

NEA College and University Data Analysis System (CUDAS) Instructions

1. To use the CUDAS database, place the latest NEA Almanac CD from the back of the journal into the computer's (D:) drive. Using the left-hand side of the mouse, click on the hypertext link to the College and University Data Analysis System (CUDAS).
2. If the computer does not prompt the user to download or run the file, click on the hypertext link to install the CUDAS database. Once you've placed the CD in the drive, a window will appear with installation instructions.
3. The CUDAS software opens with a search criteria window that allows users to specify the parameters of their search by unit ID, institution name or state. To conduct a salary comparison on behalf of the faculty of a particular institution, enter the institution name in the appropriate field.
4. A 'Search Results' window reveals the institution(s) which may match the user's intended target. If it does not, click on the 'Back' button using the left-hand side of the mouse to revise the search. If the target is among those listed, click on the row that lists the institution and click on the 'Set Home School' button.
5. To establish a peer group for comparative purposes, click on the 'Back' button and enter peer group members by institution name or by state. In either case, those institutions which are to comprise the peer group can be added by clicking on the appropriate institution and clicking the 'Add Peer' button. When all members of the peer group have been added, click on the 'Peer List' window.
6. Four drop-down menus are available on the software. From the 'Reports' menu, the 'Institutional Characteristics' selection will allow the user to further specify institutions for comparison based upon such variables as calendar system, control, Carnegie Classification, largest program, location, etc. Click the 'Close' button when finished.
7. A variety of reports can be run on the CUDAS system from the 'Reports' drop-down menu, including options from each of the following: Faculty Salaries and Benefits, Faculty Demographics, Student Finance, Tenure, Non-Instructional Staff, Institutional Finance, Enrollment, and Degrees/Top Programs. All options follow the same basic logic to create and review information relative to the selection. This logic is illustrated below in the creation of a 9/10 month faculty salary comparison report.
 - a. To compare faculty salaries, click on the 'Faculty Salaries and Benefits' selection from the 'Reports' menu, then choose '9/10 Month' and 'Salaries by Rank' to compare regular faculty salaries by rank. Each institution's data will be available as its own page; other institutions can be chosen by clicking on the directional arrows (<, >) at the bottom of the window.

- b. After the information is reviewed, the user can close the window, print or export the information. To close the window, click on the 'Close' button at the bottom of the window. To print the information, select 'Print' from the 'File' drop-down menu and select one or all institutions. To export the data into Microsoft Excel, click on the 'Export' drop-down menu and select the 'Export to Excel' option.
- 8. To exit the system, choose the 'Exit' option from the 'File' drop-down menu.