

ARL Salary Survey Task Force

Scope and Timeline

The Salary Survey Task Force is responsible for completing a review of the current ARL salary survey and recommending enhancements and improvements to the collection of salary information for the FY2020–2021 cycle. The recommendations will also address dissemination guidelines.

The Task Force will complete its work by February 2020.

Membership

The Task Force will have 5–7 members including ARL directors and ARL library staff who serve as survey coordinators for the salary survey or other expertise and represent the diversity of the ARL membership (size, type, and category of libraries). A Visiting Program Officer will provide leadership and support to the group. Shaneka Morris, survey coordinator and data analyst, will provide content resources and survey administration background. Sue Baughman, interim staff lead, will serve on the Task Force.

Scope of Work

The Assessment Program Visioning Task Force (APVTF) recommended that the ARL Salary Survey be refreshed: “The position types and data types collected in the Salary Survey should be reviewed, updated, and clarified on a recurring basis. Regional cost-of-living factors and other data should also be included to enhance interpretability. The data should be made accessible to ARL members.” (page 14 of the ARL Assessment Program Visioning Task Force [Recommendations](#), December 4, 2017)

Following the release of the APVTF report, the Research and Analytics Committee identified two key issues that should be addressed in a review of the salary survey:

1. Economic/salary data that enables an understanding of whether staff are fairly and equitably paid within their organization and also in comparison to peers. This data is also important for setting the salary scales for newly-created positions.
2. Data (both quantitative and qualitative) about the changing nature of the workforce including hiring and salary changes over time. This may include the ratio of professional to

non-professional staff, the changing nature of job descriptions and job titles, and the skills and experience needed in a 21st century research library. This review should also forecast workforce changes over time for these issues.

The committee agreed that the first issue above should be the focus of the ARL Salary Survey and that while, for example, adding information about the non-professional staff may contribute to an overall understanding of the workforce (issue 2), it could risk overburdening the Salary Survey and put the usefulness of the Survey at risk.

The committee also agreed that the job codes need to be updated now and again every five years. Members of the committee proposed doing text analysis on current job titles in order to create an updated list of job codes that accurately reflect current job titles and descriptions.

Deliverables and Activities for the Task Force:

1. Create a timeline for conducting review.
2. Conduct a needs assessment of the membership identify key issues that should be addressed.
3. Discuss recommendations with the Research and Analytics Committee throughout the project.
4. Task Force chair and project liaison will provide periodic briefings to the Executive Director and Board of Directors.
5. Present preliminary findings at the Fall 2019 Association Meeting.
6. Present final report to the Executive Director and Board of Directors at the February 2020 Board meeting.
7. Present final report to the membership at the Spring 2020 Association Meeting.

Guiding Principle

Salary data will continue to be collected, maintained, and accessed with strict guidelines for maintaining the confidentiality of the data.

Resources for the Task Force

1. Current Salary Survey with process information and definitions
2. Collection of questions and issues captured about the survey by the ARL Research and Analytics staff
3. Definition of [Functional Areas](#) from the ARL Position Description Bank

Code of Conduct

The Task Force adheres to the ARL Code of Conduct in all of its deliberations and activities.