



## Office of the Provost

Faculty Services  
Office of the Provost  
907-474-7096  
907-474-1836 fax  
Uaf.provost@alaska.edu  
[www.uaf.edu/provost](http://www.uaf.edu/provost)

311 Signers' Hall, P.O. Box 757580, Fairbanks, Alaska 99775-7580

## Initial Salary Placement Worksheet FAQs

### **Q. What type of hires require that this form be completed?**

**A.** All faculty hires, with the exception of adjuncts and post-docs. It is required for term, tenure-track, research, and clinical faculty hires, and is to be completed once the search has identified the successful candidate. Once completed, a copy needs to be sent to the Provost's Office with the position's Job Request Form attached, and a copy placed in the faculty member's file.

### **Q. What's a CIP code?**

**A.** *CIP* stands for Classification of Instructional Program. CIP codes are a taxonomy developed by the National Center for Educational Statistics. Here is a description taken from their website at [http://nces.ed.gov/programs/quarterly/vol\\_4/4\\_2/5-2.asp#H2](http://nces.ed.gov/programs/quarterly/vol_4/4_2/5-2.asp#H2):

The CIP is a taxonomic coding scheme of instructional programs. It is intended to facilitate the organization, collection, and reporting of program completions data using classifications that capture the majority of reportable program completion activity. The CIP titles and program descriptions are intended to be generic categories into which program completions data can be placed, not exact duplicates of specific major field of study titles used by individual institutions.

The CIP is not intended to be a regulatory device. CIP codes and their associated programs are standard statistical coding tools that reflect current practice, not a prescriptive list of officially recognized or permitted programs. Codes that have been added, deleted, or moved reflect variations in instructional program offerings and reported data that have occurred since the 1990 edition of the CIP was produced.

CIP codes, for the most part, are not intended to correspond exclusively to any specific degree or program level. In most cases, any given instructional program may be offered at various levels, and CIP codes are intended to capture all such data.

### **Q. What do OSU and CUPA stand for, and what's a salary survey?**

**A.** Salary surveys are collections of faculty salary data. Colleges and Universities around the country annually submit their faculty salary data to salary survey publications, which analyze the data and present salary ranges and averages by CIP code, rank, and the institution's Carnegie Classification. These figures are then considered the indicator of market value.

OSU is the abbreviation for the Oklahoma State University Salary Survey. The UNAC faculty union uses the *OSU Faculty Salary Survey by Discipline* as the indicator

## Office of the Provost

311 Signers' Hall, P.O. Box 757580, Fairbanks, Alaska 99775-7580

of their faculty's market value by CIP code. OSU is the main Faculty Salary Survey used by UAF.

CUPA is the abbreviation for the College and University Professional Association for Human Resources, an association that produces several annual salary surveys. The previous UAFT faculty union used the *CUPA Community College/2-year Salary Survey* as the indicator of their faculty's market value by CIP code.

The University of Alaska, including UAF, reports its faculty salary to both CUPA and OSU annually.

Note: UAF uses only OSU Salary to determine salary range for faculty.

**UAF's Carnegie Classification is RU/H (Research University – high research activity).**

### **Q. What do I do if no CIP code was identified on the Job Request Form?**

A. The dean/director will need to assign one (based on what they reasonably expect to be the majority of the candidate's work) before you complete the form.

### **Q. How do I know if I should use the CUPA or the OSU salary survey?**

A. Faculty hired into the UNAC union use the OSU survey.

### **Q. How do I get OSU data?**

A. Email the Faculty Services Manager at provost's office with the position's CIP code and proposed position rank, and they will provide you with the appropriate figure.

### **Q. What happens if the CIP code assigned to the candidate has no salary data recorded in the CUPA or OSU salary survey?**

A. The provost's office will work with the dean or director's office to see what value should be used, which is usually data from a related CIP code. The provost's office will give you the figure and also instruct you to make a note on the form that there was no survey data for the assigned CIP, so a reasonable substitution was made.