

SUNYLA SALARY SURVEY INSTRUCTIONS, 2006

Please provide complete information for every librarian and professional on your staff.

- A. **Name or Line #:** Last name or line number.
- B. **Sex:** Please use letter: M = male; F = female.
- C. **Ethnicity:** Please use letter code:

W = White, B = Black, H = Hispanic, NA = Native American, A = Asian, O = Other.
- D. **Previous FT Experience:** Actual years of post-M.L.S. professional library experience before joining the present library (not limited to experience in academic libraries).
- E. **Previous PT Experience:** Enter part-time experience if it was half-time or more.
- F. **Year Appointed:** The year in which the person was appointed to a non-clerical library position in your library.
- G - I. **Starting Rank, Rank 12/02, Current Rank:** Please do not use job title because those are entered in no. 16. Choose one of the following numbers:

- 1 Librarian
- 2 Associate Librarian
- 3 Senior Assistant Librarian
- 4 Assistant Librarian
- 5 Professor
- 6 Associate Professor
- 7 Assistant Professor
- 8 Instructor
- 9 PR 6
- 10 PR 5
- 11 PR 4
- 12 PR 3
- 13 PR 2
- 14 PR 1
- 15 Other (please specify, e.g., Associates, Technicians, etc., or no rank assigned)

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J. **Appointment:** Type of appointment as of January 2006.

Choose one of the following numbers:

- 1 Management / Confidential
- 2 Continuing Appointment
- 3 Term Appointment with Specified Expiration Date
- 4 Temporary Appointment
- 5 Permanent Appointment (for NTP Ranks)
- 6 Other (please specify)

K. **Bargaining Unit:** Choose one of the following numbers:

- 1 Management / Confidential
- 2 UUP
- 3 NEA
- 4 Other (please specify)
- 5 None

L. **FTE:** Full-time equivalent, express as decimal, e.g., 1.00 = full-time, .50 = half-time.

M. **Contract Year:** Choose one of the following numbers:

- 1 Academic year: professional obligation when classes are in session.
- 2 College year: professional obligation of less than 12 months but excluding individuals on the academic year.
- 3 Calendar year: 12-month professional obligation.
- 4 Other (please specify).

N, O. **Salary 2002, Current Salary:** Actual annual salary, not hourly wage and not full-time or 12-month equivalent.

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P. **Job Title:** Choose from the following list the number which most closely describes job:

- 1 Library Director
- 2 Associate or Assistant Director
- 3 Department Head
- 4 Branch Librarian (head of a branch or special library)
- 5 Functional Specialist (media, systems, archives, experts in management fields, such as personnel, fiscal matters, etc.)
- 6 Subject Specialist (builds collections and offers specialized and/or general reference, bibliographic instructional services)
- 7 Public Services Librarian
- 8 Technical Services Librarian
- 9 Other (responsibilities split among more than one area, administrative duties comprise less than half the job, job responsibilities not covered by other categories)
- 10 Paraprofessional, Technical Assistant, etc.

Q. **Degrees:** Specify the combination of all degrees from the codes listed below. If an individual listed on the form has received additional degrees since the 2002 survey, please change the person's code to reflect the new degree(s).

- 0 No degree.
- 1 Bachelor of Arts or Sciences.
- 2 Library degree at Bachelor's level.
- 3 Library degree at Bachelor's level and Master's degree in a non-library field.
- 4 B.A. or B.S. and Master's in Library Science (M.L.S.).
- 5 B.A. or B.S. , M.L.S. and an Advanced Certificate in Library Studies (6th year).
- 6 B.A. or B.S. , M.L.S. and a second Master's degree.
- 7 All degrees listed in no. 6 plus an Advanced Certificate in Library Studies.
- 8 All degrees listed in no. 4 plus a Doctoral degree.
- 9 Other.

R. **Vacation Leave:** Answer only if non-UUP.

Thank you!