

**Import File Layout Specification for Winter Data Collection, 2002-2003
Salaries Survey (SA), Academic Year 2002-2003
Fixed Length/Positional File (*.TXT)**

Field ID(Key)	Column	Length	Description	Valid Entries
Part A - Length of Contract, Salaries and Rank of Full-Time Faculty Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	2	Survey Section	"SA"
Filler	9	1	Space	Space
PART	10	1	Part of survey section	"A"
CONTRACT	11	1	Contract Length	1,2,3 see appendix A, contract length table.
LINE	12	2	Academic rank category	Part A, lines 1-6, 8-13 (refer to appendix A, academic rank table), for contract lengths 1,2, and 3. (Lines 7,14,15 will be generated by system - do not include in import file.)
Filler	14	5	Filler	blank spaces
SAA01	19	6	Number of faculty	0-999999
SAA02	25	12	Salary outlays	0-999999999999
Part B - Fringe Benefits of Full-Time Faculty Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service (tuition and housing plans questions)				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	2	Survey Section	"SA"
Filler	9	1	Space	Space
PART	10	1	Part of survey section	"B"
CONTRACT	11	1	This is a special contract length which applies to either 9/10 or 11/12 month contract lengths	"0"
TUITBEN	12	1	Does your institution have a tuition plan benefit that applies to dependents (e.g., spouses, children, etc.)?	Does your institution have a tuition plan benefit that applies to dependents (e.g., spouses, children, etc.)? (1=yes, 2=no) This applies to contract length 0.
RESTRICTT	13	1	Is the tuition plan benefit (dependents only) restricted?	Is the tuition plan benefit (dependents only) restricted? (1=yes, 2=no) This applies to contract length 0. (Applicable if TUITBEN=1. If not applicable (TUITBEN=2), leave blank.)
HOUSBEN	14	1	Does your institution have a housing plan benefit?	Does your institution have a housing plan benefit? (1=yes, 2=no) This applies to contract length 0.
RESTRICTH	15	1	Is the housing plan benefit restricted?	Is the housing plan benefit restricted? (1=yes, 2=no). This applies to contract length 0. (Applicable if HOUSBEN=1. If not applicable (HOUSBEN=2), leave blank.)

**Import File Layout Specification for Winter Data Collection, 2002-2003
Salaries Survey (SA), Academic Year 2002-2003
Fixed Length/Positional File (*.TXT)**

Field ID(Key)	Column	Length	Description	Valid Entries
Part B - Fringe Benefits of Full-Time Faculty Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service				
UNITID	1	6	UNITID	Valid UnitID
SURVSECT	7	2	Survey Section	"SA"
Filler	9	1	Space	Space
PART	10	1	Part of survey section	"B"
CONTRACT	11	1	Contract Length	1 and 2 see appendix A, contract length table.
LINE	12	2	Fringe benefit type	Part B, lines 1-12 (refer to appendix A, fringe benefit table), for contract lengths 1 and 2. (Line 13 will be generated by system - do not include in import file.)
Filler	14	5	Filler	blank spaces
SAA01	19	6	Number covered	0-999999
SAA02	25	12	Expenditures of faculty	0-999999999999

Sort order: UNITID, SURVSECT, PART, CONTRACT, LINE

Note: All numeric fields should be right-justified in its field. Both leading zeros and spaces are permissible. Character data should be left justified. If for any combination of PART, CONTRACT, and LINE there are zero faculty, then do not include record in import file.

**Import File Layout Specification for Winter Data Collection, 2002-2003
Salaries Survey (SA), Academic Year 2002-2003
Key Value Pair File (*.TXT)**

Field ID(Key)	Description	Valid Entries
Part B - Fringe Benefits of Full-Time Faculty Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service (tuition and housing plans questions)		
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"SA"
PART	Part of survey section	B=Fringe Benefits of full-time faculty
CONTRACT	Contract Length	"0"
TUITBEN	Does your institution have a tuition plan benefit that applies to dependents (e.g., spouses, children, etc.)?	Does your institution have a tuition plan benefit that applies to dependents (e.g., spouses, children, etc.)? (1=yes, 2=no) This applies to contract length 0.
RESTRICTT	Is the tuition plan benefit (dependents only) restricted?	Is the tuition plan benefit (dependents only) restricted? (1=yes, 2=no) This applies to contract length 0. (Applicable if TUITBEN=1. If not applicable (TUITBEN=2), leave blank.)
HOUSBEN	Does your institution have a housing plan benefit?	Does your institution have a housing plan benefit? (1=yes, 2=no) This applies to contract length 0.
RESTRICTH	Is the housing plan benefit restricted?	Is the housing plan benefit restricted? (1=yes, 2=no) This applies to contract length 0. (Applicable if HOUSBEN=1. If not applicable (HOUSBEN=2), leave blank.)
Part A (Length of Contract, Salaries and Rank of Full-Time Faculty Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service) and Part B (Fringe Benefits of Full-Time Faculty Classified as Primarily Instruction or Instruction Combined with Research and/or Public Service) for various contract lengths		
UNITID	UNITID	nnnnnn=Valid UnitID
SURVSECT	Survey Section	"SA"
PART	Part of survey section	A=Number and outlays of full-time faculty, B=Fringe Benefits of full-time faculty
CONTRACT	Contract Length	1,2,3 for Part A and 1,2 for Part B
LINE	Academic rank (A) and fringe benefits (B)	i = 1-6, 8-13 when PART="A" and 1-12 when PART="B"
Number	Number of faculty	1-999999
Amount	Amount in whole dollars	0-999999999999
Sample record:		
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=1,LINE=1,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn		
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=1,LINE=2,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn		
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=1,LINE=3,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn		
" " " " " " " " " "		

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UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=1,LINE=13,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=2,LINE=1,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=2,LINE=2,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=2,LINE=13,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=3,LINE=1,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=3,LINE=2,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=SA,PART=A,CONTRACT=3,LINE=13,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=0,TUITBEN=2,HOUSBEN=1,RESTRICTH=2
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=1,LINE=1,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=1,LINE=2,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=1,LINE=7,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=1,LINE=8,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=1,LINE=9,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=1,LINE=12,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=2,LINE=1,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=2,LINE=2,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=2,LINE=7,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=2,LINE=8,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=2,LINE=9,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn
"      "      "      "      "      "      "      "      "
UNITID=100663,SURVSECT=SA,PART=B,CONTRACT=2,LINE=12,NUMBER=nnnnnn,AMOUNT=nnnnnnnnnnnn

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Sort order: UNITID, SURVSECT, PART, CONTRACT, LINE

Note: If for any combination of PART, CONTRACT, and LINE there are zero faculty, then do not include in import file.

Appendix A - Code Value Tables

Contract Length

- 0 Either 9/10 or 11/12 Month contracts (applicable to Part B, tuition and housing plan questions)
- 1 9/10 Month contract
- 2 11/12 Month contract
- 3 Less than 9 Month contract (applicable to Part A, only)

Academic rank table

Men

- 1 Professors
- 2 Associate professors
- 3 Assistant professors
- 4 Instructors
- 5 Lecturers
- 6 No academic rank
- 7 Total men will be generated. Do not include in import file.**

Women

- 8 Professors
- 9 Associate professors
- 10 Assistant professors
- 11 Instructors
- 12 Lecturers
- 13 No academic rank
- 14 Total women will be generated. Do not include in import file.**
- 15 Grand total (men and women) will be generated. Do not include in import file.**

Fringe benefit table

- 1 Retirement plans (other than Social Security) - Vested within 5-years
- 2 Retirement plans (other than Social Security) - Vested after 5-years
- 3 Medical/dental plans
- 4 Group life insurance
- 5 Other insurance benefits (cafeteria plan, etc.)
- 6 Guaranteed disability income protection
- 7 Tuition plan (dependents only)
- 8 Housing plan
- 9 Social Security taxes
- 10 Unemployment compensation
- 11 Worker's compensation
- 12 Other benefits in kind with cash options
- 13 Total expenditures will be generated. Do not include in import file.**