



Frequently Asked Questions

How do I participate in the survey?

An invitation link for the survey is sent by email to all Texas community colleges. For HR Services members, this will be the salary survey contact or program contact; for non-members it will be an HR or Finance contact that we believe would be an appropriate recipient. Only one submission is accepted from a college.

What if I am not able to complete the survey in one sitting?

You can close the browser window and resume the survey using the link from your email. The system will save pages you have already completed. Click “next” to save the page you are currently on.

In the pay increases portion of the survey, should I report if we gave a flat dollar amount?

Yes, our new online survey allows the flexibility to report if your college provided a percentage increase, flat-dollar or step increase, or a one-time payment.

When I open the PDF preview, I see faculty and job benchmarks that we don’t have. What should I report?

Please leave those fields blank to indicate that you do not have them. It’s expected that many colleges won’t have every benchmark.

Should I report part-time employees?

No, please include only full-time incumbents to improve benchmark comparisons.

We have an employee who performs multiple roles. How to I report them in the survey?

If someone has a hybrid job, please report them in the position that requires the larger portion of their time.

The survey asks for the pay range minimum and maximum. What should I report in these fields?

If your college maintains a compensation pay plan with jobs grouped into a pay range structure, report the established minimum and maximum rates of the pay grade where that job falls. Leave these fields blank if there is no pay range for the position. Do not include individual's actual pay.

Can I share TASB’s HRDataSource reports on survey results outside of my organization?

No, the reports are proprietary to TASB and are for the internal use of your organization only. The reports may not be distributed outside of your organization without the written permission of TASB.

Can't find the answer here? Please contact us at salary.survey@tasb.org.