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ABSTRACT

In 1985 and 1986, surveys were conducted by the Research Committee of the Texas Association for Community Services and Continuing Education (TACSCE) in order to generate profiles of continuing education practitioners and programs by type of institution (i.e., private four-year colleges, public four-year colleges, and two-year colleges). During both studies, members of TACSCE and of Texas Administrators of Continuing Education and others not affiliated with these two organizations were surveyed. The 1985 study sought information on enrollments and on respondents' job title, primary area of responsibility, position classification (i.e., administrative or faculty), full-/part-time status, salary, level of responsibility, employees, pay for teaching non-credit, level of education, and time on the job. Responses from 154 of the 257 continuing education practitioners surveyed were used to generate profiles of continuing education administrators and their programs for each type of institution. In 1986, two survey instruments were administered to gather personal information on the continuing education administrator and additional program data on staffing, enrollments, number of courses and credit hours offered, contact hours, system for calculating continuing education units, and budgets. Usable responses were returned for 118 of the 242 personal data questionnaires distributed and for 55 of the 161 institutional questionnaires. A report detailing methods and findings is provided for each study. (PAA)

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TEXAS ASSOCIATION FOR COMMUNITY SERVICES AND CONTINUING EDUCATION

Salary Survey
and Program/Institution Profiles,
1985 and 1986

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TEXAS ASSOCIATION FOR COMMUNITY SERVICES AND CONTINUING EDUCATION

ANNUAL CONFERENCE

LUBBOCK, TEXAS

November 20, 21, 22, 1985

SALARY SURVEY

AND

PROGRAM/INSTITUTION PROFILES

Conducted By

The TACSCE Research Committee

Through the

OFFICE OF POLICY STUDIES IN HIGHER EDUCATION

North Texas State University

Howard W. Smith, Jr., Director

David Wells, Research Associate

SALARY SURVEY AND ADMINISTRATOR/PROGRAM PROFILE

TACSCE RESEARCH COMMITTEE

The Research Committee of the Texas Association for Community Services and Continuing Education and the Office of Policy Studies in Higher Education at North Texas State University conducted a salary survey and administrator/program profile study in early Fall, 1985. The total number of surveys mailed out was 257. Questionnaires were mailed to all members of TACSCE, Texas Administrators of Continuing Education at Community/Junior Colleges (TACE), and to others involved in Continuing Education who were not members of either of the two professional organizations. Response to the 257 questionnaires totaled 161, of which 154 were usable responses. There was only one response from a two-year private institution and it was merged with those from all other 2 year public institutions for a total response from 2 year institutions of 115. There were 25 responses from 4 year public schools and 14 from 4 year private schools.

Response to a question asking for TITLES OF RESPONDENTS indicated that for all three types of institutions, the title "Director" was most prevalent. The total number of "directors" was 59 or 38% of respondents. At both 4 year public and private institutions, the percentage of director titles was well above 50%, while at 2 year colleges, the 36 reporting a title of director was 31%. At 2 year schools, the second most reported title was Dean at 25 respondents or 22%. At 4 year public institutions, coordinator at 12% was the second most reported title, while at 4 year private institutions, it was Dean at 21%. In fact, overall, the second most reported title was Dean at 19%.

The AREA OF PRIMARY RESPONSIBILITY for all respondents is not surprisingly, predominantly non credit with 111 or 72% reporting this to be their sole responsibility. Several respondents indicated a responsibility for credit as well as non credit, 35 or 23%. In most cases, the respondent held responsibility for off campus credit in addition to on-and-off-campus non credit, was responsible for a weekend or evening college, or held a position requiring supervision of a credit and parallel non credit operation.

Almost all respondents indicated that in terms of CLASSIFICATION OF POSITION, they held an administrative position. These accounted for 95% of the survey respondents or 147 persons, while the only responses indicating a classification of "faculty" were at 2 year schools.

In terms of TIME STATUS OF POSITION, almost the same percentages hold true for respondents who were considered full time. 148 or 96% indicated full time status.

In terms of TITLE OF SUPERVISOR, the response reported most often was either a vice president/provost or a dean. In fact, the responses of all three groups of institutions indicated that the most prevalent title for supervisor was exactly divided between vice president/provost and dean at 52 or 34% each. This trend held true at 4 year public institutions and at 2 year schools, supervisors with the title of dean were only slightly more common than supervisors with a title of vice president/provost. The most frequently reported supervisor title at 4 year private institutions was vice president or provost at 64%.

Response to the question on the survey concerning annual SALARY for the 1985 school year was fairly complete, with only 5 surveys returned which did not report salary for 1985. The average salary for all respondents working full time and who reported salary was \$34,300 at 2 year institutions, \$39,000 at 4 year public schools and \$29,300 at 4 year private schools. Salaries ranged from a high of \$81,200 to a low of \$12,000 for full time personnel with the overall average of \$35,038 for 143 full time respondents. The median for salaries is \$34,600.

If one compares the full time SALARY TO TITLE within institution, some interesting results are obtained. The highest salaries at 2 year institutions go to vice presidents/provosts, deans and directors in that order. (the "other" category includes persons with responsibility predominantly for credit programming). At 4 year public institutions, deans averaged the most pay followed by vice presidents and provosts, then directors. At 4 year private schools, salary was highest for deans and directors, but in both cases, fell far short of the average for the same titles at 2 year and 4 year public schools.

Most respondents, 73 or 47%, are RESPONSIBLE for a single campus or college wide continuing education program. Those responsible for a multi-campus operation numbered 35 or 23%.

When the information on LEVEL OF RESPONSIBILITY is merged with the SALARY information, we find that generally, the broader-based the level of responsibility, the higher the pay. In other words, respondents indicating a responsibility for both credit and non credit (grouped generally as "other" on this report) received higher pay than did those reporting responsibility for a specific, campus or college wide program, or for a multi-campus program.

EMPLOYEES of respondents varied considerably from institution and ranged in number from 0 to 275. The average number of employees for 2 year institutions reporting a number of employees is 7.5, at 4 year public institutions is 17, and at 4 year private institutions is 4.2. The average for 4 year public institutions, when a 275 employee work force for one institution is factored out, is 4.1 and approaches the average for a 4 year private school at 4.2.

Most respondents indicated that they were free to engage in different activities as a SUPPLEMENT to their SALARY. Teaching credit, non credit, and outside consulting were all given as sources of supplemental income by 83 or 54% of the respondents. Restrictions against performing any of these were imposed on 36 or 23% of the respondents, but the majority indicated a freedom to engage in at least one of the supplemental workings, 118 or 77%.

PAY for TEACHING NON CREDIT at 4 year institutions was almost twice that paid for non credit instructional services at a 2 year school, and almost 1 and 1/2 times as much as at 4 year private schools. The 4 year public institutions also paid more for teaching credit courses.

ENROLLMENTS FOR 1984 SCHOOL YEAR may be one of the least trustworthy items gathered by the survey. While many respondents indicated enrollment others did not. Complicating this were frequent responses of "about" or "approximately". If, however, we average enrollments for only those institutions reporting rather than the entire sample, we find enrollments at two year institutions, which averaged 9,620, substantially larger than those reported for 4 year public schools--5,760, and for 4 year private schools--1,760. In all cases, low enrollment figures served to bring averages down. This question may be better asked of only respondents identified as having the highest level of responsibility for CE at each institution.

Most CE practitioners at 2 year institutions were found to have a masters degree as their highest LEVEL OF EDUCATION. At 4 year public institutions, respondents were evenly divided between those holding the masters and those holding the doctorate. At 4 year private institutions, respondents holding the doctorate were in the majority. At two year institutions, the doctorate was the second most indicated degree.

When LEVEL OF EDUCATION is merged with TITLES of the different respondents, the data indicates that directors holding masters degrees were the most prevalent respondents, followed by deans and directors with doctorates. The majority of higher level administrators by title hold the majority of higher degrees, and more respondents in the field (113) hold either the masters or doctorate than hold lesser degrees(37).

TIME ON THE JOB and TIME AT THE SCHOOL were two of the more interesting reports generated by the survey. Length of stay on the job ranged from a high of 21 years from a director at a 2 year institution to 0 years for a newly appointed employee. The average time on the job at 2 year institutions was 4.4 years, at 4 year public institutions was 5.9 and at 4 year private schools was 4.3. Time at the school averaged 7.5 at two year institutions, 9.5 at 4 year schools, and 10 years at 4 year private schools. Each institution boasts a respondent having 30 or more years at the college.

If it is possible to draw a PROFILE from the findings, we would find that the characteristics of the CE practitioner at the different institutions would look similar to the profiles described on the following pages.

RECOMMENDATIONS

For the coming year, the TACSCE Research Committee should refine both the questionnaire and the mailing list. If a cross-section of CE life is what is required, then this instrument may work as well as any with only a few modifications. Perhaps the best method of deriving the desired survey information is to prepare two questionnaires; one for the individual which would reveal personal characteristics, another for the program which would be prepared by only the chief CE administrator at the institution. This method would avoid mixing personal characteristics on a program profile questionnaire and should avoid having several people from the same institution attempting to answer the same questions about the same programs and each providing a completely different result from that of his/her co-workers.

The timing of the survey mailout was acceptable. The Fall of the year provided an opportunity to ascertain not only the previous years enrollments, but also allowed the salary figures to be more usable in terms of comparisons and more reliable in terms of current pay standards.

2 YEAR PROFILE

IF YOU ARE AN ADMINISTRATOR AT A **2** YEAR SCHOOL, ODDS ARE THAT YOU.....

ARE CALLED A DIRECTOR,
ARE RESPONSIBLE FOR NON CREDIT,
ARE CLASSIFIED AS AN ADMINISTRATOR,
WORK FULL TIME
REPORT TO A DEAN
EARN ABOUT \$34,300 per year,
ARE RESPONSIBLE FOR A CAMPUS OR
COLLEGE WIDE PROGRAM,
HAVE 7.5 EMPLOYEES,
MAY TEACH CREDIT OR NON CREDIT OR
DO CONSULTING WORK TO SUPPLEMENT
YOUR PAY,
PAY YOUR NON CREDIT TEACHERS \$15.50
per hour,
ENROLL 9,600 STUDENTS PER YEAR,
HAVE YOUR MASTERS DEGREE,
HAVE HAD YOUR PRESENT JOB FOR 4.4
YEARS,
HAVE BEEN AT YOUR SCHOOL FOR 7.5
YEARS.

4 YEAR PROFILE

IF YOU ARE AN ADMINISTRATOR AT A 4 YEAR PUBLIC SCHOOL, ODDS ARE THAT YOU.....

ARE CALLED A DIRECTOR,
ARE RESPONSIBLE FOR NON CREDIT,
ARE CLASSIFIED AS AN ADMINISTRATOR,
WORK FULL TIME,
MAY REPORT TO A VICE PRESIDENT,
PROVOST OR DEAN,
EARN ABOUT \$39,000 PER YEAR,
ARE RESPONSIBLE FOR A CAMPUS OR
COLLEGE WIDE PROGRAM,
HAVE 17 EMPLOYEES,
MAY TEACH CREDIT, NON CREDIT, OR MAY
DO OUTSIDE CONSULTING TO SUPPLEMENT
YOUR SALARY,
PAY YOUR NON CREDIT TEACHERS \$36.25
PER HOUR FOR TEACHING FOR YOU,
ENROLL ABOUT 5,760 STUDENTS PER YEAR,
HAVE EITHER A MASTERS OR DOCTORATE,
HAVE HAD YOUR PRESENT JOB FOR ALMOST
6 YEARS, AND YOU HAVE WORKED AT
THE COLLEGE YOU ARE NOW WITH FOR OVER
9 YEARS.

4 YEAR PROFILE
(private sch)

IF YOU ARE AN ADMINISTRATOR AT A 4 YEAR
PRIVATE SCHOOL IN TEXAS, ODDS ARE GOOD
THAT YOU.....

ARE CALLED A DIRECTOR,
ARE RESPONSIBLE FOR NON CREDIT,
ARE CLASSIFIED AS AN ADMINISTRATOR,
WORK FULL TIME,
REPORT TO EITHER A VICE PRESIDENT OR
PROVOST,
EARN ABOUT \$29,300 PER YEAR,
ARE RESPONSIBLE FOR A CAMPUS OR
COLLEGE WIDE PROGRAM,
HAVE JUST OVER 4 EMPLOYEES,
MAY TEACH CREDIT, NON CREDIT OR DO
OUTSIDE CONSULTING TO SUPPLEMENT
YOUR SALARY,
PAY YOUR NON CREDIT INSTRUCTORS
\$24.00 PER HOUR TO TEACH FOR YOU,
ENROLL OVER 1,750 STUDENTS EACH YEAR,
HAVE YOUR DOCTORATE,
HAVE HELD YOUR PRESENT JOB FOR OVER
4 YEARS, AND YOU HAVE WORKED AT THE
SCHOOL YOU ARE PRESENTLY AT FOR OVER
10 YEARS.

TEXAS ASSOCIATION FOR COMMUNITY SERVICES AND CONTINUING EDUCATION

ANNUAL CONFERENCE

Houston, Texas

November 12, 13, 14, 1986

SALARY SURVEY

AND

PROGRAM/INSTITUTION PROFILES

Conducted By

The TACSCE Research Committee

Through the

OFFICE OF POLICY STUDIES IN HIGHER EDUCATION

North Texas State University

Howard W. Smith, Jr., Director

Leslie Dodrill, Research Associate

PROGRAM PROFILE/SALARY SURVEY

Non-credit programs in Texas Institutions of Higher Learning
Conducted by: Research Committee
Texas Association of Community Services and Continuing Education
Through
Office of Policy Studies in Higher Education
North Texas State University, Denton, Texas
Howard W. Smith, Jr., Ed.D., Director

1. What is your title: _____
2. Which type of institution do you represent:
 2 yr State-supported
 2 yr Private
 4 yr State-supported
 4 yr Private
 Other, Specify: _____
3. What is your primary responsibility:
 Non-credit
 Credit
 Both, equally
 Other, Specify: _____
4. Is your position considered:
 Administrative
 Faculty
 Other, Specify: _____
5. Is your position considered:
 Full-time
 Part-time
 Other, Specify: _____
6. Your highest level of responsibility in terms of non-credit is:
(one choice only)
 Only a specific program: i.e., Police Training, Allied Health, etc.
 Campus or college-wide non-credit
 Multi-campus non-credit
 Other, Specify: _____
7. Total number of full-time employees reporting to you: _____
8. Title of person to whom you report: _____
9. Your college policy allows you to supplement your salary by means of:
 Teaching a credit course
 Teaching a non-credit course
 Outside consulting work
 All of the above
 None of the above
10. Annual salary for 1986-87 school year (to nearest \$1000): _____
11. What is your highest degree: _____
12. What is the field of your highest degree: _____
13. How long have you:
Held your present job? _____ years
Been at your institution? _____ years
Been in the continuing education field? _____ years
14. Do you anticipate an increase or decrease in your division's level of activity during the coming year? _____

SALARY SURVEY AND PROGRAM/INSTITUTION PROFILES

TACSCE RESEARCH COMMITTEE

The Research Committee of the Texas Association for Community Services and Continuing Education and the Office of Policy Studies in Higher Education at North Texas State University conducted a salary survey, program profile, and institution profile study in early Fall, 1986. The data analysis is presented in two major sections of this document.

SALARY SURVEY AND PROGRAM PROFILE

Questionnaires were mailed to all members of TACSCE, Texas Administrators of Continuing Education at Community/Junior Colleges (TACE), and to others involved in Continuing Education who were not members of either of the two professional organizations. Response to the 242 questionnaires totaled 121, of which 118 were usable responses. There was no response from a two-year private institution, 84 were received from 2 year public institutions, 19 responses came from 4 year public schools, and 12 from 4 year private schools. Three responses were received from other type institutions such as upper division and were used in a limited capacity.

SURVEY RESPONSE

Questionnaires Mailed242
Questionnaires Returned121
Percentage of Response50%
Usable Responses118

RESPONSE BY INSTITUTION

<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>	<u>Other</u>
84	19	12	3

Response to a question asking for TITLES OF RESPONDENTS indicated that for all three types of institutions, the title "Director" was most prevalent. The total number of directors was 41 or 35% of respondents. While at 2 year colleges, the 26 reporting a title of director was 31%, 4 yr public institutions used director 32% and 4 yr private schools used the term 50% of the time. At 2 year schools, the second most reported title was Dean at 17 respondents or 20%. At 4 year public institutions, coordinator at 21% was the second most reported title, while at 4 year private institutions, it was tied between Assoc/Asst Dean and Coordinator at 16%.

	<u>TITLES</u>			
	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>	<u>Other</u>
Vice Pres/Provost	1	1	0	0
Dean	17	1	1	0
Director	26	6	6	3
Asoc/Asst Dean	12	2	2	0
Asoc/Asst Director	2	2	1	0
Program Dev/Dir	11	1	0	0
Coordinator	11	4	2	0
Other	4	2	0	0

The AREA OF PRIMARY RESPONSIBILITY for all respondents is not surprisingly, predominantly non-credit with 84 or 73% reporting this to be their sole responsibility. Several respondents indicated a responsibility for credit as well as non-credit, 21 or 18%.

AREA OF PRIMARY RESPONSIBILITY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Non-Credit	71	12	1
Credit	0	3	5
Both	13	2	6
Other	0	2	0

Almost all respondents indicated that in terms of CLASSIFICATION OF POSITION, they held an administrative position. These accounted for 79% of the survey respondents or 91 persons, while 5 or 4% were considered to be both administrative and faculty.

CLASSIFICATION OF POSITION

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Administrative	69	13	9
Faculty	6	0	1
Both	2	2	1
Other	7	4	1

In terms of TIME STATUS OF POSITION, 109 or 95% indicated full time status.

	<u>TIME STATUS OF POSITION</u>		
	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Full Time	81	18	10
Part Time	3	1	2

Most respondents, 74 or 64% are RESPONSIBLE for a single campus or college-wide continuing education program. Those responsible for a multi-campus operation numbered 25 or 22%.

	<u>LEVEL OF RESPONSIBILITY</u>		
	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Specific Non-credit Program	8	3	0
Campus or College-wide Program	51	12	11
Multi-campus Operation	22	2	1
Other	3	2	0

EMPLOYEES of respondents varied considerably from institution and ranged from 0 to 250. The average number of employees for 2 year institutions reporting a number for employees is 9.3, at 4 year public institutions is 9.6, and at 4 year private institutions is 4.1. The average for 2 year schools, when a 250 employee work force for one institution is factored out, is 4.5 and the average for those reporting employees is 5.6.

NUMBER OF EMPLOYEES

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Total	624 *	154	41
Average	7.4	8.1	3.4
Average for those Reporting Employees	9.3	9.6	4.1

*One program reporting 250 employees for a multi-campus program influenced this figure.

In terms of TITLE OF SUPERVISOR, the response reported most often was either a vice president/provost or dean. Sixty-eight percent indicated that these titles were the most prevalent at the 2 year schools, 58% at 4 year public, and 67% at 4 year private institutions. The term Director was also frequently used at both 4 year schools; 31% and 33% respectively.

TITLE OF SUPERVISOR

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Chancellor	1	0	0
President	7	1	0
Vice Pres/Provost	26	4	6
Dean	31	7	2
Director	5	6	4
Asoc/Asst Dean or Dir	11	1	0
Other	3	0	0

Most CE practitioners at 2 year and 4 year public institutions were found to have a masters degree as their highest

LEVEL of EDUCATION, with the doctorate as the second most indicated. At 4 year private institutions, respondents holding the doctorate were in the majority.

	<u>LEVEL OF EDUCATION</u>		
	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Associate	1	0	1
Bachelors	12	4	0
Masters	49	8	5
Doctorate	22	7	6

When LEVEL OF EDUCATION is merged with TITLES of the different respondents, the data indicates that directors holding masters degrees were the most prevalent respondents, followed by deans and directors with doctorates. The majority of higher level administrators by title hold the majority of higher degrees with only 4 respondents holding positions of director or higher with a degree less than masters.

	<u>LEVEL OF EDUCATION BY TITLE</u>			
	<u>Associate</u>	<u>Bachelors</u>	<u>Masters</u>	<u>Doctorate</u>
Vice-Pres/Provost	0	0	1	1
Dean	0	0	8	11
Director	0	4	25	10
Asoc/Asst Dean	0	2	8	6
Asoc/Asst Director	0	2	3	0
Program Dev/Dir	0	3	8	1
Coordinator	2	4	8	3
Other	0	1	3	2

The FIELDS OF HIGHEST DEGREE were diverse. At the 2 year institutions, 19 or 23% indicated Education as the highest field. If all educational subsets are combined, then 39 or 46% majored in some category of education. At the 4 year public institutions, English was the single major degree field with 4 respondents or 21% while 42% majored in some category of the combined education fields. Business was the most frequent degree at the 4 year private institution with 5 respondents or 42%; educational categories totaled 3 or 25%.

FIELD OF HIGHEST DEGREE

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Counseling	11	0	0
Education Admin	7	3	0
Education	19	3	0
Adult Education	5	2	1
Vocational Educ	3	0	0
Higher Education	5	0	2
English	2	4	1
Math	1	0	0
Psychology	7	0	0
Home Economics	3	0	0
Business	3	0	5
Communications	0	2	0

Response to the question on the survey concerning annual SALARY for the 1986 school year was almost complete, with only one survey returned which did not report salary for 1986. The average salary for all respondents working full time and who reported salary was \$33,500 at 2 year institutions, \$32,200 at 4 year public schools, and \$33,100 at 4 year private schools. Salaries ranged from a high of \$65,000 to a low of \$11,000 for full time personnel.

SALARY INFORMATION

(Full Time Only)	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>
High	\$53,000	\$65,000	\$60,000
Low	11,000	17,000	12,000
Average	33,500	32,200	33,100

In comparing the full time SALARY TO TITLE within institutions, the lack of salaries at the Vice President/Provost level limits a complete analysis. However, with the information provided, deans received the highest salaries with directors second at all types of institutions. For all other titles, the salaries did not fit any pattern either within or between level of institutions. Assoc/Asst Dean at the 4 year public institution averaged \$18,500 which was considerably less than the 2 year institution (\$32,700) or 4 year private schools (\$28,000). At the 2 year institution, the Assoc/Asst Director was the lowest paid at \$13,000 which compared to \$27,700 at the 4 year public and \$22,000 at the 4 year private. Coordinator ranged from

\$15,500 at the 4 year private to \$30,300 at 4 year public schools.

FULL TIME SALARY AVERAGE BY TITLE

Vice Pres/Provost	\$ 0	\$ 0	\$ 0
Dean	41,800	65,000	50,000
Director	33,400	38,200	43,000
Asoc/Asst Dean	32,700	18,500	28,000
Asoc/Asst Dir	13,000	27,700	22,000
Program Dev/Dir	27,400	18,000	0
Coordinator	29,000	30,300	15,500

When the information on LEVEL OF RESPONSIBILITY is merged with the SALARY information, we find that at the 2 year institutions, college-wide and multi-campus responsibility pays more. At the 4 year public schools, specific program(s) and multi-campus responsibilities average the best of all the institutions. The 4 year private school respondents answered only for campus programs.

AVERAGE FULL-TIME SALARY FOR LEVEL OF RESPONSIBILITY

	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>
Specific Non-Credit Program	\$30,500	\$40,500	\$ 0
Campus or College-Wide Program	34,300	31,000	33,100
Multi-Campus Program	33,000	40,500	0
Other	31,300	21,500	0

As the HIGHEST DEGREE is compared with the average SALARY, the higher the degree, the higher the salary for all three types of institutions. Four year private institutions pay best for doctoral level degrees; 2 year schools pay best for masters and bachelors.

AVERAGE SALARY BY DEGREE

PhD	\$38,900	\$39,000	\$47,300
Edd	37,100	0	39,200
MA/S/Ed	33,300	27,800	24,800
Bachelor	27,500	20,800	0

Most respondents indicated that they were free to engage in different activities as a SUPPLEMENT to their SALARY. Teaching credit, non-credit, and outside consulting were all given as sources of supplemental income. Restrictions against performing any of these were imposed on 18 or 16% of the respondents, but the majority indicated a freedom to engage in at least one of the supplemental workings, 97 or 84%.

POLICY FOR SUPPLEMENTAL SALARY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Teach Non-Credit	6	1	0
Teach Credit	8	3	3
Outside Consulting	21	7	4
All of the Above	44	8	5
None of the Above	13	3	2

TIME ON THE JOB, TIME AT THE SCHOOL, and TIME IN CONTINUING EDUCATION generated interesting reports. Length of stay on the job ranged from a high of 18 years for a dean at a 2 year institution to .5 year for a newly appointed employee. The average time on the job at 2 year institutions was 4.4 years, at 4 year public was 4.6 and at 4 year private was 3.6. Time at the school averaged 6.9 at two year institutions, 8.4 at 4 year public, and 7.1 at 4 year private. Time in Continuing Education averaged 6.8 at two year schools, 8.1 at 4 year public, and 6.8 at 4 year private institutions. Each institution boasts a respondent having 20 or more years in the profession.

TIME ON JOB

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	18 (Dean)	14 (Dir)	11 (Dir)
Low	.5 (Dean)	1 (Dir)	.5 (AstDr)
Average	4.4	4.6	3.6

TIME AT SCHOOL

High	31 (Dir)	18 (Dean)	19 (AscDn)
Low	.5 (Coord)	2 (Provost)	1 (AstDn)
Average	6.9	8.4	7.1

TIME IN CONTINUING EDUCATION

High	30 (AscDn)	20 (Dir)	25 (Dir)
Low	.5 (Coord)	1 (AstDn)	.5 (AstDr)
Average	6.8	8.1	6.8

INDIVIDUAL PERCEPTION OF ACTIVITY for the coming year lets us conclude on a positive note. A majority of respondents at all three types of institutions expect an increase in activity; a total of 77 or 67% responded affirmatively. Only 22 or 19% anticipate a decrease.

INDIVIDUAL PERCEPTION OF FUTURE ACTIVITY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Increase	57	11	9
Decrease	13	6	3
Same	13	2	0

TWO YEAR PROFILE

If you are a continuing education administrator at a Two Year school, odds are that you...

are called a director,
are responsible for non-credit,
are classified as an administrator,
work full time,
are responsible for a campus or college-wide program
have 4.5 employees
report to the dean,
have your masters degree,
have earned your highest degree in the field of education
earn about \$33,500 per year,
may teach credit or non-credit or do consulting work to
supplement your pay,
have had your present job for 4.4 years,
have been at your school for 6.9 years,
have been in continuing education for 6.8 years,
anticipate an increase in activity for the coming year.

FOUR YEAR PROFILE

(Public Institution)

If you are a continuing education administrator at a Four Year Public school, odds are that you...:

are called a director,
are responsible for non-credit,
are classified as an administrator,
work full time,
are responsible for a campus or college-wide program,
have 8.1 employees
report to the dean,
have your masters degree,
have earned your highest degree in the field of English,
earn about \$32,200 per year,
may teach credit or non-credit or do consulting work to
supplement your pay,
have had your present job for 4.6 years,
have been at your school for 8.4 years,
have been in continuing education for 8.1 years,
anticipate an increase in activity for the coming year.

FOUR YEAR PROFILE

(Private School)

If you are a continuing education administrator at a Four Year Private School in Texas, odds are good that you...

are called a director,
are responsible for both credit and non-credit,
are classified as an administrator,
work full time,
are responsible for a campus or college-wide program,
have 3.4 employees,
report to the vice-president or provost,
have your doctorate degree,
have earned your highest degree in the field of business,
earn about \$33,100 per year,
may teach credit or non-credit or do consulting work to supplement your pay,
have had your present job for 3.6 years,
have been at your school for 7.1 years,
have been in continuing education for 6.8 years,
anticipate an increase in activity for the coming year.

INSTITUTION PROFILE SURVEY

Non-credit programs in Texas Institutions of Higher Learning
Conducted by: Research Committee
Texas Association of Community Services and Continuing Education
Through
Office of Policy Studies in Higher Education
North Texas State University, Denton, Texas
Howard W. Smith, Jr., Ed.D., Director

Please answer the following for 1 September 85 - 31 August 86

1. What is your title: _____
2. Which type of institution do you represent:
 2 yr State-supported
 2 yr Private
 4 yr State-supported
 4 yr Private
 Other, Specify: _____
3. Title of person to whom you report: _____
4. Total number of full-time administrative personnel in continuing education (include administrative, technical, clerical, classified): _____
5. Total number of full-time faculty assigned to the continuing education program who teach 100% non-credit programs: _____
6. Total non-credit enrollment (to nearest 1000): _____
7. Total number of sections of non-credit courses offered: _____
8. Total number of contact hours (enrollment X class length in hours): _____
9. Do you have a system for calculating total CEU's awarded? _____
If yes, what was your total: _____
10. Total budget for continuing education (to nearest \$1000): _____
11. Do you consider your CE division/department to be self-supporting: _____
12. Average hourly pay rate for non-credit instructor: _____
13. Average pay for credit instructor for a 3 credit hour course:
Hourly: _____ By course: _____
14. Do you anticipate an increase or decrease in your division's level of activity during the coming year: _____

INSTITUTION PROFILE

The total number of surveys mailed out was 161. Questionnaires were mailed to all Texas institutions listed in the 1986 HEP Higher Education Directory. Response to the 161 questionnaires totaled 62, of which 55 were usable. (Seven of the respondents indicated that their schools currently had no continuing education program.) There were 26 responses from 2 year institutions, 10 from 4 year public, 10 from 4 year private, and 9 from other institutions such as medical schools. The responses from the "other" institutions were used in a limited capacity.

SURVEY RESPONSE

Questionnaires Mailed	161
Questionnaires Returned	62
Percentage of Response	39%
Usable Responses	55

RESPONSE BY INSTITUTIONS

<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>	<u>Other</u>
26	10	10	9

The cover letter for the survey requested that the form be completed by the individual in charge of the entire continuing education program at that institution. Response to a question asking for the TITLE OF RESPONDENT indicated that at the 2 year schools, the title "Dean" was the most prevalent while at all other institutions, "Director" was most frequently applied. Twelve or 45% of respondents at 2 year schools used the term dean. Director was used 8 or 80% at 4 year public institutions, 5 or 50% at 4 year private, and 5 or 55% at all others. Associate or Assistant Director titles were never used by any institution.

	<u>TITLES</u>			
	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>	<u>Other</u>
Vice Pres/Provost	1	0	0	2
Dean	12	2	3	1
Director	7	8	5	5
Asst Dean	1	0	0	0
Assoc Dean	3	0	1	0
Ast/Asc Director	0	0	0	0
Other	2	0	0	0

In terms of TITLE OF SUPERVISOR, the response reported most often was vice president/provost. Eight or 31% of 2 year schools, 6 or 60% of 4 year public, 10 or 100% of 4 year private, and 2 or 22% of other institutions indicated reporting to the VP/Provost. Dean was the second most frequently used; 11 or 42% of 2 year schools, 2 or 20% at 4 year private, and 2 or 22% at other institutions used this title.

	<u>TITLE OF SUPERVISOR</u>			
	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>	<u>Other</u>
<u>Chancellor</u>	1	0	0	0
<u>President</u>	6	0	0	4
<u>Vice Pres/Provost</u>	8	6	10	2
<u>Dean</u>	11	2	0	2
<u>Other</u>	0	2	0	1

FULL-TIME PERSONNEL included administrative, technical, clerical, and classified employees. Figures ranged from 160 to 0. However, if the figures from one large university are withdrawn, then 2 year and 4 year public institutions average approximately the same number of employees, 7.9 and 7.1 respectively. Four year private schools averaged only 3.8 employees and actually employed a total of only 34 employees among all responding schools.

FULL-TIME PERSONNEL

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	27	195 *	13
Low	1	2	0
Average	7.9	25.9	3.8

* Represents UT at Austin. If this figure is removed, the data would reflect a High of 35, with an Average of 7.1.

In terms of FULL-TIME FACULTY assigned to continuing education, few institutions have faculty who teach 100% non-credit programs. Two year institutions had a high of 7, a low of 0, for an average of 3.7. Only one institution reported having full-time faculty at 4 year public schools; that total was 25. Only one institution reported having faculty at 4 year private schools; that total was 7.

FULL-TIME FACULTY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	7	25	7
Low	0	0	0
Average	3.7		

ENROLLMENTS for the 1985 school year ranged from 700 to 112,000 at any one institution. The 4 year public schools figures in all categories were substantially larger than either the two year or 4 year private schools. Four year private schools were lowest in both the high and average categories.

NON-CREDIT ENROLLMENT

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	33,000	112,000	20,000
Low	700	3,000	1,000
Average	10,700	16,500	5,100

For number of SECTIONS of non-credit courses, the two year schools were substantially the largest. Four year private institutions were lowest in all three categories. Number of sections ranged from a low of 4 to a high of 3024.

SECTIONS OF NON-CREDIT COURSES

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	3024	1322	291
Low	45	40	4
Average	728	303	85

In terms of CONTACT HOURS (enrollment X class length in hours), the 4 year public institutions were the largest in the high category while 2 year schools had the highest average. Four year private schools were substantially lower in all categories. Total number of contact hours ranged from 2000 to 1,317,973.

CONTACT HOURS

	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>
High	671,608	1,317,973	91,934
Low	12,000	7,700	2,000
Average	248,928	235,815	21,063

When asked if their institution had a SYSTEM FOR CALCULATING total CEU'S awarded, most of the respondents from 2 year schools reported that they did not while all respondents from 4 year public institutions reported having a system. Four year private schools who responded were evenly split.

SYSTEM FOR CALCULATING CEU'S

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Yes	8	10	4
No	17	0	4

Of those reporting to have a system, the figures for TOTAL CEU'S awarded were very similiar. The two year schools were the largest in the High and Average categories while four year public schools were lowest in these same categories.

TOTAL CEU'S AWARDED

	<u>2 year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>
High	30,000	20,900	22,751
Low	256	375	231
Average	10,191	5,049	6,073

In terms of TOTAL BUDGET, four year public institutions were high in all categories while 4 year private schools were low in all categories. The average budget at a 4 year public institution was twice that of the average budget at a 2 year school and seven times that of a 4 year private school. Total budgets ranged from \$2000 to \$6,126,000.

	<u>TOTAL BUDGET</u>		
	<u>2 Year</u>	<u>4 Year Pub</u>	<u>4 Year Pri</u>
High	\$1,200,000	\$6,126,000	\$630,000
Low	27,000	35,000	2,000
Average	481,100	1,000,900	140,700

When asked to respond to the question if they considered their institution to be SELF-SUPPORTING, a majority of respondents from all three types of institutions replied "yes."

	<u>SELF-SUPPORTING ?</u>		
	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Yes	22	7	6
No	3	3	4

NON-CREDIT INSTRUCTOR HOURLY PAY was highest at 4 year public institutions and lowest at 2 year schools. The High category ranged from \$20 to \$150 per hour. The Low was approximately \$12 for all institutions.

NON-CREDIT INSTRUCTOR HOURLY PAY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	\$20.00	\$150.00	\$70.00
Low	12.00	12.00	12.50
Average	14.70	40.80	34.90

CREDIT INSTRUCTOR HOURLY PAY ranged from \$15.00 to \$61.10. Four year public and private institutions were comparable on average hourly wage at \$35.00 and \$34.00 respectively. The lowest average, \$21.75, was paid at two year schools.

CREDIT INSTRUCTOR HOURLY PAY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
High	\$37.50	\$40.00	\$61.10
Low	15.00	26.67	22.20
Average	21.75	35.00	34.00

The top administrators of Texas institution continuing education programs viewed the future with optimism. All three types of school perceived an increase in continuing education activity for the coming year. A total of 29 or 63% of the respondents expect an increase.

INSTITUTION PERCEPTION OF FUTURE ACTIVITY

	<u>2 Year</u>	<u>4 Year Public</u>	<u>4 Year Private</u>
Increase	18	5	6
Decrease	3	3	2
Same	5	0	0

TWO YEAR INSTITUTION PROFILE

The continuing education program of a two year public institution in Texas is likely to...

have a Dean as its top administrator

have its top administrator report to a vice president or president

have 7.9 full time administrative employees

have 3.7 full time faculty assigned to non-credit

have an enrollment of 10,700

have offered 728 sections of non-credit courses

have completed 248,928 contact hours

not have a system for calculating total CEU's awarded

have awarded a total of 10,191 CEU's if it did have a system for calculating

have a total budget of 481,100

pay non-credit instructors \$14.70 per hour

pay credit instructors \$21.75 per hour

expect an increase in activity for the coming year.

FOUR YEAR INSTITUTION PROFILE

(Public School)

The continuing education program of a four year public institution in Texas is likely to...

- have a Director as its top administrator
- have its top administrator report to a vice president or provost
- have 7.1 full-time administrative employees
- have no full-time faculty assigned to non-credit
- have an enrollment of 16,500
- have offered 303 sections of non-credit courses
- have completed 235,815 contact hours
- have a system for calculating total CEU's awarded
- have awarded 5049 total CEU's
- have a total budget of \$1,000,900
- pay non-credit instructors \$40.80 per hour
- pay credit instructors \$35.00 per hour
- expect an increase in activity in the coming year.

FOUR YEAR INSTITUTION PROFILE

(Public School)

The continuing education program of a four year private institution in Texas is likely to...

- have a Director as its top administrator
- have its top administrator report to a vice president or provost
- have 3.8 full-time administrative employees
- have no full-time faculty assigned to non-credit
- have an enrollment of 5,100
- have offered 85 sections of non-credit courses
- have completed 21,063 contact hours
- have a system for calculating total CEU's awarded
- have awarded 6073 CEU's
- have a total budget of \$140,700
- pay non-credit instructors \$34.90 per hour
- pay credit instructors \$34.00 per hour
- anticipate an increase in activity for the coming year.