

To access the full survey menu at any time, click on Surveys and then Survey Menu.

Welcome, Sample User

Personal Info

[Edit Personal Information](#)

Sample User
Test School
sampleuser@aacsb.edu

Survey Deadlines

Days Left to Complete	Deadline
Salary Survey 36	Dec 1
Effective Practices 66	Dec 31

These are Quick Links to open surveys that your account can access.

Messages

From: Jessica Brown
Date: 9/13/2009
Subject: Survey Status

Below is the status of current AACSB International Surveys:

OPEN

Salary Survey: OPEN
OPEN for all Member Schools (excluding Canada): DEADLINE: December 1, 2009

Salary Survey (Canada): OPEN
OPEN for all Member Schools (Canada): DEADLINE: December 1, 2009

Effective Practices Survey: OPEN
OPEN for all Member Schools: DEADLINE: December 31, 2009

UPCOMING

If you would like to participate in a previous survey, please contact datadirect@aacsb.edu to request that the survey be re-opened for your school.

CLOSED

(If you would like to participate in any closed survey, please contact datadirect@aacsb.edu.)

Doctoral Faculty Shortage Survey:



If you would like to review or print a copy of a previously submitted survey, click to review Inactive Surveys.

Test School

Surveys

Active Surveys are currently available for data entry. You may also [review Inactive Surveys](#).

Survey	Open	Deadline	Active Surveys
Salary Survey	Sep 14, 09	Dec 1, 09	2009-10 <input type="button" value="Go"/>
Effective Practices	Oct 7, 09	Dec 31, 09	2009-10 <input type="button" value="Go"/>
Business School Questionnaire (BSQ)	Feb 23, 09	Jun 20, 09	None
Doctoral Faculty Shortage	Mar 16, 09	Apr 4, 09	None
Collaboration Survey	Jan 19, 09	Feb 13, 09	None
Issues in Management Education	Jul 24, 07	Nov 15, 07	None

Open surveys that are assigned to your account will appear in your Active Surveys list. Choose Go to access a specific survey.

If your account has not been assigned access to a specific survey, you will not see it listed or be able to enter data. Only the primary representative for the school can assign survey access to specific accounts.

If your school did not complete a specific survey, but would like to participate in it after the deadline has passed, please email datadirect@aacsb.edu with the request for the survey to be re-opened.

Once a survey has been re-opened, you can access it from this survey menu. You will see your school's custom deadline listed here for any re-opened surveys.

Test School

Surveys

Active Surveys are currently available for data entry. You may also [review Inactive Surveys](#).

Survey	Open	Deadline	Active Surveys
Salary Survey	Sep 14, 09	Dec 1, 09	2009-10 <input type="button" value="Go"/>
Effective Practices	Oct 7, 09	Dec 31, 09	2009-10 <input type="button" value="Go"/>
Business School Questionnaire (BSQ)	Feb 23, 09	Jun 20, 09	None
Doctoral Faculty Shortage	Mar 16, 09	Apr 4, 09	None
Collaboration Survey	Jan 19, 09	Feb 13, 09	None
Issues in Management Education	Jul 24, 07	Nov 15, 07	None

For this example, we will select the Salary Survey. To go to a specific survey, click Go.

Test School 2009-10 Salary Survey

Deadline: Dec 1, 2009

Survey Status

You cannot edit this survey until you have indicated that you will complete the survey. You may, however, review the survey.

	Checked on	Checked by
My business unit will complete this survey	<input checked="" type="checkbox"/>	—
My business unit will not complete this survey	<input type="checkbox"/>	—

Before you begin the data entry, you must check the status indicator box to confirm that your school plans to complete the survey. This will activate data entry for your survey.

If your school will not complete this survey, please check the status indicator box to let us know. If the box indicating that you will not participate in this survey is checked, you will not receive any further announcements or emails for this year of this survey.

Data Entry Sections

Sections where you enter data on a variable number of incumbents display the number of incumbents represented. Progress bars show number of questions with data and total number of questions in each section. You can properly complete a section and have the progress bar remain only partially filled due to optional questions.


 [Two Basic Questions](#)

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Incumbent-level Salary Data

 [Professors](#)

No incumbents

 [Associate Professors](#)

No incumbents



Test School
2009-10 Salary Survey

Deadline: Dec 1, 2009

Survey Status

Important: When you have completed all your input, you must mark your Survey **Completed** or AACSB may not be able to use your data.

		Checked on	Checked by
My business unit will complete this survey	<input checked="" type="checkbox"/>	26-Oct-09	Sample User
My business unit will not complete this survey	<input type="checkbox"/>	—	—
My business unit has completed and I approve this survey	<input type="checkbox"/>	—	—

Once your survey has been marked in the survey status box, you are ready to begin data entry.

Data Entry

Background

-  [Policies Related to This Survey](#)
-  [Helpful Hints](#)

Data Entry Sections

Sections where you enter data on a variable number of incumbents display the number of incumbents represented. Progress bars show number of questions with data and total number of questions in each section. You can properly complete a section and have the progress bar remain only partially filled due to optional questions.

 [Two Basic Questions](#) 2/2 

Incumbent-level Salary Data

 [Professors](#) No incumbents



Survey Status

Important: When you have completed all your input, you must mark your Survey **Completed** or AACSB may not be able to use your data.

	Checked on	Checked by
My business unit will complete this survey	<input checked="" type="checkbox"/> 26-Oct-09	Sample User
My business unit will not complete this survey	<input type="checkbox"/> —	—
My business unit has completed and I approve this survey	<input type="checkbox"/> —	—

This is the main survey menu page for the survey you selected. Each section of the survey appears as a link below.

The first section of most surveys will offer information specific to that survey. The survey menu may also show section-wide time frames or other guidance for specific sections.

Data Entry


Background

-  [Policies Related to This Survey](#)
-  [Helpful Hints](#)

Before beginning your data entry, read the policies and helpful hints for the survey.

Data Entry Sections


Sections where you enter data on a variable number of questions are represented. Progress bars show number of questions with data and total number of questions in each section. You can properly complete a section and have the progress bar remain only partially filled due to optional questions.

 [Two Basic Questions](#) 2/2 

Incumbent-level Salary Data

-  [Professors](#) No incumbents
-  [Associate Professors](#) No incumbents
-  [Assistant Professors](#) No incumbents
-  [Instructors](#) No incumbents
-  [Administrative Positions](#) No incumbents
-  [Academic Department Chairs](#) 0/116 

Related Data

 [Compensation Practices](#) 0/85 



- My business unit **will not** complete this survey 20-Oct-09 [Sample User](#)
- My business unit has **completed** and I approve this survey — —

Data Entry

Background

- [Policies Related to This Survey](#)
- [Helpful Hints](#)

Data Entry Sections

Sections where you enter data on a variable number of incumbents display the number of incumbents represented. Progress bars show number of questions with data and total number of questions in each section. You can properly complete a section and have the progress bar remain only partially filled due to optional questions.

[Two Basic Questions](#)

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Incumbent-level Salary Data

- [Professors](#)
- [Associate Professors](#)
- [Assistant Professors](#)
- [Instructors](#)
- [Administrative Positions](#)
- [Academic Department Chairs](#)

To begin a survey section, click on the link for the selected section. In most cases, sections can be completed in any order. For surveys that require specific sections to be completed in order, you will see information about the required order listed on this page.

No incumbents
No incumbents
No incumbents
No incumbents
No incumbents

0/116

Related Data

- [Compensation Practices](#)
- [Part-Time \(Adjunct\) Faculty Salaries](#)
- [Doctoral Faculty Demand](#)

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0/150

Feedback

[Your reactions to this survey...](#)

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You can track your survey progress with the bars and indicators on the right side. You may fully complete a section without a full bar as it may refer to questions that do not apply for your school.

Please pay special attention to any items listed in red. These are special looping data entry sections. If no data has been entered in that section, an indicator will appear in red text.



Test School 2009-10 Salary Survey

Deadline: Dec 1, 2009

Two Basic Questions

1. Currency In Which You Are Reporting

The currency you chose here must be applicable to all sections of this survey. Report currency amounts in this currency throughout the remainder of the survey.

Currency	USD-United States Dollars
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2. Base Salary as Percent of Total Compensation

What approximate percentage of the total compensation for faculty members is represented by reported base salaries? For example, if on average faculty members receive \$50,000 per year in salary and also receive additional compensation of \$25,000, then you would report that the approximate percentage of total compensation comprised by base salary as 67%.

Base as % of total	98.0
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[Save and return to menu](#)

[Save and stay here](#)

[Save and go to next section](#)

For regular survey sections, you will see a set of questions that can be completed using a drop-down menu, multiple choice, fill-in-the-blank, or text description.

Test School
2009-10 Salary Survey

Deadline: Dec 1, 2009

Two Basic Questions

1. Currency In Which You Are Reporting

The currency you chose here must be applicable to all sections of this survey. Report currency amounts in this currency throughout the remainder of the survey.

Currency	USD-United States Dollars USD-United States Dollars CAD-Canada Dollars EUR-Austria Euro EUR-Belgium Euro EUR-Finland Euro EUR-France Euro EUR-Germany Euro EUR-Greece Euro EUR-Ireland Euro EUR-Italy Euro EUR-Luxembourg Euro EUR-Portugal Euro EUR-Spain Euro EUR-The Netherlands Euro EUR-Euro GBP-United Kingdom Pounds AED-United Arab Emirates Dirhams AFA-Afghanistan Afghanis ALL-Albania Leke AMD-Armenia Drams ANG-Netherlands Antilles Guilders AOA-Angola Kwanza ARS-Argentina Pesos AUD-Australia Dollars AWG-Aruba Guilders AZM-Azerbaijan Manats BAM-Bosnia/Herzegovina Marka BBD-Barbados Dollars BDT-Bangladesh Taka
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Select your answers for the survey section. Please note that some answers, such as currency, will remain in effect for the remainder of the survey unless otherwise stated.

2. Base Salary as Percent of Total Compensation

What approximate percentage of base salaries? For example, if on receive additional compensation of total compensation comprised by

Base as % of total

Save and return to menu Save and return to menu

is represented per year in salary and also approximate percentage of

Test School 2009-10 Salary Survey

Deadline: Dec 1, 2009

Two Basic Questions

1. Currency In Which You Are Reporting

The currency you chose here must be applicable to all sections of this survey. Report currency amounts in this currency throughout the remainder of the survey.

Currency	USD-United States Dollars
----------	---------------------------

2. Base Salary as Percent of Total Compensation

What approximate percentage of the total compensation for faculty members is represented by reported base salaries? For example, if on average faculty members receive \$50,000 per year in salary and also receive additional compensation of \$25,000, then you would report that the approximate percentage of total compensation comprised by base salary as 67%.

Base as % of total	98.0
--------------------	------

[Save and return to menu](#) [Save and stay here](#) [Save and go to next section](#)

Remember to save your work.

*** Save and return to menu ***

This will save the section and return you to this survey's main page.

*** Save and stay here ***

This will save what you have currently entered without leaving this page. If you will be working on multiple projects at your office, it is a good idea to use this anytime you change tasks to ensure that your work will be saved even if your internet access is interrupted or the program times out due to inactivity.

*** Save and go to next section ***


This will save this section and open the next survey section available.

Test School 2009-10 Salary Survey

Deadline: Dec 1, 2009

Professors



Directions

- Report the **2009-10** academic year **9-month** salary for all **full-time professors** in the business unit. Multiply 12-month salaries by 0.818 to convert to 9-month salaries.
- **Include faculty on sabbatical or leave** if on your payroll. Also **include new hires** (i.e., faculty who joined your business unit during the 2009-10 academic year).
- Faculty salary includes **base contract only**, regardless of source of payment. Exclude adjustments for administrative duties and benefits, stipends, overtime, overload or extra duty pay.
- : Copy a row of data from last year to this year. You will then need to enter this year's salary.

This is an example of a simple looping section. These sections are used when you could have a variable number of items (programs, positions) to report.

If you completed this survey last year, you will see a table of the data previously reported. You can copy this data to the table for This Year using the single copy icon next to each item or the copy all option in the upper left corner of the Last Year table. Items, such as salary, which are expected to change each year will be left blank and will need to be updated.

Last Year

 All	Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
	ty55y	Statistics (24)	200.0	Yes	Yes	Unknown	Male

This Year

Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
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Add Incumbent

Save and return to menu

Save and stay here

Save and go to next section




Test School

2009-10 Salary Survey



Deadline: Dec 1, 2009

Professors

Directions

- Report the **2009-10** academic year **9-month** salary for all **full-time professors** in the business unit. Multiply 12-month salaries by 0.818 to convert to 9-month salaries.
- **Include faculty on sabbatical or leave** if on your payroll. Also **include new hires** (i.e., faculty who joined your business unit during the 2009-10 academic year).
- Faculty salary includes **base contract only**, regardless of source of payment. Exclude adjustments for administrative duties and benefits, stipends, overtime, overload or extra duty pay.
- : Copy a row of data from last year to this year. You will then need to enter this year's salary. Or, click the " All" icon in the column header to copy all Last Year's rows to This Year. Then delete any unnecessary rows.
- : Delete an unwanted row.
- All fields are required, with the exception of Reference ID.
- Tip: You can click on a column heading to sort by that column. Click again to reverse the sort order.
- Definitions: [Faculty Qualifications](#), [Faculty Rank](#)

Last Year

 All	Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
	ty55y	Statistics (24)	200.0	Yes	Yes	Unknown	Male

This Year

Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
----------------------------	---	---------------	--------------	------------------------------------	----------------	--------

Add Incumbent

Save and return to menu

To begin adding data to a looping section, click the button below the column labels.

st section




Test School

2009-10 Salary Survey

Deadline: Dec 1, 2009

Professors



Directions

- Report the **2009-10** academic year **9-month** salary for all **full-time professors** in the business unit. Multiply 12-month salaries by 0.818 to convert to 9-month salaries.
- **Include faculty on sabbatical or leave** if on your payroll. Also **include new hires** (i.e., faculty who joined your business unit during the 2009-10 academic year).
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- : Delete an unwanted row.
- All fields are required, with the exception of Reference ID.
- Tip: You can click on a column heading to sort by that column. Click again to reverse the sort order.
- Definitions: [Faculty Qualifications](#), [Faculty Rank](#)


Enter your data in the spaces provided. If you will be away from your desk or need to take a break in data entry, please make sure to click on the save and stay here button to save your data.

You will be unable to save if you have partially entered data for a loop, but have not finished the required portions. For example, salary data can not be left blank when you add and save incumbents to the salary survey.

Last Year

 All	Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
	ty55y	Statistics (24)	200.0	Yes	Yes	Unknown	Male

This Year

	Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
	test	Accounting (1) ▼	150.0	Yes ▼	No ▼	Academic ▼	Female ▼

Add Incumbent

Save and return to menu

Save and stay here




Save and go to next section





Deadline: Dec 1, 2009

Professors


Directions

- Report the **2009-10** academic year **9-month** salary for all **full-time professors** in the business unit. Multiply 12-month salaries by 0.818 to convert to 9-month salaries.
- **Include faculty on sabbatical or leave** if on your payroll. Also **include new hires** (i.e., faculty who joined your business unit during the 2009-10 academic year).
- Faculty salary includes **base contract only**, regardless of source of payment. Exclude adjustments for administrative duties and benefits, stipends, overtime, overload or extra duty pay.
-  Copy a row of data from last year to this year. You will then need to enter this year's salary. Or, click the " All" icon in the column header to copy all Last Year's rows to This Year. Then delete any unnecessary rows.
-  Delete an unwanted row.
- All fields are required, with the exception of Reference ID.
- Tip: You can click on a column heading to sort by that column. Click again to reverse the sort order.
- Definitions: [Faculty Qualifications](#), [Faculty Rank](#)

Last Year

 All	Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
	ty55y	Statistics (24)	200.0	Yes	Yes	Unknown	Male

This Year

	Reference ID (not name)	Primary Field/Discipline of Appointment	Salary (000s)	Tenure Track	New Hire for Current Academic Year	Qualifications	Gender
	test	Accounting (1) ▼	150.0	Yes ▼	No ▼	Academic ▼	Female ▼

Add Incumbent

Save and return to menu

Save and stay here

Save and go to next section

When you have completed the section, you can save and go to the next section of the survey or choose to save and return to the menu.

Sections where you enter data on a variable number of incumbents display the number of incumbents represented. Progress bars show number of questions with data and total number of questions in each section. You can properly complete a section and have the progress bar remain only partially filled due to optional questions.



[Two Basic Questions](#)

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Incumbent-level Salary Data



[Professors](#)

1 incumbent



[Associate Professors](#)

No incumbents



[Assistant Professors](#)

No incumbents



[Instructors](#)

No incumbents



[Administrative Positions](#)

No incumbents



[Academic Department Chairs](#)

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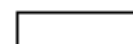


Related Data



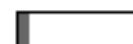
[Compensation Practices](#)

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[Part-Time \(Adjunct\) Faculty Salaries](#)

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[Doctoral Faculty Demand](#)

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Feedback



[Your reactions to this survey](#)



After you complete the survey, you can use the final section to give us feedback on this survey or any comments you would like to be kept on file with your survey.

Completion Process

Remember to print a hard copy of your finished survey for your files.

The last step is marking your survey **Completed** at the top of this page. Validation will then run automatically and report any remaining problems that must be addressed. You may also run Validation at any time from the link below.



[Check your survey for common problems](#)



[Click for a print-friendly PDF of your survey](#)



[Go to Survey Status](#)

At any time while completing your survey or before submitting it, you can use these links to print/save a pdf of your survey and to check for common problems.

Test School 2009-10 Salary Survey

Deadline: Dec 1, 2009

Survey Status

Important: When you have completed all your input, you must mark your Survey **Completed** or AACSB may not be able to use your data.

	Checked on	Checked by
My business unit will complete this survey	<input checked="" type="checkbox"/> 26-Oct-09	Sample User
My business unit will not complete this survey	<input type="checkbox"/> -	-
My business unit has completed and I approve this survey	<input type="checkbox"/> -	-

When you are ready to submit your survey, click the survey status indicator showing that your survey is complete and approved for data analysis. Before it is marked complete, the validation process will run automatically to catch any simple errors to be corrected.

After a survey is marked as completed and approved and has been machine validated, it will be reviewed by Knowledge Services staff members who may contact you for clarification or if errors are found. If no errors are found, your data will be added to our benchmarking and reporting databases.

Data Entry

Background

- [Policies Related to This Survey](#)
- [Helpful Hints](#)

Data Entry Sections

Sections where you enter data on a variable number of incumbents display the number of incumbents. Progress bars show number of questions with data and total number of questions in each section. You complete a section and have the progress bar remain only partially filled due to optional questions.

- [Two Basic Questions](#)

Incumbent-level Salary Data

- [Professors](#)
- [Associate Professors](#)

1 incumbent

No incumbents



Test School
2009-10 Salary Survey

Deadline: Dec 1, 2009

Survey Status

Thank you for participating. We have your data and recognize that you have marked your Survey **Completed**. You may correct or otherwise modify your data until this Year's Survey deadline is reached. To do so, you will need to uncheck the **Completed** status box and make your changes. After you make your changes, please re-check the **Completed** status box.

In marking your Survey **Completed** you have released these data to AACSB International for use in developing statistical reports and for benchmarking and reporting purposes within AACSB International. The use of these data are governed by the terms in the [Privacy Policy statement](#).

	Checked on	Checked by
My business unit will complete this survey	✓ 26-Oct-09	Sample User
My business unit has completed and I approve this survey	<input checked="" type="checkbox"/> 26-Oct-09	Sample User

A completed survey will show both the "Will Complete" and "Completed and Approved" survey status items as checked with the date and name of the account holder.

Data Entry

Background

- [Policies Related to This Survey](#)
- [Helpful Hints](#)

Data Entry Sections

Sections where you enter data on a variable number of incumbents display the number of incumbents represented. Progress bars show number of questions with data and total number of questions in each section. You can properly complete a section and have the progress bar remain only partially filled due to optional questions.

For any further questions about accessing and completing surveys, please contact datadirect@aacsb.edu or knowledge.services@aacsb.edu

