



# **DataOnDemand** ***How-To Guide***

How to Recreate Legacy  
Annual Tables Using the  
Multi-Position Report

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Starting in 2024-25, DataOnDemand (DOD) no longer offers the legacy annual table reports. For each survey, the legacy annual tables automatically created a selection of general default comparison groups for you and then provided median salaries of all positions included in a particular survey (Administrators, Professionals, Staff, Faculty) by the comparison groups.

Given all the changes we made to our surveys in 2024-25, maintaining these legacy tables is no longer feasible, is cost-prohibitive, and is redundant with other DOD reports. If you relied on these reports to provide you with a comprehensive salary dataset you could upload to a pay management system, this guide will assist you in obtaining the same data previously offered in the legacy annual tables using our New Group Wizard and multi-position reports. **What's more, the comparison groups you create to generate these new reports can be used for other DOD reports to provide you with even more comprehensive data (e.g., department size, salary increases) than what the legacy tables provided.**

## Comparison Groups

The first step to obtaining this data is to determine which part(s) of the legacy annual tables your institution used. You will then create the corresponding comparison group(s) that the retired reports previously created for you. A comparison group is a set of institutions used for benchmarking purposes. To create comparison groups that were used in the retired annual tables, you will use the **New Group Wizard**. The New Group Wizard allows you to create comparison groups that filter institutions based on specific criteria.

Below is a list of specific tables that were included in the output of the legacy annual comprehensive tables report. Click on a table name below to be taken directly to the section of the tutorial that provides guidance on recreating the comparison group needed to generate the data from each table.

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# Median Salary by Affiliation or Classification


In the legacy annual reports, these general tables provided unweighted median salaries by **affiliation** (public, private independent, private religious) or **Carnegie classification** (associate's, baccalaureate, master's, doctoral). See below for steps on recreating these general tables:



## Step 1: Open the New Group Wizard

Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Comparison Groups*. Click on the *Use Wizard* button to get started.

Comparison Groups

 A Comparison Group is a set of Institutions that you are interested in.

New Group:  Use Wizard  From Scratch  Combine Groups  New Set of Groups



## Step 2: Select Institution Characteristics

Select your criteria in the wizard. To create a comparison group based on Carnegie classification, check the box next to your group of interest in the Carnegie Groups section under "Entity Types, Carnegie Groups, and States." For example, the selection in the screenshot below would create a comparison group of "Doctoral" institutions. You can select multiple Carnegie groups or just one. If you want data for all Carnegie groups included, do not make any selection.

### Carnegie Groups

Associate's  
 Baccalaureate  
 Master's  
 Doctoral  
 Special  
 Tribal  
 Unspecified

To create a comparison group based on affiliation, check the box next to your group of interest in the Affiliation section under "Other Classifications." For example, the selection in the screenshot below would create a comparison group of "Private Religious" institutions.

#### Affiliation

Public

Private Independent

Private Religious

Private for-Profit

To create a comparison group consisting of all private non-profit institutions, you would select both “Private Independent” and “Private Religious”:

#### Affiliation

Public

Private Independent

Private Religious

Private for-Profit

If you want all affiliations included, do not make any selection here.



### Step 3: Name and Save Your Comparison Group

After you have made your selections in the wizard, click the *Search* button and view the table of results. If the set of institutions reflects your selected criteria, you can 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:

**Save**

Name

Public Doctoral Institutions

Selection Criteria Description

Institutions in this group have the following characteristics:  
Affiliation = Public; Carnegie Group = Doctoral

**Save Comparison Group** Print Download CSV

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



### Step 4a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

Now that you have created comparison groups that reflect those used in the legacy annual tables, go to *DataOnDemand > Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in the previous steps.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

Personal

Demo Group Created in Previous Step

Public

NCAA Athletic Divisions

NCAA\_Div I

NCAA\_Div II

NCAA\_Div III

- B. Under positions to include, choose “Check all visible,” which will select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year **Check all visible** Uncheck all visible

- C. Under “Output Format,” select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page)  PDF  CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.

Go to Report



### Step 4b: Run a Multi-Discipline Report (Faculty)

Now that you have created comparison groups that reflect those used in the legacy annual tables, go to *DataOnDemand > Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into broader 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After**

**selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in the previous steps.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

**Personal**

Demo Group Created in Previous Step

**Public**

**NCAA Athletic Divisions**

NCAA\_Div I

NCAA\_Div II

NCAA\_Div III

- B. Under disciplines to include, select “Check all visible,” which will select all disciplines included in the survey.

Disciplines to Include

Check disciplines reported by focus institution in selected year

Check all visible

Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

HTML (Standard Web Page)  PDF  CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.

Go to Report

# Median Salary by Total Expense Quartile

In the legacy annual reports, tables were provided for unweighted median salaries by **expense quartile**. One table provided salaries by expense quartile based on all institutions that provided data. Additional tables were further broken down by **affiliation** (public, private independent, private religious) and **Carnegie classification** (associate's, baccalaureate, master's, doctoral). See below for steps on recreating these tables by expense quartiles:

## All Institutions



### Step 1a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

If you would like to use expense quartiles based on all institutions that provided data, you will not need to make your own comparison group; instead, you can use one of the publicly available comparison groups. First, log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Under Comparison Group, select your expense quartile of interest from the list of public comparison groups. These quartiles are generated using the most recent year of data collection.

Comparison Group

All Institutions That Contributed Data

**Total Expense Quartiles**

- Total Operating Expenses - 1st Quartile (< \$55,603,357)
- Total Operating Expenses - 2nd Quartile (\$55,603,357 to \$116,473,284)
- Total Operating Expenses - 3rd Quartile (\$116,473,284 to \$287,518,000)
- Total Operating Expenses - 4th Quartile (> \$287,518,000)

- B. Under positions to include, select “Check all visible” to select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year **Check all visible** Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting PDF or CSV (Excel) will generate a downloadable report in those formats. When you run an HTML (standard webpage) report, you will have the option to export to PDF or CSV.

Output Format

- HTML (Standard Web Page)     PDF     CSV

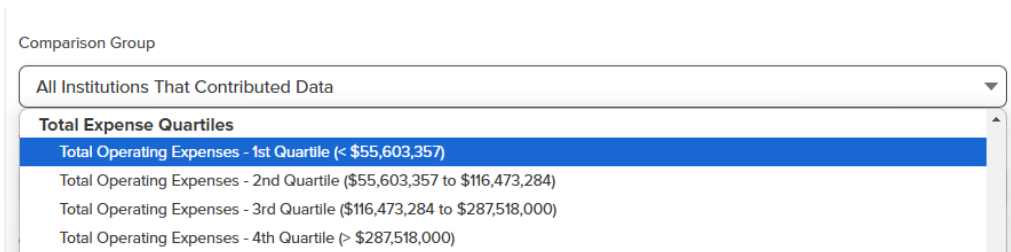
- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



### Step 1b: Run a Multi-Position Report (Faculty)

If you would like to use expense quartiles based on all institutions that provided data, you will not need to make your own comparison group; instead, you can use one of the publicly available comparison groups. First, log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**

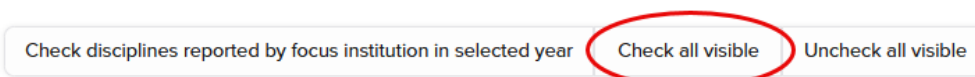
- A. Under Comparison Group, select your expense quartile of interest from the list of public comparison groups. These quartiles are generated using the most recent year of data collection.



Comparison Group
All Institutions That Contributed Data
<b>Total Expense Quartiles</b>
Total Operating Expenses - 1st Quartile (< \$55,603,357)
Total Operating Expenses - 2nd Quartile (\$55,603,357 to \$116,473,284)
Total Operating Expenses - 3rd Quartile (\$116,473,284 to \$287,518,000)
Total Operating Expenses - 4th Quartile (> \$287,518,000)

- B. Under disciplines to include, select “Check all visible,” which will select all disciplines included in that survey.

Disciplines to Include



Check disciplines reported by focus institution in selected year    **Check all visible**    Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.

Output Format

HTML (Standard Web Page)    PDF    CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



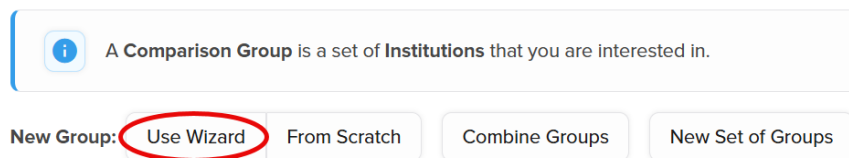
## By Affiliation or Classification



### Step 1: Open the New Group Wizard

If you would like to produce a multi-position salary report based on a particular expense quartile within an **affiliation** (public, private independent, private religious) or **Carnegie classification** (associate’s, baccalaureate, master’s, doctoral), you will need to create your own custom comparison group. First, you will need to create a comparison group based on affiliation or Carnegie classification. Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Comparison Groups*. Click on the *Use Wizard* button to get started.

#### Comparison Groups



### Step 2: Select Institution Characteristics

Select your criteria in the wizard. To create a comparison group based on Carnegie classification, check the box next to your group of interest in the Carnegie Groups section under “Entity Types, Carnegie Groups, and States.” For example, the selection in the screenshot below would create a comparison group of “Doctoral” institutions:

#### Carnegie Groups

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

To create a comparison group based on affiliation, check the box next to your group of interest in the Affiliation section under “Other Classifications.” For example, the selection in the screenshot below would create a comparison group of “Private Religious” institutions.

#### Affiliation

- Public
- Private Independent
- Private Religious
- Private for-Profit

To create a comparison group consisting of all private non-profit institutions, you would select both “Private Independent” and “Private Religious”:

#### Affiliation

- Public
- Private Independent
- Private Religious
- Private for-Profit



### Step 3: Name and Save Your Comparison Group

After you have made your selections in the wizard, click the *Search* button and review the table of results. If the set of institutions reflects your selected criteria, you can 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:

Save

Name  
Public Doctoral Institutions

Selection Criteria Description  
Institutions in this group have the following characteristics:  
Affiliation = Public; Carnegie Group = Doctoral

Save Comparison Group    Print    Download CSV

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



#### Step 4: Obtain Expense Quartiles

Go to *DataOnDemand > Survey Reports*. Under Institutional Benchmarking, select the “Turnover, Staffing Ratios, and Comparison Group Characteristics Report.” In the Report Parameters, select the comparison group you created in the previous steps. Select 25% and 75% under Percentiles to obtain a report of all expense quartiles. Click “Go to Report.”

Percentiles (Maximum of 9 allowed - Only 50th/Median is required)

5%  
  10%  
  15%  
  20%  
  25%  
  30%  
  33%  
  40%  
  45%  
  50%  
  55%  
  60%  
  67%  
  70%  
  75%  
  80%  
  85%  
  90%  
  95%

Go to Report

In the first table of the report, review the total operating expenses row to obtain your expense quartiles.

	Focus Value	Comparison Group Statistics			Additional Percentiles			
		Median	Average	NI	5	25	75	95
Total Operating Expenses		467,636,742	1,118,361,610	338	66,658,552	215,123,230	1,191,279,403	4,381,648,901

The 1<sup>st</sup> quartile would include values below the 25<sup>th</sup> percentile. The 2<sup>nd</sup> quartile would include values between the 25<sup>th</sup> and 50<sup>th</sup> (median) percentiles. The 3<sup>rd</sup> quartile would include values between the 50<sup>th</sup> (median) and 75<sup>th</sup> percentiles. Finally, the 4<sup>th</sup> quartile would include values above the 75<sup>th</sup> percentile. In the example table above, the quartiles would be calculated as such:

- 1<sup>st</sup> quartile: < 215,123,230
- 2<sup>nd</sup> quartile: 215,123,230 to 467,636,742

- 3<sup>rd</sup> quartile: 467,636,742 to 1,191,279,403
- 4<sup>th</sup> quartile: > 1,191,279,403

Take note of the values in this table for your expense quartile of interest, as you will use these values to create a new comparison group. You can export this report as a PDF or CSV using the options at the top of the page.



## Step 5: Create a New Comparison Group

You now have the information needed to create a new comparison group using expense quartiles and institutional affiliation or Carnegie classification. Using the same guidance from Step 1, open the new group wizard.

From here, select the affiliation or Carnegie classification that you used in Step 2. Then, under Participation, you can select to include only institutions that participated in specific surveys. We recommend checking all boxes in this section and including institutions that participated in any of the selected surveys to be as inclusive as possible.

▼ Participation

Only include institutions that have participated in any of the selected Surveys

- Benefits, Employee Experience, and Structure Survey
- Administrators Survey
- Professionals Survey
- Staff Survey
- Faculty Survey
- Executive Compensation & Benefits

Under Survey Variables, use the drop down menu to select “Total Operating Expenses” and click Add.

▼ Survey Variables (requires selecting one or more years under Participation above)

Include institutions that match all the following variable values in the latest of the survey years selected under participation above.

Total Operating Expenses Add ←

Using the expense quartiles obtained in Step 4, enter the values into the boxes for your expense quartile of interest. The example below would include institutions in the 1<sup>st</sup> expense quartile based on values obtained in Step 4.

Survey Variables (requires selecting one or more years under Participation above)

Include institutions that match all the following variable values in  of the survey years selected under participation above.

Select a variable...

Add

Total Operating Expenses

is between

and



After you enter values for Total Operating Expenses, click the *Search* button and review the table of results. If the set of institutions reflects your selected criteria, you can add a name and detailed description of your selection criteria in the boxes below the results. Finally, click *Save Comparison Group*. This group will now appear in *Your Personal Groups*.



### Step 6a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

Now that you have created your comparison group, go to *DataOnDemand > Survey Reports*.

For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under "Compare salary data across a range of positions." **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

**parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in Step 5.

Comparison Group

All Institutions That Contributed Data

All Institutions That Contributed Data

Personal

Demo Group Created in Previous Step

Public

NCAA Athletic Divisions

NCAA\_Div I

NCAA\_Div II

NCAA\_Div III



- B. Under positions to include, select "Check all visible," which will select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year  Check all visible  Uncheck all visible

- C. Under "Output Format," you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.

Output Format

HTML (Standard Web Page)  PDF  CSV

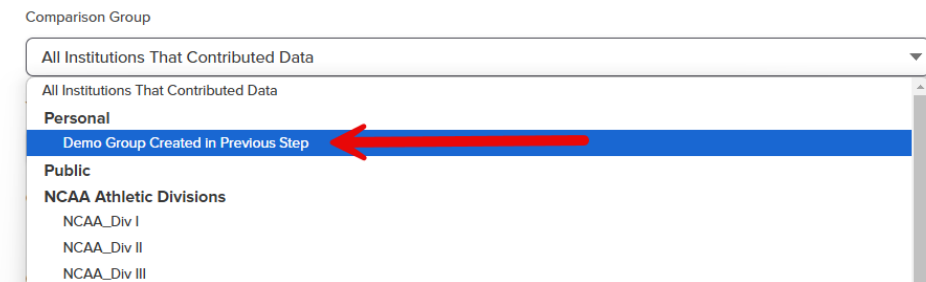
- D. Select "Go to Report" at the bottom of the screen. You'll then be ready to use and interpret your report results.



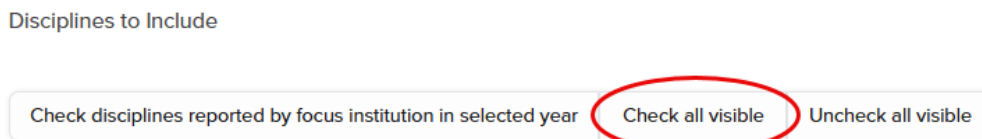
### Step 6b: Run a Multi-Discipline Report (Faculty)

Now that you have created your comparison group, go to *DataOnDemand > Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**

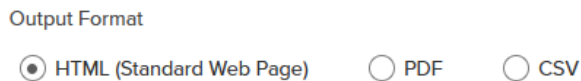
- A. Select the comparison group that you created in Step 5.



- B. Under disciplines to include, select “Check all visible,” which will select all disciplines included in that survey.



- C. Under “Output Format,” you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.



- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



# Median Salary by Enrollment Quartile

In the legacy annual reports, tables were provided for unweighted median salaries by **student full-time equivalent (FTE) enrollment quartile**. One table provided salaries by enrollment quartile based on all institutions that provided data. Additional tables were further broken down by **affiliation** (public, private independent, private religious). See below for steps on recreating these tables by enrollment quartiles:

## All institutions



### Step 1a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

If you would like to use enrollment quartiles based on all institutions that provided data, you will not need to make your own comparison group; instead, you can use one of the publicly available comparison groups. First, log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Under Comparison Group, select your student FTE enrollment quartile of interest from the list of public comparison groups. These quartiles are generated using the most recent year of data collection.

#### Report Parameters

Focus Institution

Demonstration University (Doctoral Universities: Very High Research Activity) [\(change\)](#)

Comparison Group

All Institutions That Contributed Data

Student FTE Enrollment Quartiles

Student FTE Enrollment - 1st Quartile (<1,682)
Student FTE Enrollment - 2nd Quartile (1,653 to 3,333)
Student FTE Enrollment - 3rd Quartile (3,333 to 8,870)
Student FTE Enrollment - 4th Quartile (>8,870)

- B. Under positions to include, select “Check all visible,” which will select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year  Check all visible  Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.

Output Format

- HTML (Standard Web Page)     PDF     CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



### Step 1b: Run a Multi-Position Report (Faculty)

If you would like to use enrollment quartiles based on all institutions that provided data, you will not need to make your own comparison group; instead, you can use one of the publicly available comparison groups. First, log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Under Comparison Group, select your student FTE enrollment quartile of interest from the list of public comparison groups. These quartiles are generated using the most recent year of data collection.

Report Parameters

Focus Institution

Demonstration University (Doctoral Universities: Very High Research Activity) ([change](#))

Comparison Group

All Institutions That Contributed Data

**Student FTE Enrollment Quartiles**

Student FTE Enrollment - 1st Quartile (<1,682)
Student FTE Enrollment - 2nd Quartile (1,653 to 3,333)
Student FTE Enrollment - 3rd Quartile (3,333 to 8,870)
Student FTE Enrollment - 4th Quartile (>8,870)

- B. Under disciplines to include, select “Check all visible,” which will select all disciplines included in that survey.

Disciplines to Include

Check disciplines reported by focus institution in selected year    **Check all visible**    Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When

you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.

Output Format

HTML (Standard Web Page)    PDF    CSV

- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



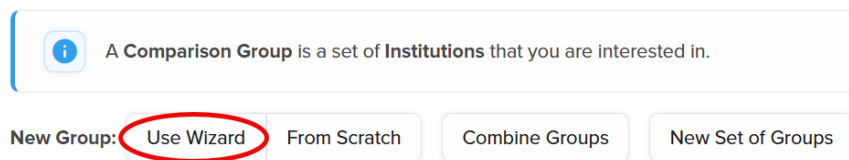
## By Affiliation



### Step 1: Open the New Group Wizard

If you would like to produce a multi-position salary report based on a particular enrollment quartile within an **affiliation** (public, private independent, private religious), you will need to create your own custom comparison group. First, you will need to create a comparison group based on affiliation. Log in to [Surveys Online](#) and navigate through the menu to *DataOnDemand* > *Comparison Groups*. Click on the *Use Wizard* button to get started.

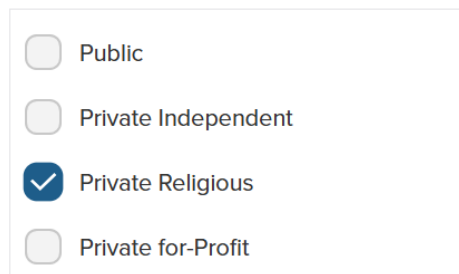
#### Comparison Groups



### Step 2: Select Institution Characteristics

Select your criteria in the wizard. To create a comparison group based on affiliation, check the box next to your group of interest in the Affiliation section under “Other Classifications.” For example, the selection in the screenshot below would create a comparison group of “Private Religious” institutions.

#### Affiliation



To create a comparison group consisting of all private non-profit institutions, you would select both “Private Independent” and “Private Religious”:

#### Affiliation

- Public
- Private Independent
- Private Religious
- Private for-Profit



### Step 3: Name and Save Your Comparison Group

After you have made your selections in the wizard, click the *Search* button and review the table of results. If the set of institutions reflects your selected criteria, you can 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:

**Save**

Name

Selection Criteria Description

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



### Step 4: Obtain Enrollment Quartiles

Go to *DataOnDemand > Survey Reports*. Under Institutional Benchmarking, select the "Turnover, Staffing Ratios, and Comparison Group Characteristics Report." In the Report Parameters, select the comparison group you created in the previous steps. Select 25% and 75% under Percentiles to obtain a report of all enrollment quartiles. Click "Go to Report."

Percentiles (Maximum of 9 allowed - Only 50th/Median is required)

- 5%
- 10%
- 15%
- 20%
- 25%
- 30%
- 33%
- 40%
- 45%
- 50%
- 55%
- 60%
- 67%
- 70%
- 75%
- 80%
- 85%
- 90%
- 95%



The 1<sup>st</sup> quartile would include values below the 25<sup>th</sup> percentile. The 2<sup>nd</sup> quartile would include values between the 25<sup>th</sup> and 50<sup>th</sup> (median) percentiles. The 3<sup>rd</sup> quartile would include values between the 50<sup>th</sup> (median) and 75<sup>th</sup> percentiles. Finally, the 4<sup>th</sup> quartile would include values above the 75<sup>th</sup> percentile. In the first table of the report, review the Student FTE row to obtain your enrollment quartiles.

	Focus Value	Comparison Group Statistics			Additional Percentiles			
		Median	Average	NI	5	25	75	95
Total Operating Expenses								
Undergrad FTE								
Graduate FTE								
Student FTE		12,019.00	16,766.45	338	2,105.11	6,458.73	23,114.85	45,768.75

In the above example table, the quartiles would be calculated as such:

- 1<sup>st</sup> quartile: < 6,458.73
- 2<sup>nd</sup> quartile: 6,458.73 to 12,019.00
- 3<sup>rd</sup> quartile: 12,019.00 to 23,114.85
- 4<sup>th</sup> quartile: > 23,114.85

Take note of the values in this table for your enrollment quartile of interest, as you will use these values to create a new comparison group. You can export this report as a PDF or CSV using the options at the top of the page.



### Step 5: Create a New Comparison Group

You now have the information needed to create a new comparison group using enrollment quartiles and institutional affiliation. Using the same guidance from Step 1, open the new group wizard.

From here, select the affiliation that you used in Step 2 under Other Classifications. Then, under Participation, you can select to include only institutions that participated in specific surveys. We recommend checking all boxes in this section and including institutions that participated in any of the selected surveys to be as inclusive as possible.

▼ Participation

Only include institutions that have participated in **any** of the selected Surveys

- Benefits, Employee Experience, and Structure Survey
- Administrators Survey
- Professionals Survey
- Staff Survey
- Faculty Survey
- Executive Compensation & Benefits

Under Survey Variables, use the drop down menu to select “All students FTE” and click Add.

▼ Survey Variables (requires selecting one or more years under Participation above)

Include institutions that match all the following variable values in **the latest** of the survey years selected under participation above.

**All students FTE** Add

Using the student enrollment quartiles obtained in Step 4, enter the values into the boxes for your enrollment quartile of interest. The example below would include institutions in the 1<sup>st</sup> enrollment quartile based on values obtained in Step 4.

▼ Survey Variables (requires selecting one or more years under Participation above)

Include institutions that match all the following variable values in **the latest** of the survey years selected under participation above.

Select a variable... Add

All students FTE

is between **0** and **6459**

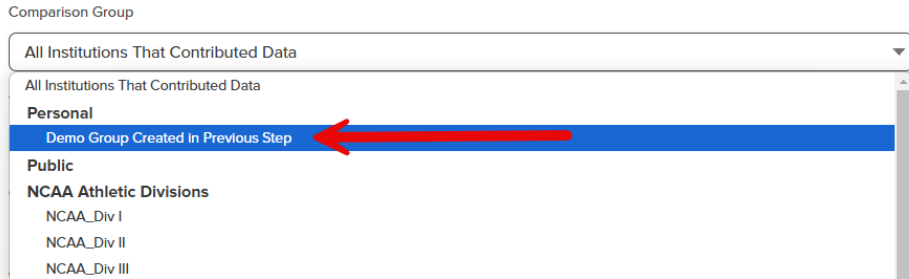
After you enter values for All students FTE, click the *Search* button and review the table of results. If the set of institutions reflects your selected criteria, you can add a name and detailed description of your selection criteria in the boxes below the results. Finally, click *Save Comparison Group*. This group will now appear in *Your Personal Groups*.



### Step 6a: Run a Multi-Position Report (Administrators, Professionals, and Staff)

Now that you have created your comparison group, go to *DataOnDemand > Survey Reports*. For the Administrators, Professionals, or Staff survey, select the Multi-Position Report under “Compare salary data across a range of positions.” **Edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in Step 5.



- B. Under positions to include, select “Check all visible,” which will select all positions included in that survey.

Positions to Include

Check positions reported by focus institution in selected year  Check all visible  Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.

Output Format

HTML (Standard Web Page)  PDF  CSV

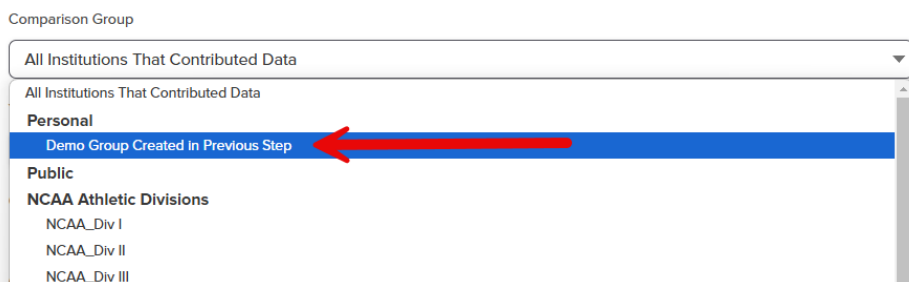
- D. Select “Go to Report” at the bottom of the screen. You’ll then be ready to use and interpret your report results.



### Step 6b: Run a Multi-Discipline Report (Faculty)

Now that you have created your comparison group, go to *DataOnDemand > Survey Reports*. For the Faculty survey, select one of the Multi-Discipline Reports under “Compare salary data across a range of disciplines.” In the 2-Digit Multi-Discipline Report, 4-digit CIP codes are rolled up into 2-digit CIP categories whereas the 4-Digit Multi-Discipline Report uses 4-digit CIP codes. **After selecting one of the report options, edit the following report parameters and leave the rest of the report parameters in their default selections.**

- A. Select the comparison group that you created in Step 5.



- B. Under disciplines to include, select “Check all visible,” which will select all disciplines included in that survey.

Disciplines to Include

Check disciplines reported by focus institution in selected year  Check all visible  Uncheck all visible

- C. Under “Output Format,” you can select the format to display your report results. Selecting *PDF* or *CSV* (Excel) will generate a downloadable report in those formats. When you run an *HTML* (standard webpage) report, you will have the option to export to *PDF* or *CSV*.

Output Format

HTML (Standard Web Page)  PDF  CSV

- D. 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 your 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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