$115,000
Full-time Equivalent	1.0 (100%)
Type of Appointment	**full-time, calendar year**

Example 3 A college appoints a faculty member to a full-time, 9-month academic-year position at $90,000. During the year, the faculty member will also receive a stipend of $7,000 to compensate for **part-time work during the summer** (teaching, scholarship, or service). Report as follows:

Base Salary	$90,000
Other Compensation	$7,000
Total Salary	$97,000
Full-time Equivalent	1.0 (100%)
Type of Appointment	**full-time, academic year**

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Example 4 A faculty member is appointed as a full-time, calendar-year employee. In an arrangement with the hospital where this individual has patient-care responsibilities, the hospital contributes to the college toward compensation. The faculty member is fully compensated through the college at a level of $110,000. Report as follows:

Base Salary	$110,000
Other Compensation	$0
Total Salary	$110,000
Full-time Equivalent	1.0 (100%)
Type of Appointment	full-time, calendar-year

Example 5 A faculty member is employed as a part-time laboratory instructor during the academic year. He/she works approximately 16 hours per week and is paid a salary of $30,000. Report as follows:

Base Salary	$30,000
Other Compensation	$0
Total Salary	$30,000
Full-time Equivalent	0.4 (40%)
Type of Appointment	part-time, academic year

Example 6 The Executive Director of the State Pharmaceutical Association is retained as a guest lecturer in the area of Pharmacy Administration. He/she is paid $500 per contact hour and contributes about 3 hours per academic year.

DO NOT REPORT SALARY

Example 7 A faculty member holds a full-time, calendar-year appointment at the rank of professor for which he/she receives a salary of $140,000. As department chair, he/she receives a supplementary administrative stipend of $20,000. Report as follows:

Base Salary	$140,000
Other Compensation	$20,000
Total Salary	$160,000
Full-time Equivalent	1.0 (100%)
Type of Appointment	full-time, calendar-year

Example 8 A faculty member holds a calendar-year, joint appointment within the university and is paid by two different departments across two different colleges (college of pharmacy, department of pharmacy practice; college of medicine, department of pediatrics). His/her total annual salary compensation is $130,000. Report either option below

	If you can report salary paid by the college of pharmacy only:		*If you cannot split salary*
Base Salary	$65,000	Base Salary	$130,000
Other Compensation	$0	Other Compensation	$0
Total Salary	$65,000	Total Salary	$130,000
Full-time Equivalent	0.5 (50%)	Full-time Equivalent	1.0 (100%)
Type of Appointment	full-time, calendar-year or part-time, calendar-year, depending on your classification of this individual	Type of Appointment	full-time, calendar-year

Example 9 A faculty member holds a full-time, 11-month, calendar-year research position and receives all his/her compensation ($150,000) from university/college-approved contracts and grants. Report as follows:

Base Salary	$0
Other Compensation	$150,000
Total Salary	$150,000
Full-time Equivalent	1.0 (100%)
Type of Appointment	full-time, calendar-year

Example 10 A faculty member holds a full-time, 11-month, calendar-year appointment at the university hospital and receives all his/her compensation from the hospital ($120,000). The faculty member also holds the title of associate professor within the college of pharmacy. The individual is considered an integral member of the faculty and has instructional responsibilities throughout the calendar year. Report as follows:

Base Salary	$0
Other Compensation	$120,000
Total Salary	$120,000
Full-time Equivalent	0
Type of Appointment	full-time, calendar-year or part-time, calendar-year, depending on school's classification of this individual

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Section IV. Update Faculty and Professional Staff Contact Information

In this final section of the survey, all faculty and professional staff reported in Section II will populate into Section IV along with their contact information: phone, fax, and email. This is a final review of your institution's faculty and professional staff roster and contact information for each individual. If any information is missing, please enter it here.

Submitting the Survey

Once all sections are marked complete, you will automatically be taken to a page to submit the completed survey.

There will be a button on this page **'Export Survey to Excel'** to export the raw data from your survey to Excel. AACP does not save copies of this survey in this format. **You must download this file while the survey is open to save a copy for your records.**

COMPLETE	COMPLETE	COMPLETE	COMPLETE
I. Organization Information	II. Update Faculty and Professional Staff Information	III. Enter Faculty Salaries	IV. Update Faculty and Professional Staff Contact Information

Click on the **Export Survey to Excel** button to export the raw data reported in your survey to Excel. AACP does not save copies of this survey in this format. **You must download this file while the survey is open in order to save a copy for your records.**

EXPORT SURVEY TO EXCEL

Submit Completed Survey

Once you submit your survey, you will not be able to go back and make any changes.

CONFIRM FINAL SURVEY COMPLETION *

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SUBMIT COMPLETED SURVEY

Frequently Asked Questions

What is the definition of 'professional staff' for purposes of this survey?

Include any professional staff that oversee or are the main contact for any of the Administrative Responsibilities or Other Areas of Responsibilities listed within the survey. Questions? Contact the helpdesk at data@aacp.org.

Reporting Professional Staff

Question Field	*Reporting Instructions*
Administrative Responsibilities	Report any professional staff that oversee or are the main contact for: Admissions, Student Personnel Officer / Career Counselor, School Finance / Budget Officer (CFO), Experiential Education, Assessment, Development Officer, Residency Program, Diversity, Graduate Programs and Research, Interprofessional Education
Other Areas of Responsibilities	Report professional staff that oversee or are the main contact for: Curriculum, Pharmacy Law, Drug Information / Poison Control, Information Systems/ IT, Public Relations/Communications, IPPE Program, APPE Program

Do not include administrative support staff or more than one individual for a category. If an individual pulled into the list that is not the main contact for any of the responsibilities listed above, please go ahead and delete them from your survey

Why are students, residents, or support staff that should not be included in the roster populating into my survey?

AACP tries to prevent individuals that should not be included within the roster from populating into your survey. Due to the internal structure of the membership database related to meeting registrations, some individuals may appear in your roster survey that should not be included. Please go ahead and delete these individuals from the roster if they should not be included.

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