

ARL Annual Salary Survey Q&A

1. *I cannot open the Excel files. What should I do?*

Email stats-ra@arl.org.

2. *How do I report part-time salaries?*

Report part-time salaries **as is**. We have a variable in the salary spreadsheet where you will indicate the percent appointment for employees with less than 100% appointment and we will make the conversion to full-time salaries in the office.

3. *At our institution the norm for a full-time appointment is 40 hours a week and 12 months a year. How do I calculate the percent appointment for someone who works only 25 hours out of 40 **and** only 4.5 months out of 12?*

Calculate the percent appointment for hours and months separately and multiply the two figures. For example,

Hourly percent appointment for person A = 25 hrs/40 hrs = .625

Monthly percent appointment for person A = 4.5 months/12 months = .375

Percent appointment for person A = hourly appointment x monthly appointment =
.625 x .375 = .234

4. *Should Canadian institutions report salaries in Canadian dollars?*

YES

5. *Should Canadian institutions report data on race and ethnicity?*

NO