AUCCCD Staff and Salary Spreadsheet Guide
(Information and How-To-Use)

RATIONALE FOR THE DEVELOPMENT OF THIS SPREADSHEET

The survey team, in collaboration and consultation with the AUCCCD board, has developed a new AUCCCD Staff and Salary Spreadsheet to accomplish several important goals:

To provide a RESOURCE to directors about their own staff; it will serve as a record that we think directors will find valuable to keep and refer back to as needed.

To enable a user-friendly way to record, track, and report on staff and salary data that typically does not change greatly from year to year (e.g., staff demographics; positions at the center). Any data that do change from one year to the next (e.g., staff salaries, positions that turnover) can be readily updated while the rest of the data remains untouched.

To enable CURRENT staff and salary info to be collected (instead of data that was always one year behind, as was the case for all previous Director surveys).

To provide a more efficient and accurate method of collecting data on staffing levels, salaries, and staff demographics. All needed survey information per staff member will be contained on a single row of the Excel spreadsheet.

To provide a quicker way for directors to contribute staffing and salary data to the AUCCCD survey team. When such data is requested, directors only have to: update the spreadsheet to include the most recent data and send a copy to the survey team.

1. Make sure the data on the spreadsheet are updated for the CURRENT academic year;
2. Save a COPY of the updated spreadsheet;
3. Clear the contents of the Name-of-Staff-Member field (i.e., column H); this protects privacy of the information collected) from the COPY ONLY (keep the names on the director's original spreadsheet); save the copy;
4. Send the copy to the Survey Coordinator (plevines@richmond.edu).

NOTE: Directors are strongly encouraged to retain the original version (with staff member names) to use and update for the next year.

INTRODUCTION TO THE SPREADSHEET AND ITS USE:

***Column H on the data sheet is the staff person's NAME; this is important for your own recordkeeping, so you know what data goes with what staff person.

***HOWEVER, NO ONE ELSE, INCLUDING THE AUCCCD SURVEY TEAM, WANTS TO KNOW SPECIFIC NAMES. THEREFORE WHEN IT IS TIME TO SEND DATA TO THE AUCCCD SURVEY TEAM, just save a copy of the data, "clear" the contents of Column H (the staff names) in the copy, and send that copy (without names) to the survey team.

The most labor intensive portion will be filling the spreadsheet out for the first time. In subsequent years, directors only need to edit data that has changed from the year before (e.g., due to new positions, staff turnover, salary increases). This should be a significant time saver. Directors who have no staff turnover or position changes in a particular year need only update the current salary info for each staff member, and they are done!

Text cells are formatted to automatically "wrap" text to expand the cell as much as needed to incorporate all of the info you type in.

Please put "NA" in any text column that is not applicable or relevant for a particular staff member (when cells are left blank it is not possible for the survey team to know whether data is MISSING or whether the answer is "NA").

The survey already has enough rows for up to 70 positions. If you are one of those rare centers that has more than 70 staff, just add as many rows as needed, and number each sequentially: 71, 72, 73, etc)

Shaded Column Headings indicate that you are to choose an answer from a DROP-DOWN menu indicated by a down arrow to the right of each cell you click on. Click on the cell you want to enter data in, then click on the down arrow to the immediate right; this opens the menu; then move the mouse or cursor up or down until the correct option is reached, & click on it.

NOTE: Although this is entitled the "AUCCCD Staff and Salary Spreadsheet" non-AUCCCD directors are welcomed and encouraged to participate! Please let your non-AUCCCD director friends know (***It is ESPECIALLY helpful if you encourage directors from institutions that you bench-mark with to also participate so that we get a sufficiently high sample size to end up with meaningful data from that subgroup).

All data should be for the CURRENT 12-Month Fiscal Year (e.g., beginning this summer, after the new fiscal year began); in other words, the current year pertains to the staff and salaries your center has RIGHT NOW

SPECIFIC INSTRUCTIONS FOR ENTERING DATA IN APPROPRIATE COLUMNS:

"Name of University/College"
        Please type in the "official" name of your institution EXACTLY as you want it to be displayed in the list of participating institutions in the appendix of the survey monograph.

"Public or Private"
        Please use the drop-down menu to select whether your institution is considered public or private.

"State, Territory or Province…"
        Please type in the state, territory, or province (if institution is located in the USA), or country (if institution is NOT located in the USA). If the institution has multiple locations, please list the primary one where your CENTER is located.

"Current Enrollment"
        Please use the drop-down menu to select the enrollment category (counting ONLY students who are eligible for services at your center). E.g., institution A may have 30,000 enrolled students, but if 20,000 are taking on-line classes only and are NOT eligible for counseling services, then the selected enrollment should be 10,000, not 30,000.

"Type of Institution"
        Please use the drop-down menu to select the category that most closely represents your institution (e.g., DON'T select Art School only, Health Profession School only, or STEM School only unless that is the ONLY category of academic programs offered at the institution).

"Open for Counseling Services…"
        Please use the drop-down menu to select the number of months the center is open (please round fractional months UP to the next whole month). Please do NOT subtract holidays when determining how long the center is open.

"Hours per Week That Are Considered Full-Time"
        Please type in the number of WEEKLY hours that a full-time staff member is expected to work (based on official HR policy). On most campuses, this number is 35, 37.5 or 40 hours.

"Name of Staff Member"
        The data in each row is used to calculate center staffing levels (clinical, support and admin positions), therefore please be sure to include ALL center positions (clinical and non-clinical, full- and part-time, contractors, postdocs, interns, practicum students, externs, support staff, office manager, etc). BE SURE TO INCLUDE YOURSELF (i.e., the Director, whatever your official title is).
        If you oversee Counseling Services for an integrated/combined center, please include all staff who have some role in the provision of counseling services. If certain staff are shared in an integrated/combined center (e.g., front desk and other admin staff), please list them and explain the relationship in the "Comments/Explanation" column AE)

"Number"
        "Number" simply refers to a sequential count of your total staff members (e.g., if you have 10 staff, including yourself, list all from 1 to 10 in any order that makes sense to you).

NOTE: The "Number" column is repeated several times to help in keeping track of what row you are working on.

"Category of Staff Member"

Is this staff member a full- or part-time employee of the university, or an independent contractor (e.g., not an employee, no salary deductions, is expected to follow center policies and procedures, but otherwise gets no supervision or control by the center or the university); Or are they an unpaid "trainee" (paid trainees should be listed as employees for the purpose of this column; you can indicate that they are "trainees" in the "Position of Staff Member" column)

Please try to select one of the first three options whenever possible. However, if none of the three staff categories fits for someone at your center, please indicate "Other" and describe as clearly as possible in the adjacent column (column K).

"Current Annual Salary" OR "Hourly Rate"

For each employee, please list EITHER their annual salary, OR their hourly rate, but NOT BOTH, depending on how they are paid (e.g., independent contractors and non-exempt employees are usually paid hourly; part-time staff of any type may also be paid hourly).

"Hours Worked Per Week"

"Hours Worked Per Week" refers to the number of "normal" hours the employee is contracted to work this year, and should NOT include coming in early, staying late, skipping lunch, putting in over-time, responding to after-hours crises, etc.

NOTE: For independent contractors and part-time staff, put in the EXPECTED or BUDGETED hours that person is likely to work during the CURRENT year.

"Weeks" or "Months" worked per year

For each staff member, please indicate EITHER "Weeks" OR "Months" worked per year, (whichever best fits that position; e.g., 11 months, 12 months, 30 weeks, 52 weeks, etc.)

For each employee, enter data in only ONE of these columns, either Weeks or Months, but NOT both; use the one that best fits the nature of each position

Be sure to INCLUDE vacation and holiday pay in these numbers; i.e., a staff member who is employed year-round is either 12-months, or 52 weeks, even though they may get several weeks off for vacation, and one or more weeks off for holidays.

 "Highest Relevant Degree"

Highest degree earned that is relevant to their current position in your center (e.g., if a staff member has both a Ph.D. and an MBA, but is working as a Staff Psychologist, only list the Ph.D.; if the staff member has a J.D. and an M.A. but works as a Staff Counselor, then list the M.A. as their highest relevant degree)

"Do they have the appropriate state/territory/province/country license…"

For clinical / professional staff & trainees, please indicate "Yes" or "No" or "NA" (not required in our country/area)."

For admin and non-clinical staff, you can indicate "NA (not a clinical staff member)"

"Year They Graduated with Final (Relevant) Degree"

Year they earned the degree they are primarily working under now. For example,

if the staff member earned as Masters in 1990, and a Ph.D. in Clinical Psychology in 2000, and is now working as a Psychologist in your center, list 2000 as the degree date; if the staff member earned a Masters in Counseling in 2000 and a J.D. in 2005, and is now working as a Counselor in your center, list 2000 as the relevant degree date.

"Years of Relevant Experience They Had BEFORE Joining Your Center"
        Indicate the number of years the staff member had worked in their profession BEFORE joining your staff. For example,., if a Staff Psychiatrist worked 10 years as a psychiatrist somewhere else before joining your center; list 10; if a Staff Counselor worked 5 years at another institution, then was hired as an Assistant Director for Outreach at your center, list 5.
        NOTE: For purposes of this question, do NOT include any years spent as a trainee

"Year They Joined the Staff of Your Center"
        For most positions, this will be the year they first started working at your center. However, if a trainee worked at your center, for example, from 1996-1998, and then was hired as a Staff Counselor in 1998, list 1998 as the year they joined the staff.

"Year They Moved into Their Current Position"
        This will often be the same as the year they joined the staff, except for any who have changed positions within your center

"Primary Professional Discipline"
        The profession the staff member most closely identifies with. If at all possible, the profession should be relevant to the work they primarily do at your institution.
        For Trainees, please select the profession they are TRAINING TO ENTER.

"Position of Staff Member"
        Please select from the drop-down menu the position that best described what the staff member does in your center. Use the adjacent column to write in any positions not available on the list (after selecting "Other" from the drop-down menu).

"Major Center Functions This Staff Member is in Charge of"
        From the drop-down menu, select the PRIMARY function this staff member is in charge of. (e.g, if you have an Associate Director who is in charge of clinical services, select "Associate Director" from the previous "Position of Staff Member" column and then select "Clinical Services" from this "Major Center Function…"column; if a Staff Counselor also coordinates Outreach services for your center, select "Counselor" under "Position" and select "Outreach services" under "Major Center Function.""). If a staff member has MORE than one primary function, list all of the rest of them in the next column ("Other Major Job Responsibilities").
        NOTE: Even Support Staff could have a primary function (e.g., "Front Desk Operation", or "Office Manager").
        NOTE: Select "NA" if the staff member is NOT in charge of any particular function.

"Other Major Job Responsibilities"
        Include things like teaching credit or non-credit classes (please include only if teaching is done as a part of normal job duties), being in charge of alcohol education or sexual assault prevention for the campus, splitting time between counseling and another office, being in charge of disability services, doing academic advising, coordinating off-campus referrals, doing case management, in charge of intern

selection & training, clinical supervision of trainees, etc.   NOTE: Also include other major center functions that could not be listed in the previous column.

"Comments / Explanation"
        Please write in anything else needed to explain this position, and/or to explain any of the other responses for this staff member up to this point.

STAFF DEMOGRAPHICS
        These demographic questions are essential to track trends over time, as well as report on the aggregate demographic make-up of current counseling centers. This is the ONLY way the AUCCCD Survey team has of reporting on center staff demographics across all institutions.
        There is an "I don't know" option for each question, if needed.

"U.S. Citizenship Status"
        Please select whether the staff member is a U.S. citizen or not

"Gender Identity"
        Please use the Drop-Down menu to select the appropriate Gender Identity of the staff member (if "Other" use the next column to specify/explain)

"Race"
        Please use the Drop-Down menu to select the appropriate Race of the staff member (if "Other" use the next column to specify/explain)

"Sexual Orientation"
        Please use the Drop-Down menu to select the appropriate Sexual Orientation of the staff member (if "Other" use the next column to specify/explain)

"Disability Status"
        Please use the Drop-Down menu to select the appropriate Disability Status of the staff member (if "Other," including multiple disabilities, please use the next column to specify/explain)