DataOnDemand
How-To Guide

Using the New Group Wizard

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Comparison Groups

DataOnDemand is a robust database of salaries, demographic information, and benefits of more than 260,000 full-time faculty by discipline and rank and more than 500,000 administrators and staff. DataOnDemand is the go-to tool for benchmarking the higher education workforce because it puts HR professionals in the driver's seat of its comprehensive database. A subscription to DataOnDemand allows you to benchmark against the peer institutions that you choose. We call a group of peer institutions that you choose a **comparison group**.

This is the definitive guide to DataOnDemand's New Group Wizard feature, which allows you to create a peer group of institutions based on institution characteristics such as size or location. You do not need to know the name of your peer institutions to use the New Group Wizard. If you already know the names of the institutions you want in your comparison group, see our New Group From Scratch How-To Guide.

Step 1: Determine Your Peer Institution Characteristics

The most important step of creating a comparison group using the New Group Wizard occurs offline. First, you need to determine the characteristics of your peer institutions for the purposes of this benchmarking project. Often, this step will occur in collaboration with your colleagues. When in doubt, always bring this process back to your institution's compensation philosophy and the goals for this project.

Unless you are ordering a custom report, the research team cannot give you guidance on this step.

Confidentiality Standards: Limitations on Comparison Groups

DataOnDemand complies with Department of Justice Safe Harbor Guidelines to ensure confidentiality of salary data. When creating any comparison group, keep in mind the following:

- A comparison group must include a minimum of eight institutions.
- Each comparison group created must differ by at least three institutions from all other comparison groups owned by users at your institution; this restriction applies to both existing and deleted groups.
- Even if you successfully create a comparison group, no salary data are reported for positions with fewer than five responding institutions or, when using incumbent-level statistics, if one institution's data represents 25% or more of the total incumbents.

The New Group Wizard can filter institutions based on the following criteria (see the [Appendix](#) for more detail on each option, including the location in the Wizard and selection options):

- **Affiliation**
  Institution affiliation indicates whether an institution is controlled and primarily funded by the government (i.e., public) or not (i.e., private). The New Group Wizard provides the ability to select institutions with one or more of the following affiliations: Public, private independent, private religious, and private for-profit.

- **CHRO Reporting Relationship**
  If you're interested in benchmarking against other institutions with similar organizational structures, the New Group Wizard can filter institutions based on who their Chief Human Resources Officer reports to (e.g., President, Chief Business Officer).

- **Classification**
  An institution's [Carnegie Classification](#) is determined primarily by the number and types of degrees it awards. The New Group Wizard allows you to filter for institutions using general Carnegie groups (i.e., associate's, baccalaureate, master's, doctoral, special) and detailed Carnegie classifications (e.g., Associate's colleges - High Transfer-High Traditional).

- **Collective Bargaining**
  The New Group Wizard allows you to filter institutions based on whether certain employee types have a collective bargaining agreement or not. You can select institutions based on whether or not they have collective bargaining for staff, full-time faculty, adjunct / part-time faculty, or graduate students.

- **Entity Type**
  The New Group Wizard automatically constrains results to higher education institutions both within and outside of a university system. You can change this setting to only include institutions in a system, or only institutions not within a system. You can also select to include higher education affiliates in your results. Higher education affiliates are institution-adjacent entities such as research centers, zoos, and hospitals that often employ people in roles that are also seen on a university campus.

- **Institution Size**
  The New Group Wizard allows you to select institutions within a particular range for student full-time-equivalent (FTE), full-time faculty FTE, or total staff FTE.

- **Location, Location, Location**
  The New Group Wizard allows you to select institutions based on geographic location. You can constrain your peer list to institutions located within a particular Metropolitan Statistical Area (MSA), state, or U.S. Census Division. You can also combine several geographic criteria (e.g., create a tri-state area comparison group).

- **Survey Participation**
  The New Group Wizard allows you to filter institutions based on whether they participated in a survey in a given year. If you are only interested in benchmarking positions in a particular survey, this setting is useful for constraining your comparison group to institutions that provided data for that survey. Be careful: If you plan to use a comparison group in future years, constraining participation history will likely result in your future reports not containing all possible data.

- **Total Operating Expenses**
  The New Group Wizard allows you to select institutions within a range of total operating expenses.

TIP

For best results, aim for at least 30 institution in your comparison group.

To add institutions, eliminate or broaden your selection criteria.

Step 2: Open New Group Wizard

Once you decide on the characteristics of your peer institutions, log in to Surveys Online, and navigate through the menu to *DataOnDemand > Comparison Groups*. Click on the *New Group Wizard* button to get started.

Step 3: Select Institution Characteristics

Select your criteria in the wizard.

Keep in mind the following:

- You can filter as much as you want in the New Group Wizard, but the more criteria you select, the fewer institutions there will be in your comparison group.
- Selecting multiple options within one selection box results in "OR" selection logic and will return institutions with either of those labels. For instance, this selection would return institutions that have the Carnegie classification of either master's or doctoral:

- Selecting options in two (or more) selection boxes results in "AND" selection logic and will return institutions that fit both of those criteria. For instance, this selection would return institutions that are master's institutions in Illinois:

Our example institution is a private master's institution in Illinois. They want to benchmark against other private non-profit master's institutions in the East North Central census division (i.e., IL, WI, MI, IN, and OH).

Criteria	Location in Wizard	Selection	Example Screenshot
Include only Master's institutions	*Entity Types, Carnegie Groups, and States > Carnegie Groups*	Master's	**CARNEGIE GROUPS** ☐ Associate's ☐ Baccalaureate ☑ Master's ☐ Doctoral
Include only non-profit private institutions	*Other Classifications > Affiliation*	Private Independent and Private Religious	**AFFILIATION** ☐ Public ☑ Private Independent ☑ Private Religious ☐ Private for-Profit
Include only institutions in the East North Central Census Division	*Other Classifications > US Census Region*	East North Central	**US CENSUS REGION** ☑ East North Central ☐ East South Central ☐ Middle Atlantic ☐ Mountain

Step 4: Check Your Selection Criteria and Group Size

After completing these selections, double check that you selected all of the criteria you decided upon in Step 1. Then click the *Search* button to refresh the page and view the table of results at the bottom of the screen.

Review the institutions identified in the search and verify that the number of institutions is large enough. In general, the more institutions in your group, the more reliable data you can generate.

INSTITUTIONS MEETING FILTER CRITERIA

						67 Institutions
Institution Name	Carnegie Classification 2018	Affiliation	Student FTE	Faculty FTE	Staff FTE	HR FTE
Bradley University (Peoria, IL)	Master's Colleges & Universities: Larger Programs	Private Independent	5139.0	372.0	521.6	3.0
Columbia College Chicago (Chicago, IL)	Master's Colleges & Universities: Medium Programs	Private Independent	6442.0	450.3	552.0	8.0

If there are too few institutions in your group, broaden your criteria until you achieve a group of an adequate size.

Step 5: Name and Save Your Comparison Group

Once you are satisfied with your comparison group, add a name and detailed description of your selection criteria in the boxes below the results. Remember: Once you've created your comparison group, there is no record of the criteria that went into creating the group except for in the "selection criteria description" box. Do your colleagues and future self a favor and be extremely detailed in the selection criteria description box:
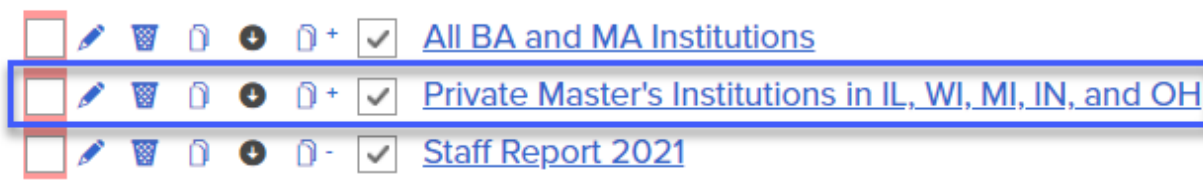
NAME

Private Master's Institutions in IL, WI, MI, IN, and OH

SELECTION CRITERIA DESCRIPTION

Institutions have following characteristics. Affiliation: Private independent OR private religious. Carnegie group: Master's. Census division: East North Central.

Finally, save your comparison group. This group will now appear in *Your Personal Groups*.

To make minor changes like adding or removing specific institutions, you can click the name of the group you just created to open group editing options. You may wish to remove your institution from your comparison group (this change is allowed even after you use the group).

Once this group has been used to run a report it becomes "locked" and cannot be changed by fewer than three institutions at a time (unless you wish to add or remove your own institution). This is a privacy protection to ensure data confidentiality. Therefore, it is important to ensure that your comparison group contains exactly the institutions you want before you go to the next step.

Step 6: Run and Intrepret Your Report(s)

To use your comparison group, go to *DataOnDemand > Survey Reports* and select the report you wish to run. Once you click on the name of the report, select the name of your comparison group form the comparison group drop down menu:

Enter additional report parameters and select "Go to Report" at the bottom of the screen. You'll then be ready to use and interpret your report results.

⚠️ Limitations and Considerations

When using the *New Group Wizard*, keep in mind the following:

- Double check your comparison group closely before you save and run a report. Once you use your comparison group, you can only change the group by editing it by 3 or more institutions.
- Just because an institution is added to you comparison group does not mean that institution provided data in a particular year or provided data on a particular position. The smaller your peer list is, the more likely you may have insufficient data to see results.

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Appendix: New Group Wizard Selection Options

Affiliation

Criteria Name: Affiliation

Location in Wizard: *Other Classifications > Affiliation*

Criteria Description: Institution affiliation indicates whether an institution is controlled and primarily funded by the government (i.e., public) or not (i.e., private).

Selection Options:

- Public
- Private Independent
- Private Religious
  Private For-Profit

CHRO Reporting Relationship

Criteria Name: CHRO Reporting Relationship

Location in Wizard: *Participation and Survey Variables > CHRO Reports To*

Criteria Description: Select institutions based on to whom the CHRO reports.

Selection Options:

- CEO/President/Chancellor
- Executive Vice President/Vice Chancellor
- Chief Academic Officer / Provost
- Chief Business Officer
- Chief Financial Officer
- Chief Legal Affairs Officer
- Chief Administrative Officer
- Chief of Staff to CEO
- Other

Classification

Criteria Name: Carnegie Group

Location in Wizard: *Entity Types, Carnegie Groups, and States > Carnegie Group*

Criteria Description: An institution's [Carnegie Classification](#) is determined primarily by the number and types of degrees it awards. These are the general Carnegie groups.

Selection Options:

- Associate's
- Baccalaureate
- Master's
- Doctoral
- Special

Criteria Name: Carnegie Classification

Location in Wizard: *Other Classifications > Carnegie Class*

Criteria Description: An institution's Carnegie Classification is determined primarily by the number and types of degrees it awards. These are the specific Carnegie classifications.

Selection Options:

- Not classified
- Associate's Colleges: High Transfer-High Traditional
- Associate's Colleges: High Transfer-Mixed Traditional/Nontraditional
- Associate's Colleges: High Transfer-High Nontraditional
- Associate's Colleges: Mixed Transfer/Career & Technical-High Traditional
- Associate's Colleges: Mixed Transfer/Career & Technical-Mixed Traditional/Nontraditional
- Associate's Colleges: Mixed Transfer/Career & Technical-High Nontraditional
- Associate's Colleges: High Career & Technical-High Traditional
- Associate's Colleges: High Career & Technical-Mixed Traditional/Nontraditional
- Associate's Colleges: High Career & Technical-High Nontraditional
- Special Focus Two-Year: Health Professions
- Special Focus Two-Year: Technical Professions
- Special Focus Two-Year: Arts & Design
- Special Focus Two-Year: Other Fields

- Baccalaureate/Associate's Colleges: Associate's Dominant
- Doctoral Universities: Very High Research Activity
- Doctoral Universities: High Research Activity
- Doctoral/Professional Universities
- Master's Colleges & Universities: Larger Programs
- Master's Colleges & Universities: Medium Programs
- Master's Colleges & Universities: Small Programs
- Baccalaureate Colleges: Arts & Sciences Focus
- Baccalaureate Colleges: Diverse Fields
- Baccalaureate/Associate's Colleges: Mixed Baccalaureate/Associate's
- Special Focus Four-Year: Faith-Related Institutions
- Special Focus Four-Year: Medical Schools & Centers
- Special Focus Four-Year: Other Health Professions Schools
- Special Focus Four-Year: Engineering Schools
- Special Focus Four-Year: Other Technology-Related Schools
- Special Focus Four-Year: Business & Management Schools
- Special Focus Four-Year: Arts, Music & Design Schools
- Special Focus Four-Year: Law Schools
- Special Focus Four-Year: Other Special Focus Institutions
- Tribal Colleges
- Associate's System Office
- University System Office

Collective Bargaining

Criteria Name: Collective Bargaining for Full-Time Faculty

Location in Wizard: *Participation and Survey Variables > Collective Bargaining for Full-Time Faculty*

Criteria Description: Select institutions that have collective bargaining (i.e., a union) for full-time faculty

Selection Options:

- Yes
- No
- Not applicable
- Don't know

Criteria Name: Collective Bargaining for Staff

Location in Wizard: *Participation and Survey Variables > Collective Bargaining for Staff*

Criteria Description: Select institutions that have collective bargaining (i.e., a union) for staff

Selection Options:

- Yes
- No
- Not applicable
- Don't know

Criteria Name: Collective Bargaining for Adjunct or Part-Time Faculty

Location in Wizard: *Participation and Survey Variables > Collective Bargaining for Adjunct or PT Faculty*

Criteria Description: Select institutions that have collective bargaining (i.e., a union) for adjunct or part-time faculty

Selection Options:

- Yes
- No
- Not applicable
- Don't know

Criteria Name: Collective Bargaining for Graduate Students

Location in Wizard: *Participation and Survey Variables > Collective Bargaining for Graduate Students*

Criteria Description: Select institutions that have collective bargaining (i.e., a union) for graduate students

Selection Options:

- Yes
- No
- Not applicable
- Don't know

Entity Type

Criteria Name: Entity Type

Location in Wizard: *Entity Types, Carnegie Groups, and States > Entity Type*

Criteria Description: Select the type of entities that the search returns. The Wizard defaults to higher education institutions only, but you can select to include higher ed affiliates. Higher ed affiliates include institution-adjacent entities such as research centers, zoos, and hospitals.

Selection Options:

- Single Unit Institution
- Institution Within a System
- Higher Ed Affiliate

Location

Criteria Name: State / Province

Location in Wizard: *Entity Types, Carnegie Groups, and States > State / Province*

Criteria Description: Select the state, province, or territory in which the institution is located.

Selection Options:

- AB
- AK
- AL
- AR
- AS
- AZ
- BC
- CA
- CO
- CT
- DC
- DE
- FL
- FM
- GA
- GU
- HI
- IA
- ID
- IL
- IN
- KS
- KY
- LA
- MA
- MB
- MD
- ME
- MH
- MI

- MN
- MO
- MP
- MS
- MT
- NC
- ND
- NE
- NH
- NJ
- NM
- NV
- NY
- OH
- OK
- ON
- OR
- PA
- PR
- PW
- RI
- SC
- SD
- TN
- TX
- UT
- VA
- VI
- VT
- WA
- WI
- WV
- WY

Criteria Name: US Census Division

Location in Wizard: *Other Classification > US Census Region*

Criteria Description: Select the Census Division in which the institution is located.

Selection Options:

- East North Central
- East South Central
- Middle Atlantic
- Mountain
- New England
- Pacific
- South Atlantic
- West North Central
- West South Central

Criteria Name: Metropolitan Statistical Area

Location in Wizard: *Other Classification > Metropolitan Statistical Area*

Criteria Description: Select the Metropolitan Statistical Area in which the institution is located. Constraining to MSA tends to result in insufficient results unless selecting a large urban area.

Selection Options:

- AK-Anchorage
- AL-Anniston
- AL-Auburn-Opelika
- AL-Birmingham
- AL-Decatur
- AL-Dothan
- AL-Florence
- AL-Gadsden
- AL-Huntsville
- AL-Mobile
- AL-Montgomery
- AL-Tuscaloosa
- AR-Fayetteville-Springdale-Rogers
- AR-Fort Smith, AR-OK
- AR-Jonesboro

- AR-Little Rock-North Little Rock
- AR-Pine Bluff
- AR-Texarkana, TX-Texarkana
- AZ-Flagstaff, AZ-UT
- AZ-Phoenix-Mesa
- AZ-Tucson
- AZ-Yuma
- CA-Bakersfield
- CA-Chico-Paradise
- CA-Fresno
- CA-Los Angeles-Long Beach
- CA-Merced
- CA-Modesto
- CA-Oakland
- CA-Orange County
- CA-Redding
- CA-Riverside-San Bernardino
- CA-Sacramento
- CA-Salinas
- CA-San Diego
- CA-San Francisco
- CA-San Jose
- CA-San Luis Obispo-Atascadero-Paso Robles
- CA-Santa Barbara-Santa Maria-Lompoc
- CA-Santa Cruz-Watsonville
- CA-Santa Rosa
- CA-Stockton-Lodi
- CA-Vallejo-Fairfield-Napa
- CA-Ventura
- CA-Visalia-Tulare-Porterville
- CA-Yolo
- CA-Yuba City
- CO-Boulder-Longmont
- CO-Colorado Springs
- CO-Denver
- CO-Fort Collins-Loveland
- CO-Grand Junction
- CO-Greeley
- CO-Pueblo

- CT-Bridgeport
- CT-Danbury
- CT-Hartford
- CT-New Haven-Meriden
- CT-New London-Norwich, CT-RI
- CT-Stamford-Norwalk
- CT-Waterbury
- DC-Washington, DC-MD-VA-WV
- DE-Dover
- DE-Wilmington-Newark, DE-MD
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- FL-Fort Lauderdale
- FL-Fort Myers-Cape Coral
- FL-Fort Pierce-Port St. Lucie
- FL-Fort Walton Beach
- FL-Gainesville
- FL-Jacksonville
- FL-Lakeland-Winter Haven
- FL-Melbourne-Titusville-Palm Bay
- FL-Miami
- FL-Naples
- FL-Ocala
- FL-Orlando
- FL-Panama City
- FL-Pensacola
- FL-Punta Gorda
- FL-Sarasota-Bradenton
- FL-Tallahassee
- FL-Tampa-St. Petersburg-Clearwater
- FL-West Palm Beach-Boca Raton
- GA-Albany
- GA-Athens
- GA-Atlanta
- GA-Augusta-Aiken, GA-SC
- GA-Columbus, GA-AL
- GA-Macon
- GA-Savannah
- HI-Honolulu
- IA-Cedar Rapids

- IA-Davenport-Moline-Rock Island, IA-IL
- IA-Des Moines
- IA-Dubuque
- IA-Iowa City
- IA-Sioux City, IA-NE
- IA-Waterloo-Cedar Falls
- ID-Boise City
- ID-Pocatello
- IL-Bloomington-Normal
- IL-Champaign-Urbana
- IL-Chicago
- IL-Decatur
- IL-Kankakee
- IL-Peoria-Pekin
- IL-Rockford
- IL-Springfield
- IN-Bloomington
- IN-Elkhart-Goshen
- IN-Evansville-Henderson, IN-KY
- IN-Fort Wayne
- IN-Gary
- IN-Indianapolis
- IN-Kokomo
- IN-Lafayette
- IN-Muncie
- IN-South Bend
- IN-Terre Haute
- KS-Lawrence
- KS-Topeka
- KS-Wichita
- KY-Lexington
- KY-Louisville, KY-IN
- KY-Owensboro
- LA-Alexandria
- LA-Baton Rouge
- LA-Houma
- LA-Lafayette
- LA-Lake Charles
- LA-Monroe

- LA-New Orleans
- LA-Shreveport-Bossier City
- MA-Barnstable-Yarmouth
- MA-Boston, MA-NH
- MA-Brockton
- MA-Fitchburg-Leominster
- MA-Lawrence, MA-NH
- MA-Lowell, MA-NH
- MA-New Bedford
- MA-Pittsfield
- MA-Springfield
- MA-Worcester, MA-CT
- MD-Baltimore
- MD-Cumberland, MD-WV
- MD-Hagerstown
- ME-Bangor
- ME-Lewiston-Auburn
- ME-Portland
- MI-Ann Arbor
- MI-Benton Harbor
- MI-Detroit
- MI-Flint
- MI-Grand Rapids-Muskegon-Holland
- MI-Jackson
- MI-Kalamazoo-Battle Creek
- MI-Lansing-East Lansing
- MI-Saginaw-Bay City-Midland
- MN-Duluth-Superior, MN-WI
- MN-Minneapolis-St. Paul, MN-WI
- MN-Rochester
- MN-St. Cloud
- MO-Columbia
- MO-Joplin
- MO-Kansas City, MO-KS
- MO-Springfield
- MO-St. Joseph
- MO-St. Louis, MO-IL
- MS-Biloxi-Gulfport-Pascagoula
- MS-Hattiesburg

- MS-Jackson
- MT-Billings
- MT-Great Falls
- MT-Missoula
- NC-Asheville
- NC-Charlotte-Gastonia-Rock Hill, NC-SC
- NC-Fayetteville
- NC-Goldsboro
- NC-Greensboro--Winston-Salem--High Point
- NC-Greenville
- NC-Hickory-Morganton-Lenoir
- NC-Jacksonville
- NC-Raleigh-Durham-Chapel Hill
- NC-Rocky Mount
- NC-Wilmington
- ND-Bismarck
- ND-Fargo-Moorhead, ND-MN
- ND-Grand Forks, ND-MN
- NE-Lincoln
- NE-Omaha, NE-IA
- NH-Manchester
- NH-Nashua
- NH-Portsmouth-Rochester, NH-ME
- NJ-Atlantic-Cape May
- NJ-Bergen-Passaic
- NJ-Jersey City
- NJ-Middlesex-Somerset-Hunterdon
- NJ-Monmouth-Ocean
- NJ-Newark
- NJ-Trenton
- NJ-Vineland-Millville-Bridgeton
- NM-Albuquerque
- NM-Las Cruces
- NM-Santa Fe
- NV-Las Vegas, NV-AZ
- NV-Reno
- NY-Albany-Schenectady-Troy
- NY-Binghamton
- NY-Buffalo-Niagara Falls

- NY-Dutchess County
- NY-Elmira
- NY-Glens Falls
- NY-Jamestown
- NY-Nassau-Suffolk
- NY-New York
- NY-Newburgh, NY-PA
- NY-Rochester
- NY-Syracuse
- NY-Utica-Rome
- OH-Akron
- OH-Canton-Massillon
- OH-Cincinnati, OH-KY-IN
- OH-Cleveland-Lorain-Elyria
- OH-Columbus
- OH-Dayton-Springfield
- OH-Hamilton-Middletown
- OH-Lima
- OH-Mansfield
- OH-Steubenville-Weirton, OH-WV
- OH-Toledo
- OH-Youngstown-Warren
- OK-Enid
- OK-Lawton
- OK-Oklahoma City
- OK-Tulsa
- OR-Corvallis
- OR-Eugene-Springfield
- OR-Medford-Ashland
- OR-Portland-Vancouver, OR-WA
- OR-Salem
- PA-Allentown-Bethlehem-Easton
- PA-Altoona
- PA-Erie
- PA-Harrisburg-Lebanon-Carlisle
- PA-Johnstown
- PA-Lancaster
- PA-Philadelphia, PA-NJ
- PA-Pittsburgh

- PA-Reading
- PA-Scranton--Wilkes-Barre--Hazleton
- PA-Sharon
- PA-State College
- PA-Williamsport
- PA-York
- PR-Aguadilla
- PR-Arecibo
- PR-Caguas
- PR-Mayaguez
- PR-Ponce
- PR-San Juan-Bayamon
- RI-Providence-Fall River-Warwick, RI-MA
- SC-Charleston-North Charleston
- SC-Columbia
- SC-Florence
- SC-Greenville-Spartanburg-Anderson
- SC-Myrtle Beach
- SC-Sumter
- SD-Rapid City
- SD-Sioux Falls
- TN-Chattanooga, TN-GA
- TN-Clarksville-Hopkinsville, TN-KY
- TN-Jackson
- TN-Johnson City-Kingsport-Bristol, TN-VA
- TN-Knoxville
- TN-Memphis, TN-AR-MS
- TN-Nashville
- TX-Abilene
- TX-Amarillo
- TX-Austin-San Marcos
- TX-Beaumont-Port Arthur
- TX-Brazoria
- TX-Brownsville-Harlingen-San Benito
- TX-Bryan-College Station
- TX-Corpus Christi
- TX-Dallas
- TX-El Paso
- TX-Fort Worth-Arlington

- TX-Galveston-Texas City
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- WA-Bremerton
- WA-Olympia
- WA-Richland-Kennewick-Pasco
- WA-Seattle-Bellevue-Everett
- WA-Spokane
- WA-Tacoma
- WA-Yakima
- WI-Appleton-Oshkosh-Neenah
- WI-Eau Claire
- WI-Green Bay
- WI-Janesville-Beloit
- WI-Kenosha
- WI-La Crosse, WI-MN
- WI-Madison

- WI-Milwaukee-Waukesha
- WI-Racine
- WI-Sheboygan
- WI-Wausau
- WV-Charleston
- WV-Huntington-Ashland, WV-KY-OH
- WV-Parkersburg-Marietta, WV-OH
- WV-Wheeling, WV-OH
- WY-Casper
- WY-Cheyenne

Institution Size

Criteria Name: Student FTE

Location in Wizard: *Participation and Survey Variables > All students FTE*

Criteria Description: Select institutions within an indicated range of all student FTE

Selection Options: Text entry for the start and end points of the range

Criteria Name: Full-Time Faculty FTE

Location in Wizard: *Participation and Survey Variables > FT Faculty FTE*

Criteria Description: Select institutions within an indicated range of full-time faculty FTE

Selection Options: Text entry for the start and end points of the range

Criteria Name: Staff FTE

Location in Wizard: *Participation and Survey Variables > Total Staff FTE*

Criteria Description: Select institutions within an indicated range of staff FTE

Selection Options: Text entry for the start and end points of the range

Survey Participation

Criteria Name: Survey Participation

Location in Wizard: *Participation and Survey Variables > Participation*

Criteria Description: Filter institutions by whether they have participated in one or more of our surveys in a selected year. Be careful: Using a group year to year that constrains participation history will likely result in your future reports not containing all possible data.

Survey Selection Options:

- Benefits Survey
- Administrators Survey
- Professionals Survey
- Staff Survey
- Faculty Survey

Year Selection Options:
- 2021-22
- 2020-21
- 2019-20
- 2018-19
- 2017-18
- 2016-17
- 2015-16
- 2014-15
- 2013-14

Total Operating Expenses

Criteria Name: Total Operating Expenses

Location in Wizard: *Participation and Survey Variables > Total Operating Expenses*

Criteria Description: Select institutions within an indicated range of all total operating expenses

Selection Options: Text entry for the start and end points of the range