

## **Appendix B: Instrument**

***Please record information based on the 2008-2009 academic year.***

<b>SEQ Number</b> (found in the cover letter)	<b>Please enter the name of your University/institution</b>	<b>Please enter the name of your department or organizational unit.</b>	<b>For the 2008-2009 academic year, how many new FULL-TIME faculty did you hire?</b>

**Please continue to questions 1-4 on second sheet of this workbook. Please be aware that for all following items statistics will only be reported where faculty (N) equals 10 or more. Thank you.**

***Please answer questions 1-4 for each new hire for the 2008-2009 academic year (e.g. if your department hired 3 new faculty members for the '08-'09 academic year, please answer Q's 1-4 for New Hire #1, New Hire #2, and New Hire #3). If your department had more than 15 new hires for this academic year, please include only the first 15. For all items that are not applicable to the new hire, please put "N/A" in the space provided.***

	1. What was the rank of this new hire in the 2008-2009 academic year (e.g. full, associate, assistant, N/A)?	2. In what area or subfield will this new hire focus?	3. Year of doctorate for this new hire (Please enter N/A if doctorate not earned)?	4a. Please indicate the contract period for each new hire (eg. 9 month, 10 month, 11 month, 12 month or N/A).	4b. What was the base salary for this new hire for the contract period?
New Hire #1					
New Hire #2					
New Hire #3					
New Hire #4					
New Hire #5					
New Hire #6					
New Hire #7					
New Hire #8					
New Hire #9					
New Hire #10					
New Hire #11					
New Hire #12					
New Hire #13					
New Hire #14					
New Hire #15					

Please continue to questions 5-22 on the third sheet of this workbook. Please be aware that for all following items any statistics reported only where faculty(N) equals 10 or more. Thank you.

Please answer questions 5-22 for each new hire for the 2008-2009 academic year. Questions 6-22 refer only to what MAY BE included in a new hire startup package; if it is not included for your department's start -up packages for a particular new hire, please leave the space blank, or enter N/A.

		New Hire #1	New Hire #2	New Hire #3	New Hire #4	New Hire #5	New Hire #6	New Hire #7	New Hire #8	New Hire #9	New Hire #10
5. What was the total value of the startup package for this new hire?		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Did the start-up package include the following: (if not applicable to the new hire please enter N/A)											
6. Summer salary	6a. Amount (in dollars, ex; 39400, 56000) (please enter N/A if not included).	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	6b. For how many months (summer salary)?										
	6c. For how many years?										
7. Housing adjustment	7a. Amount (in dollars) (please enter N/A if not included/applicable).	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
	7b. Is repayment required for the housing adjustment (Y/N)?										
8. Equipment (including computers, and software) (please enter N/A if not included or applicable).		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
9. Other supplies (please enter N/A if not included or applicable).		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
10. Services (e.g., Assays, programming, fMRI, fees, etc.) (please enter N/A if not applicable).		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
11. Number of Graduate Assistant(s) paid for by department.											
		New Hire #1	New Hire #2	New Hire #3	New Hire #4	New Hire #5	New Hire #6	New Hire #7	New Hire #8	New Hire #9	New Hire #10
12. Number of research assistant(s) (Excluding graduate assistants)											
13. Number of post-doc(s)											
14. Other Personnel	14a. Number of other personnel										
	14b. Salary of other personnel	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
15. Research participant payments (if any)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
16. Travel		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
17. Professional development (e.g. Books, workshops, licensing fees, etc.)		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
18. Research/Laboratory Space:	18a. How much space (square feet)?										
	18b. Monthly lease amount	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
19. Office Space:	18c. How much space (square feet)?										
	18d. Monthly lease amount	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
20. Amount of money spent on renovation or furniture costs:		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
21. Amount of money spent on the purchase and/or care for animals:		\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
22. How many years were allotted to each new hire to spend their startup fund? Please enter N/A if no time limit.											

Thank you for completing our survey! Please save and return this completed Excel Spreadsheet in its entirety to Startup@apa.org as an email attachment. Please be sure to include your unique SEQ number in the file name: "SEQ\_\_ Startup 08" (Your SEQ number is provided in the email). Please address any questions, comments, or concerns to the APA Center for Workforce Studies, at 1(800) 374-2721 ext. 5980 or by email at Startup@apa.org.