

## Carleton University, Sprott School of Business 2018-19 Staff Compensation & Demographics Survey (SCDS)

### Basic Questions

#### 1. Reporting Individual-Level Data (Required-All Schools)

Please indicate below whether your school is choosing to report individual-level data for full-time faculty and senior administrative positions, in addition to the required Faculty & Staff Demographics section data.

Remember, in order to be able to benchmark on individual-level demographic and/or salary data, you must answer "Yes" to report those data. If you are only completing the required portion of the survey, you must answer "No" so that only that portion appears.

		Reported Last Year
Reporting Individual Data?	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes

#### 2. Currency In Which You Are Reporting (Required-All Schools)

The currency you choose here must be applicable to all sections of this survey. Report currency amounts in this currency throughout the remainder of the survey. (Note: If you are not reporting individual-level data, then you will not be required to answer this question.)

		Reported Last Year
Currency	CAD-Canada Dollars	CAD-Canada Dollars

#### 3. Percent of Total Compensation that Base Salary Represents (Required-All Schools)

Please enter the average percentage of the total compensation faculty members earn, which comes from their base salary (you can estimate if needed). For example, if a faculty member makes \$50,000 a year from salary, and also receives additional compensation worth \$25,000, then you would say that about 67% of their total earnings come from their base salary. When you calculate this percentage, only count things that are part of their employment contract as faculty, such as medical/dental benefits, automotive/housing allowances, FICA, etc. Do not include extra compensation received for things such as administrative duties and benefits, stipends, overtime, overload or extra duty pay.

(Note: You will have the opportunity to enter this figure on an individual basis in the Individual-level full-time faculty data section. If you choose to do so, then this figure should be an average of those. If you are not reporting individual-level data, then you will not be required to answer this question.)

		Reported Last Year
Avg base salary as % of total comp:	100.0	100.0

#### 4. System for Managing Permanent Faculty (e.g., Tenure) (Required-All Schools) †

Please indicate below what system or model of tenure is used by your school for its permanent faculty. If the model is not listed, or your school does not have such a system at all, please describe in the "Other" text box provided how your school handles continuously employed faculty (e.g., permanent contracts, rolling contracts, long-term contracts, etc.). If multiple models apply at your school, please enter a comment in the box at the end of this section, to confirm and explain.

For definitions of the listed models, please refer to the "Instructions & Definitions - Faculty" section, or hover over the rows to see the Help text in the table below.

	Model Used?	Reported Last Year:
a. AAUP definition of tenure	<input checked="" type="radio"/> Yes <input type="radio"/> No	Yes
b. Probation-on-the-job model	<input type="radio"/> Yes <input checked="" type="radio"/> No	
c. Two-tier promotion and habilitation model	<input type="radio"/> Yes <input checked="" type="radio"/> No	
d. Centralistic model with state approbation	<input type="radio"/> Yes <input checked="" type="radio"/> No	
e. Other	<input type="radio"/> Yes <input checked="" type="radio"/> No	

	Reported Last Year:
f. Description of Alternate System:	

#### 5. Any Survey Data Collection Comments, Concerns, or Suggestions Related to Policies and Legal Issues (Optional-All Schools)

Please read the information in the 'Background' links on this survey for more detail on AACSB International data policies, definitions, and instructions.

While our staff have worked to align our survey data with known legal restrictions on data collection and reporting, including international data privacy statutes such as the EU GDPR, we are aware that there may be schools located in countries or territories with additional laws or regulations regarding this type of survey. If your school is unable to provide any of the data points asked for this survey due to a legal restriction, or if you would like to let us know about policy issues related to survey data and reporting in your area, please comment below. Please provide the citation and text (if available) for any specific law prohibiting or regulating any type of data collection included in this survey. We will use this information to continue to update the survey to collect the best possible data from all participant schools.

	Reported Last Year
Comments:	None

Data Validation Comments:

This comment box is for use by AACSB staff. In the event that a potential error is found in this section during the enhanced validation process, details will be noted here for your convenience.

Validation Comments:	JM 01/04/19 No problems
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# Carleton University, Sprott School of Business 2018-19 Staff Compensation & Demographics Survey (SCDS)

## Individual-Level Full-time Faculty Data

### Reporting Individual Data:

- o Manual Entry: If you are not using the batch uploading functionality, use the Copy icon to copy a single row of data from last year to this year, or click the "All" icon in the column header to copy all of Last Year's rows to This Year. Then use Trashcan icon to delete an unwanted row, such as faculty that are no longer at your institution. You will then need to enter this year's salary for each individual if you are reporting salary data.
- o Include:
  - o Faculty who are full-time employees whose primary responsibility is Teaching, Research, and Service. The individual-level faculty data section is only for faculty that you consider to be employed full-time by your school; i.e., those whose full-time equivalency (FTE) for faculty duties is 1.0.
  - o Faculty on sabbatical or leave, if on your payroll.
  - o New hires (i.e., faculty who joined your business unit since the previous SCDS). New Hires must be added as a new row. Do not overwrite information in an existing row.
- o Exclude:
  - o Adjunct or part-time faculty and staff.
  - o Faculty who are not receiving a full-time contracted salary at your school, such as those on phased retirement.
- o Data Field Requirements:
  - o Reference ID: Optional for all schools, but highly recommended. If Reference ID is used, then please use it consistently in all individual-level sections. Do not use the same ID for multiple individuals!
  - o Faculty Rank: Required, all schools.
  - o Primary Specialty Field of Appointment: Required, all schools.
  - o Other Descr.: Required if "Other Discipline" is selected for Primary Specialty Field of Appointment.
  - o Pay Period: Required, all schools. Please select the appropriate contract length. Choose 9 for 9-10 month academic year contracts and 12 for 11-12 month calendar year contracts. For consistency in benchmarking reports, all 12-month salaries will be multiplied automatically by 0.818 to convert to 9-month salaries for comparison prior to aggregation. This does not require any action on your part and does not affect the salaries as reported by your school.
  - o Base Salary (000s): Optional, all schools. However, you must report salary data to be able to benchmark on salary data!
  - o Base Sal as % of Total Comp: Optional, all schools.
  - o Tenure Status: Required, all schools. Enter "Not Applicable" for all faculty if your school indicated it does not use the AAUP tenure system in the Basic Questions section.
  - o Year of Hire: Required, all schools. Note: The Year of Hire for a full-time faculty member who began working for the school as part-time or adjunct faculty should reflect the calendar year in which they began occupying a full-time position.
  - o New Hire Status: Required if individual's Year of Hire was 2018-19. New hires are classified as one of three possible categories:
    - o "New Doctorate", indicating that they are joining your faculty directly after earning their doctoral qualification.
    - o "ABD" or "all but dissertation", indicating that they have completed all doctoral degree qualifications except for their dissertation and defense.
    - o "Neither", indicating that they are neither ABD nor New Doctorate recipients. New hires in the "Neither" category may have a doctoral degree that is not new, or may not be doctorally qualified.
  - o Participation Status: Required, all schools. Non-accredited schools may select "Unknown", if applicable.
  - o Qualification Type: Required, all schools. Non-accredited schools may select "Not Applicable", if applicable.
  - o Gender: Required, all schools.
  - o Highest Degree Earned: Required for AACSB-accredited schools only. Please enter the full degree title, not just abbreviations (e.g., "Doctor of Philosophy (PhD)" vs. only "PhD"). This data should be aligned with what your school submits in Table 3-1 of the 2020 Business Accreditation Standards.
    - o Do not enter only the degree level (e.g., "Doctorate", "Masters", etc.); specific degree titles should be given for each person.
    - o Enter only degrees that are currently held, not impending degrees, e.g., doctoral degrees for "ABD" new hires. ABD individuals are not yet doctorally qualified.
    - o Do not enter professional certifications (e.g., "Certified Professional Accountant (CPA)", "Chartered Accountant (CA)", "Certified Financial Planner {CFP}", etc. Enter only academic degrees.
    - o Year Earned: Required for AACSB-accredited schools only. This should reflect the four-digit calendar year in which the individual's highest degree was earned.
- o Tip: You can click on a column heading to sort by that column. Click again to reverse the sort order.

### Reporting Salary Data:

- o When reporting salary data, please report all full-time faculty salaries in thousands (000) of your selected currency. A salary of 123,450 would be reported as "123.5". Report the 2018-19 academic year annual salary amount for all full-time faculty. We do not collect salary ranges or school averages. All data should be on a one-to-one matching basis for each individual.
- o If calculating the percentage of total compensation represented by the salary figure, include as part of the "total compensation" only things that are a part of the base employment contract as faculty members, such as medical/dental benefits, automotive/housing allowances, etc. Exclude adjustments for administrative duties and benefits, stipends, overtime, overload or extra duty pay; i.e., any activities above and beyond their base contractual expectations as faculty members. Please round the result to the nearest whole number.
  - o For example, if a faculty member receives 50,000 USD/year in salary, and also receives additional compensation that is worth 25,000 USD, then you would report "50.0" in the Salary field and "67" as the approximate percentage of total compensation comprised by their salary. (50,000/75,000 = 66.6666)
- o Please indicate below whether your school will be reporting salary data as well as demographic data, or only demographic data. If you are electing not to report individual salary data, please ensure that you do so in all sections where such data are collected. Remember, if you do not report salary data, you will not be able to benchmark on salary data!

Check box if you are reporting salary data.	Yes
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### Reported in 2017-18

Reference ID (no names)	Faculty Rank	Primary Specialty Field of Appointment	Other Descr.	Pay Period	Base Salary (000s)	Base Sal as % of Total Comp	Tenure Status	Year of Hire	New Hire for Current Year	Participation Status	Qualification Type	Gender	Highest Degree Earned	Year Highest Degree Earned
100860447	Highest Faculty Rank (e.g., Professors)	Management		12-mo/cal yr	171.4		Tenured	1986			Scholarly Academics (SA)	Female		null

<u>Reference ID</u> (no names)	<u>Faculty Rank</u>	<u>Primary Specialty Field of Appointment</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Base Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Tenure Status</u>	<u>Year of Hire</u>	<u>New Hire for Current Year</u>	<u>Participation Status</u>	<u>Qualification Type</u>	<u>Gender</u>	<u>Highest Degree Earned</u>	<u>Year Highest Degree Earned</u>
100501797	Highest Faculty Rank (e.g., Professors)	Production/ Operations Mgt		12- mo/cal yr	171.4		Tenured	1984			Scholarly Academics (SA)	Male		null
100442233	Highest Faculty Rank (e.g., Professors)	Accounting		12- mo/cal yr	162.0		Tenured	2002			Scholarly Academics (SA)	Male		null
100501798	Highest Faculty Rank (e.g., Professors)	Production/ Operations Mgt		12- mo/cal yr	171.4		Tenured	1984			Scholarly Academics (SA)	Female		null
100502011	Highest Faculty Rank (e.g., Professors)	International Business		12- mo/cal yr	171.4		Tenured	1979			Scholarly Academics (SA)	Male		null
100717528	Highest Faculty Rank (e.g., Professors)	International Business		12- mo/cal yr	152.0		Tenured	2007			Scholarly Academics (SA)	Male		null
100633056	Highest Faculty Rank (e.g., Professors)	Accounting		12- mo/cal yr	164.8		Tenured	2012			Scholarly Academics (SA)	Female		null
100502166	Highest Faculty Rank (e.g., Professors)	International Business		12- mo/cal yr	171.4		Tenured	1982			Scholarly Academics (SA)	Male		null
100186685	Highest Faculty Rank (e.g., Professors)	Finance - incl Banking		12- mo/cal yr	181.9		Tenured	2006			Scholarly Academics (SA)	Male		null
100777456	Second Faculty Rank (e.g., Associate Professors)	Production/ Operations Mgt		12- mo/cal yr	148.9		Tenured	2008			Scholarly Academics (SA)	Male		null
100776965	Second Faculty Rank (e.g., Associate Professors)	Finance - incl Banking		12- mo/cal yr	156.9		Tenured	2008			Other	Male		null
100443022	Second Faculty Rank (e.g., Associate Professors)	CIS/ MIS		12- mo/cal yr	171.4		Tenured	2003			Scholarly Academics (SA)	Male		null
100872898	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12- mo/cal yr	136.5		Tenured	2012			Scholarly Academics (SA)	Male		null
100924527	Second Faculty Rank (e.g., Associate Professors)	CIS/ MIS		12- mo/cal yr	163.1		Tenured	1998			Scholarly Academics (SA)	Male		null
100071849	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	124.7		Tenured	1988			Scholarly Academics (SA)	Male		null
100502018	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12- mo/cal yr	171.4		Tenured	1979			Scholarly Academics (SA)	Male		null
100046134	Second Faculty Rank (e.g., Associate Professors)	Marketing		12- mo/cal yr	145.4		Tenured	2006			Scholarly Academics (SA)	Female		null
100792411	Second Faculty Rank (e.g., Associate Professors)	Finance - incl Banking		12- mo/cal yr	149.0		Tenured	2009			Scholarly Academics (SA)	Female		null
100441202	Second Faculty Rank (e.g., Associate Professors)	Production/ Operations Mgt		12- mo/cal yr	152.4		Tenured	2001			Scholarly Academics (SA)	Male		null
100270037	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12- mo/cal yr	145.1		Tenured	2011			Scholarly Academics (SA)	Male		null
100932243	Second Faculty Rank (e.g., Associate Professors)	Finance - incl Banking		12- mo/cal yr	166.4		Tenured	2000			Scholarly Academics (SA)	Male		null
100924529	Second Faculty Rank (e.g., Associate Professors)	CIS/ MIS		12- mo/cal yr	151.6		Tenured	1998			Scholarly Academics (SA)	Male		null
100871077	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	163.2		Tenured	1989			Other	Male		null
100272214	Second Faculty Rank (e.g., Associate Professors)	Accounting		12- mo/cal yr	140.5		Tenured	1996			Scholarly Academics (SA)	Male		null
100806919	Second Faculty Rank (e.g., Associate Professors)	International Business		12- mo/cal yr	147.9		Tenured	2009			Scholarly Academics (SA)	Female		null

<u>Reference ID</u> (no names)	<u>Faculty Rank</u>	<u>Primary Specialty Field of Appointment</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Base Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Tenure Status</u>	<u>Year of Hire</u>	<u>New Hire for Current Year</u>	<u>Participation Status</u>	<u>Qualification Type</u>	<u>Gender</u>	<u>Highest Degree Earned</u>	<u>Year Highest Degree Earned</u>
100778749	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	148.9		Tenured	2008			Scholarly Academics (SA)	Male		null
100978191	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	152.3		Tenured	2014			Scholarly Academics (SA)	Male		null
101052039	Second Faculty Rank (e.g., Associate Professors)	International Business		12- mo/cal yr	141.0		Tenured	2016			Scholarly Academics (SA)	Male		null
100724945	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	141.5		Tenured	2006			Scholarly Academics (SA)	Male		null
100779705	Second Faculty Rank (e.g., Associate Professors)	Marketing		12- mo/cal yr	162.6		Tenured	2008			Scholarly Academics (SA)	Male		null
100777455	Second Faculty Rank (e.g., Associate Professors)	Accounting		12- mo/cal yr	136.4		Tenured	2008			Scholarly Academics (SA)	Female		null
100932248	Second Faculty Rank (e.g., Associate Professors)	Accounting		12- mo/cal yr	155.4		Tenured	2000			Scholarly Academics (SA)	Female		null
100255727	Second Faculty Rank (e.g., Associate Professors)	Marketing		12- mo/cal yr	151.1		Tenured	2008			Scholarly Academics (SA)	Female		null
100664073	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	158.6		Tenured	2004			Scholarly Academics (SA)	Female		null
100975890	Third Faculty Rank (e.g., Assistant Professors)	Management		12- mo/cal yr	128.2		Tenure-Track	2014			Scholarly Academics (SA)	Female		null
100778734	Third Faculty Rank (e.g., Assistant Professors)	Production/ Operations Mgt		12- mo/cal yr	133.0		Tenured	2008			Scholarly Academics (SA)	Male		null
101052746	Third Faculty Rank (e.g., Assistant Professors)	Accounting		12- mo/cal yr	131.0		Tenure-Track	2016			Scholarly Practitioners (SP)	Female		null
100932253	Third Faculty Rank (e.g., Assistant Professors)	Finance - incl Banking		12- mo/cal yr	149.1		Tenured	2000			Other	Male		null
100955633	Third Faculty Rank (e.g., Assistant Professors)	Marketing		12- mo/cal yr	136.8		Tenure-Track	2013			Scholarly Academics (SA)	Female		null
100257049	Third Faculty Rank (e.g., Assistant Professors)	International Business		12- mo/cal yr	130.8		Tenure-Track	2014			Scholarly Academics (SA)	Female		null
100840561	Third Faculty Rank (e.g., Assistant Professors)	Production/ Operations Mgt		12- mo/cal yr	144.7		Tenured	2010			Scholarly Academics (SA)	Male		null
100089176	Fourth Faculty Rank (e.g., Instructors)	Accounting		12- mo/cal yr	137.7		Tenured	1988			Scholarly Practitioners (SP)	Male		null
100066761	Fourth Faculty Rank (e.g., Instructors)	Accounting		12- mo/cal yr	137.7		Tenured	1985			Scholarly Practitioners (SP)	Male		null
101021613	Fourth Faculty Rank (e.g., Instructors)	Accounting		12- mo/cal yr	119.1		Tenure-Track	2015			Scholarly Practitioners (SP)	Female		null
100298893	Fourth Faculty Rank (e.g., Instructors)	Accounting		12- mo/cal yr	104.5		Tenure-Track	2013			Scholarly Practitioners (SP)	Female		null
100401549	Fourth Faculty Rank (e.g., Instructors)	CIS/ MIS		12- mo/cal yr	137.7		Tenured	2001			Instructional Practitioners (IP)	Male		null
100313270	Fourth Faculty Rank (e.g., Instructors)	Entrepreneurship/ Small Business Admin		12- mo/cal yr	125.0		Tenure-Track	2017	Neither		Instructional Practitioners (IP)	Male		null
100780894	Fourth Faculty Rank (e.g., Instructors)	Management		12- mo/cal yr	137.7		Tenured	2008			Scholarly Practitioners (SP)	Male		null
100225607	Fourth Faculty Rank (e.g., Instructors)	Management		12- mo/cal yr	103.6		Not Applicable	2012			Practice Academics (PA)	Male		null

<u>Reference ID</u> (no names)	<u>Faculty Rank</u>	<u>Primary Specialty Field of Appointment</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Base Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Tenure Status</u>	<u>Year of Hire</u>	<u>New Hire for Current Year</u>	<u>Participation Status</u>	<u>Qualification Type</u>	<u>Gender</u>	<u>Highest Degree Earned</u>	<u>Year Highest Degree Earned</u>
100257781	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12- mo/cal yr	157.0		Tenured	2017	Neither		Scholarly Academics (SA)	Male		null
100748694	Third Faculty Rank (e.g., Assistant Professors)	Finance - incl Banking		12- mo/cal yr	135.0		Tenure-Track	2017	Neither		Scholarly Academics (SA)	Male		null
101067704	Third Faculty Rank (e.g., Assistant Professors)	Accounting		12- mo/cal yr	128.0		Tenure-Track	2017	Neither		Scholarly Academics (SA)	Male		null
101095191	Fourth Faculty Rank (e.g., Instructors)	International Business		12- mo/cal yr	123.0		Tenure-Track	2017	Neither		Scholarly Academics (SA)	Male		null

**This Year**

<u>Reference ID</u> (no names)	<u>Faculty Rank</u>	<u>Primary Specialty Field of Appointment</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Base Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Tenure Status</u>	<u>Year of Hire</u>	<u>New Hire for Current Year</u>	<u>Participation Status</u>	<u>Qualification Type</u>	<u>Gender</u>	<u>Highest Degree Earned</u>	<u>Year Highest Degree Earned</u>
100502166	Highest Faculty Rank (e.g., Professors)	International Business		12- mo/cal yr	182.2		Tenured	1982			Scholarly Academics (SA)	Male		null
100633056	Highest Faculty Rank (e.g., Professors)	Accounting		12- mo/cal yr	177.8		Tenured	2012			Scholarly Academics (SA)	Female		null
100442233	Highest Faculty Rank (e.g., Professors)	Accounting		12- mo/cal yr	174.8		Tenured	2002			Scholarly Academics (SA)	Male		null
100860447	Highest Faculty Rank (e.g., Professors)	Management		12- mo/cal yr	182.2		Tenured	1986			Scholarly Academics (SA)	Female		null
100717528	Highest Faculty Rank (e.g., Professors)	International Business		12- mo/cal yr	164.5		Tenured	2007			Scholarly Academics (SA)	Male		null
100501798	Highest Faculty Rank (e.g., Professors)	Production/ Operations Mgt		12- mo/cal yr	182.2		Tenured	1984			Scholarly Academics (SA)	Female		null
100777456	Highest Faculty Rank (e.g., Professors)	Production/ Operations Mgt		12- mo/cal yr	161.2		Tenured	2008			Scholarly Academics (SA)	Male		null
100502011	Highest Faculty Rank (e.g., Professors)	International Business		12- mo/cal yr	182.2		Tenured	1979			Scholarly Academics (SA)	Male		null
100501797	Highest Faculty Rank (e.g., Professors)	Production/ Operations Mgt		12- mo/cal yr	182.2		Tenured	1984			Scholarly Academics (SA)	Male		null
100186685	Highest Faculty Rank (e.g., Professors)	Finance - incl Banking		12- mo/cal yr	190.7		Tenured	2006			Scholarly Academics (SA)	Male		null
100779705	Second Faculty Rank (e.g., Associate Professors)	Marketing		12- mo/cal yr	175.4		Tenured	2008			Other	Male		null
100924527	Second Faculty Rank (e.g., Associate Professors)	CIS/ MIS		12- mo/cal yr	175.9		Tenured	1998			Scholarly Academics (SA)	Male		null
100776965	Second Faculty Rank (e.g., Associate Professors)	Finance - incl Banking		12- mo/cal yr	169.5		Tenured	2008			Practice Academics (PA)	Male		null
100924529	Second Faculty Rank (e.g., Associate Professors)	CIS/ MIS		12- mo/cal yr	164.0		Tenured	1998			Other	Male		null
100664073	Second Faculty Rank (e.g., Associate Professors)	Management		12- mo/cal yr	171.3		Tenured	2004			Scholarly Academics (SA)	Female		null

<u>Reference ID</u> (no names)	<u>Faculty Rank</u>	<u>Primary Specialty Field of Appointment</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Base Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Tenure Status</u>	<u>Year of Hire</u>	<u>New Hire for Current Year</u>	<u>Participation Status</u>	<u>Qualification Type</u>	<u>Gender</u>	<u>Highest Degree Earned</u>	<u>Year Hgt Deg Earn</u>
100046134	Second Faculty Rank (e.g., Associate Professors)	Marketing		12-mo/cal yr	157.5		Tenured	2006			Scholarly Academics (SA)	Female		null
100255727	Second Faculty Rank (e.g., Associate Professors)	Marketing		12-mo/cal yr	163.5		Tenured	2008			Scholarly Academics (SA)	Female		null
100071849	Second Faculty Rank (e.g., Associate Professors)	Management		12-mo/cal yr	135.7		Tenured	1988			Scholarly Academics (SA)	Male		null
100955633	Second Faculty Rank (e.g., Associate Professors)	Marketing		12-mo/cal yr	149.9		Tenured	2013			Scholarly Academics (SA)	Female		null
100932248	Second Faculty Rank (e.g., Associate Professors)	Accounting		12-mo/cal yr	168.0		Tenured	2000			Scholarly Academics (SA)	Female		null
100932243	Second Faculty Rank (e.g., Associate Professors)	Finance - incl Banking		12-mo/cal yr	179.4		Tenured	2000			Scholarly Academics (SA)	Male		null
100778749	Second Faculty Rank (e.g., Associate Professors)	Management		12-mo/cal yr	161.2		Tenured	2008			Scholarly Academics (SA)	Male		null
100978191	Second Faculty Rank (e.g., Associate Professors)	Management		12-mo/cal yr	164.4		Tenured	2014			Scholarly Academics (SA)	Male		null
100724945	Second Faculty Rank (e.g., Associate Professors)	Management		12-mo/cal yr	153.5		Tenured	2006			Scholarly Academics (SA)	Male		null
101052039	Second Faculty Rank (e.g., Associate Professors)	International Business		12-mo/cal yr	152.9		Tenured	2016			Scholarly Academics (SA)	Male		null
100272214	Second Faculty Rank (e.g., Associate Professors)	Accounting		12-mo/cal yr	152.4		Tenured	1996			Scholarly Academics (SA)	Male		null
100443022	Second Faculty Rank (e.g., Associate Professors)	CIS/ MIS		12-mo/cal yr	179.8		Tenured	2003			Scholarly Academics (SA)	Male		null
100777455	Second Faculty Rank (e.g., Associate Professors)	Accounting		12-mo/cal yr	149.4		Tenured	2008			Scholarly Academics (SA)	Female		null
100871077	Second Faculty Rank (e.g., Associate Professors)	Management		12-mo/cal yr	176.1		Tenured	1989			Other	Male		null
100792411	Second Faculty Rank (e.g., Associate Professors)	Finance - incl Banking		12-mo/cal yr	161.3		Tenured	2009			Scholarly Academics (SA)	Female		null
100806919	Second Faculty Rank (e.g., Associate Professors)	International Business		12-mo/cal yr	160.2		Tenured	2009			Scholarly Academics (SA)	Female		null
100840561	Second Faculty Rank (e.g., Associate Professors)	Production/ Operations Mgt		12-mo/cal yr	156.9		Tenured	2010			Scholarly Academics (SA)	Male		null
100872898	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12-mo/cal yr	149.5		Tenured	2012			Scholarly Academics (SA)	Male		null

<u>Reference ID</u> (no names)	<u>Faculty Rank</u>	<u>Primary Specialty Field of Appointment</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Base Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Tenure Status</u>	<u>Year of Hire</u>	<u>New Hire for Current Year</u>	<u>Participation Status</u>	<u>Qualification Type</u>	<u>Gender</u>	<u>Highest Degree Earned</u>	<u>Year High Deg Earn</u>
100257781	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12-mo/cal yr	167.1		Tenured	2017			Scholarly Academics (SA)	Male		null
100270037	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12-mo/cal yr	157.2		Tenured	2011			Scholarly Academics (SA)	Male		null
100441202	Second Faculty Rank (e.g., Associate Professors)	Production/ Operations Mgt		12-mo/cal yr	164.8		Tenured	2001			Scholarly Academics (SA)	Male		null
100502018	Second Faculty Rank (e.g., Associate Professors)	Entrepreneurship/ Small Business Admin		12-mo/cal yr	179.8		Tenured	1979			Scholarly Academics (SA)	Male		null
101052746	Third Faculty Rank (e.g., Assistant Professors)	Accounting		12-mo/cal yr	144.9		Tenure-Track	2016			Scholarly Practitioners (SP)	Female		null
100748694	Third Faculty Rank (e.g., Assistant Professors)	Finance - incl Banking		12-mo/cal yr	145.5		Tenure-Track	2017			Scholarly Academics (SA)	Male		null
101067704	Third Faculty Rank (e.g., Assistant Professors)	Accounting		12-mo/cal yr	138.2		Tenure-Track	2017			Scholarly Academics (SA)	Female		null
100778734	Third Faculty Rank (e.g., Assistant Professors)	Production/ Operations Mgt		12-mo/cal yr	139.8		Tenured	2008			Scholarly Academics (SA)	Male		null
100257049	Third Faculty Rank (e.g., Assistant Professors)	International Business		12-mo/cal yr	144.8		Tenure-Track	2014			Scholarly Academics (SA)	Female		null
100225607	Fourth Faculty Rank (e.g., Instructors)	Management		12-mo/cal yr	116.1		Tenure-Track	2012			Practice Academics (PA)	Male		null
101095191	Fourth Faculty Rank (e.g., Instructors)	International Business		12-mo/cal yr	131.8		Tenure-Track	2017			Scholarly Academics (SA)	Male		null
100313270	Fourth Faculty Rank (e.g., Instructors)	Entrepreneurship/ Small Business Admin		12-mo/cal yr	135.0		Tenure-Track	2017			Instructional Practitioners (IP)	Male		null
101021613	Fourth Faculty Rank (e.g., Instructors)	Accounting		12-mo/cal yr	130.0		Tenure-Track	2015			Scholarly Practitioners (SP)	Female		null
100298893	Fourth Faculty Rank (e.g., Instructors)	Accounting		12-mo/cal yr	124.1		Tenured	2013			Scholarly Practitioners (SP)	Female		null
100089176	Fourth Faculty Rank (e.g., Instructors)	Accounting		12-mo/cal yr	144.8		Tenured	1988			Scholarly Practitioners (SP)	Male		null
100066761	Fourth Faculty Rank (e.g., Instructors)	Accounting		12-mo/cal yr	144.8		Tenured	1985			Scholarly Practitioners (SP)	Male		null
100780894	Fourth Faculty Rank (e.g., Instructors)	Management		12-mo/cal yr	144.8		Tenured	2008			Scholarly Practitioners (SP)	Male		null
100789052	Fourth Faculty Rank (e.g., Instructors)	Accounting		12-mo/cal yr	110.4		Tenure-Track	2017			Instructional Practitioners (IP)	Male		null
100975890	Third Faculty Rank (e.g., Assistant Professors)	Management		12-mo/cal yr	142.1		Tenure-Track	2014			Scholarly Academics (SA)	Female		null

52 Faculty Incumbent(s)

# Carleton University, Sprott School of Business 2018-19 Staff Compensation & Demographics Survey (SCDS)

## Individual-Level Senior Administrative Positions Data

### Reporting Individual Data:

- o Manual Entry: If not using the batch uploading functionality, click the Copy icon to copy a row of data from last year to this year, or click the "All" icon in the column header to copy all Last Year's rows to This Year. Then delete any unnecessary rows by clicking the "Trashcan" icon. You will then need to enter this year's base salary, if reporting salary data.
- o Include:
  - o Business school employees whose primary duties are administrative, and fall into one of the categories in the "Position Category Name" drop-down below. These individuals should NOT BE reported in the full-time faculty data section, but should be accounted for in the Faculty & Staff Demographics section, in row 1 of Table 5.
  - o Faculty members with administrative assignments. If these individuals also have full-time appointments, then they should be reported in one of two ways, depending on the nature of their administrative assignments:
    - o If their administrative assignment is considered to be integral to the Service component of full-time faculty duties, then report them in both the individual-level faculty section and this section. In the Faculty & Staff Demographics section, they will automatically be included in the appropriate places in Tables 1 & 8. Please do NOT count them in Table 5 as well.
    - o If their administrative assignment is not considered part of the Service component of their faculty duties, and their FTE for faculty duties is, therefore, less than 1.0, enter them only in this section, and NOT in the individual-level full-time faculty section. In the Faculty & Staff Demographics section, account for their time spent as faculty on rows 1.a. & 1.b. of Table 3, and account for their time spent on administrative duties on row 3 of Table 5.
- o Exclude:
  - o Business school employees who are not in senior-level full-time positions, responsible for the direct administration of some aspect of the business school. Please do not include staff/executive assistants, office managers, or any other junior support staff.
- o Data Field Requirements:
  - o Reference ID: Optional for all schools, but highly recommended. If Reference ID is used, then please use it consistently in all individual-level sections. Do not use the same ID for multiple individuals!
  - o Position Category Name: Required, all schools. Note: The standard selection options for administrative positions are categories, and may not necessarily reflect the exact position title used at your school. For example, please DO NOT use the "Other" write-in option if the most senior person at your school has a title other than "Dean". Refer to the Instructions & Definitions - Administration section if you are unsure.
  - o Other Descr.: Required if "Other" is selected. Regarding the "Other" option: This option should be used for any high-level administration position that is not included in the standard list, and the exact title should be entered in the text box provided. Please remember to report ONLY senior-level full-time positions responsible for the direct administration of some aspect of the business school.
  - o Pay Period: Required, all schools. Please select the appropriate contract length. Choose 9 for 9-10 month academic year contracts and 12 for 11-12 month calendar year contracts.
  - o Admin Salary (000s): Optional, all schools. However, you must report salary data to be able to benchmark on salary data!
  - o Base Sal as % of Total Comp: Optional, all schools.
  - o Year Started in Position: Required, all schools. If the individual is cross-listed in the full-time faculty data section, then the year entered in this section should reflect the year the individual began to serve in their administrative capacity, NOT the year that they were hired as full-time faculty members (unless the individual actually began both roles simultaneously).
  - o Gender: Required, all schools.
  - o Also In Faculty Section?: Required, all schools. Please indicate whether the administrator is cross-listed in the Individual-Level Full-time Faculty Data section. If so, please use the same Reference ID for that individual in both places!
  - o Add'l Stipend Received?: Required if "Also In Faculty Section?" is "Yes".
- o Tip: You can click on a column heading to sort by that column. Click again to reverse the sort order.

### Reporting Salary Data:

- o When reporting salary data, please report all administrator salaries in thousands (000) of the selected currency. A salary of 123,450 would be reported as "123.5". Report the 2018-19 academic year annual salary amount for all administrators. We do not collect salary ranges or school averages. All data should be on a one-to-one matching basis for each individual.
- o Report total annual salary amounts:
  - o For administrators who are not cross-listed in the full-time faculty data section, enter their base contract salary amount for the year.
  - o For administrators who are cross-listed in the full-time faculty data section, enter the faculty base contract amount, plus any administrative adjustment or stipend.
  - o Please indicate in the column provided whether an administrator who also appears in the Individual-Level Full-time Faculty section receives an additional monetary stipend. If they do, then the salary figure in this section should be greater than the one in the faculty section by the stipend amount. If they do not, the two salary figures should be equal.
- o If calculating the percentage of total compensation represented by the salary + stipend figure, include in the "total compensation" only things that are a part of the individual's contract as an administrator, such as medical/dental benefits, automotive/housing allowances, etc. Do not include bonuses, overload pay, or other pay not part of the total contractual salary or benefits.
- o Please indicate below whether your school will be reporting salary data as well as demographic data, or only demographic data. If you are electing not to report individual salary data, please ensure that you do so in all sections where such data are collected. Remember, if you do not report salary data, you will not be able to benchmark on salary data!

Check box if you are reporting salary data.	Yes
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### Reported in 2017-18

Reference ID (no names)	Position Category Name	Other Descr.	Pay Period	Admin Salary (000s)	Base Sal as % of Total Comp	Gender	Year Started in Position	Also in Faculty Section?	Add'l Stipend Included?
100794479	Associate Dean		12-mo/cal yr	162.4		Male	2009		
100844482	Asst Dean or Dir: Career Services/Placement		12-mo/cal yr	93.3		Male	2010		
100272898	Dean		12-mo/cal yr	151.4		Female	2006		
100204640	Asst Dean or Dir: Finance and Administration		12-mo/cal yr	91.7		Male	2015		
100812399	Asst Dean or Dir: Executive Education		12-mo/cal yr	91.8		Male	2009		
100932251	Associate Dean		12-mo/cal yr	163.0		Male	2000		
100720240	Associate Dean		12-mo/cal yr	162.2		Male	2006		

**This Year**

<u>Reference ID</u> <small>(no names)</small>	<u>Position Category Name</u>	<u>Other Descr.</u>	<u>Pay Period</u>	<u>Admin Salary (000s)</u>	<u>Base Sal as % of Total Comp</u>	<u>Gender</u>	<u>Year Started in Position</u>	<u>Also in Faculty Section?</u>	<u>Add'l Stipend Included?</u>
100204640	Asst Dean or Dir: Finance and Administration		12-mo/cal yr	91.7		Male	2015		
100272898	Dean		12-mo/cal yr	163.8		Female	2006		
100720240	Associate Dean		12-mo/cal yr	175.1		Male	2006		
100932251	Associate Dean		12-mo/cal yr	175.9		Male	2000		
100844482	Asst Dean or Dir: Career Services/Placement		12-mo/cal yr	92.0		Male	2010		
100794479	Associate Dean		12-mo/cal yr	175.2		Male	2009		
100812399	Asst Dean or Dir: Executive Education		12-mo/cal yr	142.4		Male	2009		

7 Administrative Incumbent(s)

**Carleton University, Sprott School of Business  
2018-19 Staff Compensation & Demographics Survey (SCDS)**

**Individual-level Salary & Compensation Data Comments**

Comments and Suggestions for Individual-level Salary Data sections

Optional: Please enter any comments or suggestions for these sections, including any notes regarding your school's entered data. This feedback will remain on file with your survey, but will not be reported in any way that will identify your school. AACSB will use these comments and suggestions to enhance the survey based on member requests.

		Entered Last Year
Comments/Suggestions:	a. The Sprott School of Business has a centralized and inclusive structure, with no functional departments or Academic Department Chairs - all faculty members report directly to the Dean. b. Data entry error in 2016-17 Administrative Positions: Reported salary for the incumbent with reference ID 100812399 was entered as 91.8; correct amount is 135.2.	

Data Validation Comments:

This comment box is for use by AACSB staff. In the event that a potential error is found in the Individual-level Salary Data sections during the enhanced validation process, details will be noted here for your convenience.

Validation Comments:	
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## Carleton University, Sprott School of Business 2018-19 Staff Compensation & Demographics Survey (SCDS)

### Faculty & Staff Demographics (Non-Regional, individuals reported)

† = Only data provided for sections or questions marked by a dagger may be published by AACSB International in ways that attribute the data to the school.

For purposes of this section, faculty refers to the academic staff - those whose primary responsibility is teaching and/or research for the business unit. Staff refers to all other personnel employed by the business unit. Unless otherwise specified, report all data as of October 15 of the 2018-19 academic year or your official census date for the academic year.

#### 1. Full-time Faculty by Tenure Status and Gender (Required-All Schools) †

Full-time faculty figures for rows 1-4 will be auto-filled in accordance with what is reported in the full-time faculty individual-level section. If you have not already completed that section, please go back and do it first!

You are only required to fill in row 5. If you did not indicate in the Basic Questions section that your school uses the AAUP definition of tenure, then only rows 4 and 5 will be filled in, and rows 1-3 will show zeroes.

Any faculty who have less than 1.0 full-time equivalency (FTE) as faculty should NOT be entered in that section. Such faculty should instead be accounted for in Table 3 below.

	Model Used?	Reported Last Year:
a. AAUP definition of tenure	Yes	Yes

	Male	Female	Other/Not Reported	Total	Total Last Year
1. Total number of full-time tenured faculty members	29	13	0	42	42
2. Total number of full-time untenured faculty members on tenure track	6	4	0	10	11
3. Total number of full-time non-tenure track faculty members	0	0	0	0	0
4. Total full-time	35	17	0	52	53
5. Total number of full-time faculty members with research doctoral degrees	32	14	0	46	47

	Reported in Doctoral Faculty Demand section (Read-Only for Comparison):	Reported Last Year:
Total full-time faculty with doctoral degrees:	46	47

#### 2. Full-time Faculty Demographics by Country/Territory of Origin or Birthplace (Required-All Schools)

If you are not able to report gender breakouts, you can enter all data into the Total column.

	Male	Female	Other/Not Reported	Total	Total Last Year
1. Total - Host Country/Territory	31	15	0	46	47
2. Total - Other country/territory of origin or birthplace	4	2	0	6	6
3. Total - Unknown or Not Reported	0	0	0	0	0
4. Grand Total (Amount in this row should equal amounts in row 4 of Table 1 above.)	35	17	0	52	53
Total Last Year	37	16	0		

#### 3. Part-time Faculty (Required-All Schools) †

Part-time faculty demographics by headcounts and full-time equivalency (FTE) †

In the table below, please enter the headcounts of each part-time faculty category employed by your business school, and then calculate the full-time equivalency (FTE) of their activities as faculty. Part-time faculty should include any faculty whose FTE as faculty is less than 1.0. Definitions and instructions for each category can be viewed by clicking the row label. If you are not able to report gender breakouts, you can enter all data into the "Other/Not Reported" column. For any faculty whose FTE is less than 1.0 because their administrative duties are not considered integral to the Service component of their faculty duties, account for their faculty activities on rows 1.a. and 1.b., and for the FTE of their administrative activities in row 3 of Table 5 below.

- To calculate the FTE of faculty activities on rows 1.b. and 2.b., divide the number of credit hours/ECTS or CATS credits taught by part-time faculty on rows 1.a. and 2.a. as of October 15th (or your school's official census date) by 12 semester hours, 18 quarter hours, 30 ECTS credits, or 60 CATS credits, regardless of the institution's normal or standard teaching load.
  - For example, if 25 three-credit semester courses are taught by part-time faculty, then the full-time equivalent of part-time faculty is 6.25, because  $(3 \times 25) / 12 = 6.25$ .
  - If your school measures teaching load by contact hours, versus any of the methods above, then the FTE of part-time faculty equals  $[\text{Number of contact hours taught}] / [\text{minimum number of contact hours for a full-time teaching load}]$ .
- To calculate the FTE of faculty activities on row 3.b., divide the total weekly hours worked by the faculty counted in row 3.a. by 40. If this is not possible, estimate the FTE by multiplying the number of these faculty by the average fractional time allotment (e.g., .5 for half-time and .33 for one-third time).

	Male	Female	Other/Not Reported	Total	Total Last Year
1.a. Headcount of part-time faculty other than graduate teaching assistants	45	26	0	71	62

1.b. Full-time equivalent (FTE) of part-time faculty other than graduate teaching assistants	12.12	7.79	0.00	19.91	19.21
2.a. Headcount of graduate teaching assistants who are teachers of record	0	0	0	0	0
2.b. Full-time equivalent (FTE) of graduate teaching assistants who are teachers of record	0.00	0.00	0.00	0.00	0.00
3.a. Headcount of part-time faculty with no teaching duties					
3.b. Full-time equivalent (FTE) of part-time faculty with no teaching duties					

**4. Total Full-time + Part-time Faculty (Required-All Schools) †**

All values in this table will auto-total from entries in Tables 1 and 3 above.

	Male	Female	Other/Not Reported	Total	Total Last Year
Total headcount of full-time + part-time faculty	80	43	0	123	115
Total Last Year	78	37	0		
Total full-time equivalent (FTE) faculty	47.12	24.79	0.00	71.91	72.21
Total Last Year	48.57	23.64	0.00		

**5. Staff and Administrators (Required-All Schools) †**

Definitions and instructions for each category can be viewed by clicking the row label. Do not leave any cell blank. Enter zero (0) where appropriate.

If you are not able to report gender breakouts, you can enter all data into the "Other/Not Reported" column.

	Male	Female	Other/Not Reported	Total	Total Last Year
1. Full-time staff and administrators	5	29	0	34	36
2. Full-time equivalent (FTE) of part-time staff and administrators	0.00	0.00	0.00	0.00	0.00
3. Full-time equivalent (FTE) of faculty with administrative assignments	3.00	1.00	0.00	4.00	4.00
4. Full-time equivalent (FTE) of graduate student staff including graduate teaching assistants who are not teachers of record	4.19	3.81	0.00	8.00	1.00

**6. Faculty, Staff and Administrators (Required-All Schools) †**

Please report the total headcount of all people employed by your business unit (faculty, staff, part-time, full-time, permanent and temporary) during the most recently completed fiscal year.

	Total	Total Last Year
Total headcount of all people employed by business unit during last fiscal year	189	157

**7. Participating and Supporting Faculty Counts † (required for AACSB-accredited members only)**

If you are not able to report gender breakouts, you can enter all data into the "Other/Not Reported" column. The total number of business faculty members is the sum of the total number of participating faculty members and the total number of supporting faculty members. This distinction categorizes faculty members into those who are participants in the life of the school beyond direct teaching involvement, and those who are not. Indicate the total number of persons (i.e., headcount) for each category as defined below. These categories include all full-time and part-time faculty members in your school accounted for in the tables above. Participating and Supporting category information can be found in the 2020 Business Accreditation Standards - Standard 3. Accredited schools should have categorized their faculty during the accreditation process, but non-accredited schools may wish to consult the accreditation standards available at [www.aacsb.edu](http://www.aacsb.edu) to view general definition guidelines for these items.

	Male	Female	Other/Not Reported	Total	Total Last Year
a. Total number of participating faculty members	47	23	0	70	65
b. Total number of participating faculty members with doctoral degrees	32	15	0	47	52
c. Total number of supporting faculty members	34	19	0	53	50
d. Total number of supporting faculty members with doctoral degrees	13	5	0	18	15

**8. Faculty Counts by Qualification Types † (required for AACSB-accredited members only)**

Indicate the number of faculty members with each of the following qualification types. Apply the following definitions in making a determination about the qualifications of each faculty member. Report information for participating faculty members and supporting faculty members separately. These categories include both full-time and part-time faculty members in your school. Full-time faculty totals by qualification type (row A + row D) will be auto-filled in accordance with what is reported in the full-time faculty individual-level section. Count each faculty member only once even if they could qualify for different standard levels.

Scholarly Academics (SA), Practice Academics (PA), Scholarly Practitioners (SP), Instructional Practitioners (IP), Participating and Supporting are as defined by the school for accreditation purposes. A copy of the guidelines for each qualification category can be found in the 2020 Business Accreditation Standards - Standard 3. Accredited schools should have categorized their faculty during the accreditation process, but non-accredited schools may

wish to consult the accreditation standards available at [www.aacsb.edu](http://www.aacsb.edu) to view general definition guidelines for these items.

	Scholarly Academics	Practice Academics	Scholarly Practitioners	Instructional Practitioners	Additional	Not Applicable (non-accredited schools only)	Total (should equal totals in 7. above)	Total Last Year
a. Full-time Participating faculty members	39	2	6	2			52	53
b. Part-time Participating faculty members	4	1	3	10			18	12
c. Total Participating faculty members	43	3	9	12			70	65
d. Full-time Supporting faculty members	0	0	0	0			0	0
e. Part-time Supporting faculty members	20	5	3	24			53	50
f. Total Supporting faculty members	20	5	3	24			53	50

**9. Definitions of Faculty Qualifications (as entered in accreditation application forms) † (required for AACSB-accredited members only)**

	Please describe criteria	Reported Last Year
a. Scholarly Academics	Faculty members are defined as Scholarly Academics (SA) if they have specialized advanced preparation in their field (normally a doctorate degree) augmented by subsequent development activities to assure currency in their field(s).	Faculty members are defined as Scholarly Academics (SA) if they have specialized advanced preparation in their field (normally a doctorate degree) augmented by subsequent development activities to assure currency in their field(s).
b. Practice Academics	Faculty members are defined as Practice Academics (PA) if they have specialized advanced preparation in their field (normally a doctorate degree) augmented by subsequent development activities that involve substantive linkages to practice, consulting, and other forms of professional engagement, etc., based on the faculty member's earlier work as an SA faculty member. Faculty members whose advanced preparation in the field is more than five years old must demonstrate currency and relevance in their fields in order to be classified as PA. For almost all PAs, this is demonstrated through sustained linkages to practice	Faculty members are defined as Practice Academics (PA) if they have specialized advanced preparation in their field (normally a doctorate degree) augmented by subsequent development activities that involve substantive linkages to practice, consulting, and other forms of professional engagement, etc., based on the faculty member's earlier work as an SA faculty member. Faculty members whose advanced preparation in the field is more than five years old must demonstrate currency and relevance in their fields in order to be classified as PA. For almost all PAs, this is demonstrated through sustained linkages to practice

<p>c. Scholarly Practitioners</p>	<p>Faculty are defined to be Scholarly Practitioners (SP) if they hold a Master's degree in the field and have at least five years of progressively responsible work experience in the area of their primary teaching responsibilities. In addition, individuals with a Bachelor's degree who also hold an LLB and are active members of the Bar, or who hold a CPA (Chartered Professional Accountant) designation and are active members of CPA Canada or who hold a CFA designation and are active in the field of Investments, are deemed to hold the equivalent of a Master's degree in law, accounting or finance as appropriate. This equivalency is based on the extensive professional preparation required by the Provincial Bar Associations, CPA Canada and the CFA Institute for admission to these professional bodies. In terms of sustained and relevant practice, SPs are required to demonstrate currency in their field(s) of teaching by evidence of scholarly activity.</p>	<p>Faculty are defined to be Scholarly Practitioners (SP) if they hold a Master's degree in the field and have at least five years of progressively responsible work experience in the area of their primary teaching responsibilities. In addition, individuals with a Bachelor's degree who also hold an LLB and are active members of the Bar, or who hold a CPA (Chartered Professional Accountant) designation and are active members of CPA Canada or who hold a CFA designation and are active in the field of Investments, are deemed to hold the equivalent of a Master's degree in law, accounting or finance as appropriate. This equivalency is based on the extensive professional preparation required by the Provincial Bar Associations, CPA Canada and the CFA Institute for admission to these professional bodies. In terms of sustained and relevant practice, SPs are required to demonstrate currency in their field(s) of teaching by evidence of scholarly activity.</p>
<p>d. Instructional Practitioners</p>	<p>Faculty are defined to be Instructional Practitioners (IP) if they hold a Master's degree in the field and have at least five years of progressively responsible work experience in the area of their primary teaching responsibilities. In addition, individuals with a Bachelor's degree who also hold an LLB and are active members of the Bar, or who hold a CPA (Chartered Professional Accountant) designation and are active members of CPA Canada or who hold a CFA designation and are active in the field of Investments, are deemed to hold the equivalent of a Master's degree in law, accounting or finance as appropriate. This equivalency is based on the extensive professional preparation required by the Provincial Bar Associations, CPA Canada and the CFA Institute for admission to these professional bodies.</p>	<p>Faculty are defined to be Instructional Practitioners (IP) if they hold a Master's degree in the field and have at least five years of progressively responsible work experience in the area of their primary teaching responsibilities. In addition, individuals with a Bachelor's degree who also hold an LLB and are active members of the Bar, or who hold a CPA (Chartered Professional Accountant) designation and are active members of CPA Canada or who hold a CFA designation and are active in the field of Investments, are deemed to hold the equivalent of a Master's degree in law, accounting or finance as appropriate. This equivalency is based on the extensive professional preparation required by the Provincial Bar Associations, CPA Canada and the CFA Institute for admission to these professional bodies.</p>

Comments and Suggestions for Faculty & Staff Demographics Section

Optional: Please enter any comments or suggestions for the Faculty & Staff Demographics section. This feedback will remain on file with your survey, but will not be reported in any way that will identify your school. AACSB will use these comments and suggestions to enhance the survey based on member requests.

Comments/Suggestions		Entered Last Year
		Limiting the character count on 9 prevents us from providing our full definitions of Faculty Qualifications that can be found at <a href="https://sprott.carleton.ca/wp-content/uploads/AACSB-Faculty-Qualifications-2015.pdf">https://sprott.carleton.ca/wp-content/uploads/AACSB-Faculty-Qualifications-2015.pdf</a>

Data Validation Comments:

This comment box is for use by AACSB staff. In the event that a potential error is found in this section during the enhanced validation process, details will be noted here for your convenience.

Validation Comments:	JM 01/04/19 No issues
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# Carleton University, Sprott School of Business 2018-19 Staff Compensation & Demographics Survey (SCDS)

## Part-Time & Adjunct Faculty Salaries

### 0. Does your school have Part-Time or Adjunct Faculty that is reporting? (Required-All Schools)

	Yes	No
Reporting PT/Adj faculty?	X	

Please select the method by which your school determines base pay for its part-time and/or adjunct faculty. This may be the method of determining teaching loads (as selected by your school in the Basic Question section of the BSQ Finances Module). You will only be able to use the column(s) in this table that correspond to this selection to enter base pay rate data. Please select N/A - Not Applicable ONLY IF your school genuinely has no standard base pay rate for part-time faculty members.

	Semester Credit Hours	Quarter Credit Hours	ECTS Credits	CATS Credits	Contact Hours	N/A - Not Applicable
Tracking Method						

### 1. Base Pay Rates

	Selected Currency Per Semester Credit Hour	Selected Currency Per Quarter Credit Hour	Selected Currency Per ECTS Credit	Selected Currency Per CATS Credit	Selected Currency Per Contact Hour
Base Pay Does Not Vary by Level of Instruction					
a. Both Undergraduate and Graduate the same					
-----OR-----					
Base Pay Does Vary by Level of Instruction					
b. Undergraduate Only	2,392				
c. Graduate Only	3,254				

### 2. Factors Affecting Base Rate of Pay (Optional-All Schools)

a. Do any factors affect base rates of pay of part-time faculty at your institution?

		Reported Last Year
Factors affect base rates?	<input type="radio"/> Yes <input checked="" type="radio"/> No	No

- o If you answered Yes, which factors listed below affect the base rates? You must indicate Yes or No for each factor in the table below.
- o If you answered No, you may go to the next section.

	Factor Affects Base Pay Rate?	Reported Last Year
b. Field / Discipline (indicate fields / disciplines in Table 3 below)	<input type="radio"/> Yes <input type="radio"/> No	
c. Teaching load	<input type="radio"/> Yes <input type="radio"/> No	
d. Degree earned	<input type="radio"/> Yes <input type="radio"/> No	
e. Certifications earned	<input type="radio"/> Yes <input type="radio"/> No	
f. Instructional level	<input type="radio"/> Yes <input type="radio"/> No	
g. Years of service at the business unit	<input type="radio"/> Yes <input type="radio"/> No	
h. Lecture versus lab instruction	<input type="radio"/> Yes <input type="radio"/> No	
i. Faculty rank	<input type="radio"/> Yes <input type="radio"/> No	
j. Years of experience in field	<input type="radio"/> Yes <input type="radio"/> No	
k. Research activity	<input type="radio"/> Yes <input type="radio"/> No	
l. Other (specify in m. below)	<input type="radio"/> Yes <input type="radio"/> No	

		Reported Last Year
m. If you answered "Yes" in 2.l above, please specify the Other factor here:		

### 3. Pay Increases by Fields/Disciplines (Optional-All Schools)

If you indicated in row b of Table 2 above that disciplinary fields are a factor that affects pay rates for part-time and adjunct faculty, please indicate the fields/disciplines in which increases to the rate of pay for part-time faculty are provided. Please indicate Yes or No for every field/discipline. There should be at least one "Yes", if you indicated that Field / Discipline influences pay rate in Table 2.

	Are Increases Provided?	
	Yes	No
a. Accounting (includes Taxation)		X
b. Behavioral Science/Org Behavior		
c. Comp Info Sys (CIS) / Mgt Info Sys (MIS)		X
d. Consulting		
e. Economics / Managerial Economics		X
f. Entrepreneurship / Small Business Administration		X

g. Finance (includes Banking)		X
h. General Business		
i. Hotel/Restaurant/Tourism		
j. HR Management (incl. Personnel & Labor/Industrial Relations)		
k. International Business		X
l. Management (incl. Leadership, Energy Mgt, Manufacturing/Tech Mgt, & Sport Mgt)		X
m. Marketing		X
n. Production / Operations Management		X
o. Quantitative Methods (incl. Actuarial Science, Data Analytics, Ops Research, Statistics)		X
p. Strategic Management		X
q. Supply Chain/Transport/Logistics		
r. All Other Disciplines		

**Comments and Suggestions for Part-time & Adjunct Faculty section**

Optional: Please enter any comments or suggestions for this section, including any notes regarding your school's entered data. This feedback will remain on file with your survey, but will not be reported in any way that will identify your school. AACSB will use these comments and suggestions to enhance the survey based on member requests.

		Entered Last Year
Comments/Suggestions:	None	At Carleton University, a single-term course with a value of 0.5 represents three class contact hours or equivalent per week plus laboratory and/or supplementary instruction as required. Each term contains twelve weeks of instruction.

Data Validation Comments:

This comment box is for use by AACSB staff. In the event that a potential error is found in this section during the enhanced validation process, details will be noted here for your convenience.

Validation Comments:	JM 01/04/19 Okay
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**Carleton University, Sprott School of Business  
2018-19 Staff Compensation & Demographics Survey (SCDS)**

**Doctoral Faculty Demand**

	1. N FT Faculty Positions Currently Filled	2. N Positions Filled by Doctorates	3. N Authorized Funded FT Doct Positions Currently Unfilled	4. Net Planned Growth in FT Doct Positions in Next Academic Year	5. N Anticipated Retirements over Next 5 Years
Accounting	12	7	0	2	0
Actuarial Science			0	0	
Arts Administration			0	0	
Behavioral Science / Organizational Behavior			0	0	
Business Communication			0	0	
Business Education			0	0	
Business Ethics (incl Corp Social Responsibility)			0	0	
Business Law / Legal Environment			0	0	
Comp Info Sys (CIS) / Mgt Info Sys (MIS)	3	3	1	0	1
Consulting			0	0	
Data Analytics			0	0	
E-business (includes E-commerce)			0	0	
Economics / Managerial Economics			0	0	
Energy Management			0	0	
Entrepreneurship / Small Business Administration	5	4	0	0	0
Finance (includes Banking)	5	5	1	0	1
General Business			0	0	
Health Services / Hospital Administration			0	0	
Hotel / Restaurant / Tourism			0	0	
HR Management (incl Persnl & Indust/Labor Rel)			0	0	
Insurance			0	0	
International Business	7	7	2	0	2
Leadership			0	0	
Management	10	10	1	1	1
Manufacturing and Technology Management			0	0	
Marketing	4	4	0	0	0
Operations Research			0	0	
Production / Operations Management	6	6	0	0	1
Public Administration			0	0	
Quantitative Methods			0	0	
Real Estate			0	0	
Sports Management			0	0	
Statistics			0	0	
Strategic Management			0	0	
Supply Chain Management / Transportation / Logistics			0	0	
Taxation			0	0	
Other			0	0	
TOTAL	52	46	5	3	6

Comments and Suggestions for Doctoral Faculty Demand section

Optional: Please enter any comments or suggestions for this section, including any notes regarding your school's entered data. This feedback will remain on file with your survey, but will not be reported in any way that will identify your school. AACSB will use these comments and suggestions to enhance the survey based on member requests.

	Entered Last Year
Comments:	Limiting the character count on 9 prevents us from providing our full definitions of Faculty Qualifications that can be found at <a href="https://sprott.carleton.ca/wp-content/uploads/AACSB-Faculty-Qualifications-2015.pdf">https://sprott.carleton.ca/wp-content/uploads/AACSB-Faculty-Qualifications-2015.pdf</a>

Data Validation Comments:

This comment box is for use by AACSB staff. In the event that a potential error is found in this section during the enhanced validation process, details will be noted here for your convenience.

Validation Comments:	
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## Carleton University, Sprott School of Business 2018-19 Staff Compensation & Demographics Survey (SCDS)

### Your reactions to this survey...

Your feedback on the survey content and process, as well as on the Web site, will help us to improve AACSB surveys and the Web site in general.

#### A. Survey Content and Process

	Rating				
	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
1. Clarity of instructions	X				
2. Clarity of questions	X				
3. Communications regarding the survey		X			
4. Any help that was provided you		X			
5. Overall survey process		X			

#### B. Web site

	Rating				
	Very satisfied	Satisfied	Neutral	Dissatisfied	Very dissatisfied
1. Web instructions and online help	X				
2. Ease of data entry	X				
3. Ease of navigation		X			
4. Validation process		X			
5. Printing	X				

#### C. Comments or Suggestions

Please provide any suggestions, criticisms, or other comments about the Staff Compensation & Demographics Survey in the space below. Space is, however, limited. Should you wish to respond at greater length, please send an email directly to the DataDirect Team (datadirect@aacsb.edu) at AACSB.

Comments/Suggestions:	None
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