

AIA 2023 Small Firm Compensation Survey Survey Questions

Contact Info

- *1.** Readex Research performs survey research projects to collect data for legitimate research purposes. This survey, being conducted on behalf of AIA, involves voluntarily answering questions that are on a survey website hosted by Readex Research. If you choose to participate, the answers you provide will be kept confidential and used only in tabulation with other responses. Data reported to our clients does not identify survey participants either directly or indirectly. There are very rare occasions when individual responses are shared with a client but only for limited, legitimate, and necessary follow-up research or analysis. Email addresses may be shared with the sponsoring organization for removal from reminder emails.

If you would like to participate in this survey for AIA, please indicate your consent by clicking the "Yes" button below.

If you do not agree, do not wish to participate and do not wish to receive any reminder emails about this survey, simply click the "No" button.

- yes, I consent**
 no, I do not consent

By selecting no, you indicate you do not consent to the collection and use of your survey answers and data as outlined here and in the Readex Research [Privacy Policy](#). After selecting no, click save below to return to the Navigate page, then click close there to return to the Select Survey page. Thank you.

- *2. This firm meets these criteria:**

- it has only one office, and it is in the U.S.
- it is organized as a "sole proprietorship" (with or without staff)
OR it is chartered in some way other than sole proprietorship, but has only 1 or 2 architecture employees
- it has at least 1 full-time architecture employee

"Architecture employees" includes principals/partners or other major owners of the firm, licensed architects, non-licensed architectural staff, and emerging professionals/students. It excludes engineers, interior designers, landscape architects, planners, or other non-architecture staff.

Count full- and part-time employees (on the payroll); do not count contractors.

- yes, this firm meets these criteria
 no

This survey only applies to firms meeting these criteria. After selecting no, click save below to return to the Navigate page, then click close there to return to the Select Survey page, where you may choose to complete the other version of the survey (if appropriate).

- *3. Can you personally provide information about staffing and compensation for your firm?**

- yes
 no

If yes:

Please complete Q4-5 below, check the box at the bottom of the page to mark this survey section as ready to submit, then click save to return to the Navigate page, where you can answer the other survey sections.

If no:

Please select no and click save, then either share your User Name and Password with the person(s) who can answer for your firm, or contact us to let us know who can, and we'll invite them.

***4. Who should we contact if we have questions about your firm's survey?**

firm name: _____
your name: _____
full phone number: _____
email address: _____
AIA member #: _____
(if a member)

5. Would you be willing to allow AIA to include your firm's name in a list of responding firms?

Your firm's information and survey responses will not be shared or used for any other purpose.

- yes
- no

About Your Firm

Please answer these questions as of January 1, 2023.

***1. Which designation(s) best describe your firm?**

Please select all that apply.

- architecture only
- architecture with engineering
- architecture with interior design
- architecture with other design disciplines
- engineering with architecture
- other: _____

2. What is your firm's legal structure?

- Sole proprietorship
- Partnership
- Employee owned general business corporation (Inc.)
- Employee stock ownership plan (ESOP)
- Limited Liability Company (LLC)
- Professional Limited Liability Company (PLLC)
- Limited Liability Partnership (LLP)
- Professional Corporation (PC)
- S Corporation
- Co-op
- other (*please specify*): _____

2a. If your firm is a partnership, do any of the following describe your firm's partnership?

- partnership between a married couple
- partnership between a man and woman
- other type of partnership

***3. Where is your firm located?**

city: _____

ZIP: _____

state:

***4. Including yourself (if applicable), how many *full-time* employees did your firm have on its payroll in each of these categories as of January 1, 2023? How many *part-time* employees? How many *long-term contractors*, full- or part-time?**

Please fill in a whole number for each (headcount) in *each cell*; if none, enter 0. Record each staff person in only one cell.

	full-time employees	part-time employees	full-time long-term contractors	part-time long-term contractors
Architecture staff:				
principals/partners or other major owners of the firm	# _____	# _____	# _____	# _____
licensed architects other than principals/partners	# _____	# _____	# _____	# _____
non-licensed architectural staff (not on the path to licensure)	# _____	# _____	# _____	# _____
emerging professionals (on the path to licensure) [formerly known as interns] and/or students	# _____	# _____	# _____	# _____
Other staff:				
other professional design staff (engineers, interior designers, landscape architects, planners, etc.)	# _____	# _____	# _____	# _____
all others	# _____	# _____	# _____	# _____
TOTAL LONG-TERM STAFF: #_000_				

5. Approximately what was the 2022 *turnover rate* for full-time employees at your firm?

Turnover rate equals the number of full-time positions existing on January 1, 2023 *that were refilled* in 2022 (January 1 to December 31), divided by the total number of full-time positions on that date.

- less than 1%
- 1%–2%
- 3%–4%
- 5%–6%
- 7%–9%
- 10%–14%
- 15%–19%
- 20%–24%
- 25% or more

6. Including yourself (if applicable), how many of your firm’s full-time and part-time payroll staff—not including contractors—self-identify into each of these categories by gender?

Please fill in a whole number for each (headcount) in *each cell*; if none, enter 0. Record each staff person in only one cell. Please skip this question if you do not track this information.

	male	female	non-binary/third gender
Architecture staff:			
principals/partners or other major owners of the firm	# _____	# _____	# _____
licensed architects other than principals/partners	# _____	# _____	# _____
non-licensed architectural staff (not on the path to licensure)	# _____	# _____	# _____
emerging professionals (on the path to licensure) [formerly known as interns] and/or students	# _____	# _____	# _____
Other staff:			
other professional design staff (engineers, interior designers, landscape architects, planners, etc.)	# _____	# _____	# _____
all others	# _____	# _____	# _____

7. Including yourself (if applicable), how many of your firm’s full-time and part-time payroll staff—not including contractors—self-identify as a member of a racially and/or ethnically diverse demographic group?

Please fill in a whole number for each (headcount) in *each cell*; if none, enter 0. Record each staff person in only one cell. Please skip this question if you do not track this information.

For the purposes of this survey, racial and/or ethnic diversity is defined as African American/Black, Hispanic/Latinx, American Indian/ Alaskan Native, Asian, Native Hawaiian or other Pacific Islander.

	self-identify as a member of a racially and/or ethnically diverse demographic group	DO NOT self- identify as a member of a racially and/or ethnically diverse demographic group
Architecture staff:		
principals/partners or other major owners of the firm	# _____	# _____
licensed architects other than principals/partners	# _____	# _____
non-licensed architectural staff (not on the path to licensure)	# _____	# _____
emerging professionals (on the path to licensure) [formerly known as interns] and/or students	# _____	# _____
Other staff:		
other professional design staff (engineers, interior designers, landscape architects, planners, etc.)	# _____	# _____
all others	# _____	# _____

***8. Approximately what were your firm's *net billings* in 2022?**

Net billings are revenues received for services actually performed by your office, and equal to gross billings less pass-throughs and reimbursables.

- less than \$10,000
- \$10,000–\$24,999
- \$25,000–\$49,999
- \$50,000–\$99,999
- \$100,000–\$249,999
- \$250,000–\$499,999
- \$500,000–\$999,999
- \$1.00–\$2.49 million
- \$2.50–\$4.99 million
- \$5.00 million or more

Compensation: 0000 Full-Time Staffers[show description](#)

Please answer these questions for this full-time position as of January 1, 2023.

1. Your internal code / title / reference for this position (for your use only):

*2. What is this person's architectural licensure status?

- licensed architect
- emerging professional on the path to licensure
- design professional eligible for, but not pursuing, licensure
- not eligible for or pursuing licensure

*3. Approximately how many years of full-time architecture experience does this person have?

_____ not applicable -1

*4a. Which of these *professional services* are part of this person's job responsibilities (if any)?

Please select all that apply.

- architectural design
- interior design
- engineering (e.g., structural, mechanical, civil)
- landscape design
- urban design
- contract document production
- specification writing
- none of these

*4b. Which of these *other aspects* are part of this person's job responsibilities (if any)?

Please select all that apply.

- quality control (for contract documents)
- project management
- firm management, strategy, vision
- staff supervision
- accounting, receivables, payables
- hiring staff
- marketing and business development (e.g., proposal writing)
- promotion (e.g., awards programs, social media, outreach)
- graphic design
- human resources administration
- IT support
- office management
- secretarial
- sustainability services
- none of these

***5. What is this person's employment status?**

- owner: sole proprietor (IRS Schedule C or C-EZ filer)
- owner/partner (not a sole proprietor)
- employee (W2)
- long-term contractor (1099)

***6a. If this person is the *sole proprietor* of the firm, what was the firm's 2021 *net profit* (as reported on Line #31 of IRS Schedule C)?**

\$_____ net profit

***6b. If *not* the sole proprietor, what was the full-time *annual base pay* for this position as of January 1, 2023?**

If necessary, express pay *rates* (hourly wage, contractor day rate, etc.) as a full-time annual amount. If base pay is not a part of position's compensation, enter 0.

\$_____ base pay per year

***7. How much *additional cash compensation* (if any) was this position awarded in the 12 months preceding January 1, 2023?**

Include overtime (discretionary and/or mandated by law), commissions, bonuses, incentive pay, share of profits, retirement benefits paid, and any other *cash* compensation. Exclude base pay, deferred compensation, and the monetary value of employee benefits. If nothing, enter 0.

\$_____ additional cash compensation (beyond base pay)

***8. You have indicated *approximate total annual compensation* (base pay + additional cash) of [*\$000,000*]. Is that correct?**

- yes no

9. Which of these are components of this position's compensation?

Please select all that apply.

- salary
- hourly wage
- long-term contracting rate (hourly, weekly, monthly)
- variable pay (commissions, incentives, bonuses)
- share of profits
- none of these

Pay Practices

Please answer these questions as of January 1, 2023.
1. Does your firm generally offer higher *starting salaries* for architecture employees possessing a professional degree in architecture (BArch or MArch) as compared to a four-year nonprofessional degree in architectural studies (e.g., BSArch)?

- generally offer 1–2% higher starting salary
- generally offer 3–4% higher
- generally offer 5–9% higher
- generally offer 10–14% higher
- generally offer 15–19% higher
- generally offer 20% or more
- no, do not offer higher starting salaries for architecture employees with professional degrees
- no, do not hire architecture employees lacking a professional degree in architecture

2. Does your firm generally offer a *salary increase* to architecture staff when an unlicensed employee becomes registered?

- generally offer 1–4% increase
- generally offer 5–9% increase
- generally offer 10–14% increase
- generally offer 15–19% increase
- generally offer 20% or more
- no, do not offer salary increase to unlicensed employees becoming registered

3. Which of these types of bonuses (if any) did your firm offer to full-time architecture employees in 2022?
Please select one response for each.

offered to all full-time architecture employees	offered to some full-time architecture employees	did not offer	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	sign-on bonuses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	performance bonuses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	discretionary spot bonuses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	discretionary annual bonuses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	bonuses for obtaining professional certification(s)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	relocation bonuses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	guaranteed annual bonuses
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	bonuses for procuring business (e.g., securing a client or project)

4. Which of the following methodology did your firm use to adjust salaries in 2022, if any?
Please select all that apply.

- cost of living
- inflation
- location of individual (e.g., if working remotely in a different state/city than firm office)
- other (*please specify*): _____
- none of these

5. Did your firm hire architecture school students for part-time work in 2022?

- yes
- no

6. If yes, how many students were hired?

#_students

7. In each category, what was the average hourly rate paid?*Please fill in a number; if none, fill in 0.*

- Received academic credit instead of monetary compensation

\$___/hour: student(s) working toward an associate's degree

\$___/hour: student(s) working toward a bachelor's degree

\$___/hour: student(s) working toward a master's degree

8. What was the average housing stipend paid to these students (if any)?*Please fill in a number; if you did not provide a housing stipend, fill in 0.*

\$_____housing stipend

9. To how many of the students reported above did your firm make full-time offers upon graduation (if any)?*Please fill in a number; if none, fill in 0.*

#_____students offered full-time work

10. Which of the following does your firm offer (if any)?*Please select all that apply.*

- a formalized annual performance review process
- transparent career path opportunities
- an employee retention plan
- transparent promotion and compensation practices
- a firm-wide Value of Diversity Statement
- mentorship programming
- licensure support
- none of these

11. In what month(s) were these formal performance reviews conducted in 2022?*Please select all that apply.*

- January – March (Q1)
- April – June (Q2)
- July – September (Q3)
- October – December (Q4)
- did not conduct performance reviews in 2022

12. For what reasons were these formal performance reviews conducted in 2022?*Please select all that apply.*

- required by company policy
- assess individual employee's work performance
- set individual goals for the future
- review individual performance improvement plans (PIPs)
- determine individual bonus allocation
- assess group performance
- set group goals for the future
- assess performance of managers
- review future staffing needs
- other (*please specify*):_____
- did not conduct performance reviews in 2022

13. In the last year, which of these actions has your firm undertaken (if any)?

Please select all that apply.

- hired and promoted employees with diverse backgrounds (e.g., employees with a wide range of visible and invisible personal and group characteristics, backgrounds, experiences, and preferences)
- provided training and/or resources in intercultural competence to all employees
- hired diverse candidates across all leadership roles
- developed retention and development programs for employees that are underrepresented within the architecture profession
- conducted a salary equity assessment by gender
- conducted a salary equity assessment by race
- developed or sustained an internal values-based employee committee and/or resource group (e.g., EDI Committee, Women's Committee, LGBTQIA+ Committee)
- application of the AIA's Guides for Equitable Practice
- none of these

Benefits

Please answer these questions as of January 1, 2023.
1. On what topics (if any) did your firm offer professional development to any staff, in any format, in 2022?

Please select all that apply.

- business development
- firm management
- technology and graphics (e.g., Revit, Adobe Suite)
- advanced technology and innovation (e.g., artificial intelligence, virtual reality)
- building technology/science
- project management
- research methods
- construction management
- media/public speaking
- effective communication (writing)
- presentation skills
- leadership
- respectful workplace (how to get along)
- professional liability
- supervisor training
- professional ethics
- sexual harassment
- equity in the workplace
- interacting with diverse communities
- other: _____
- none

2. In 2022, did your firm offer *direct funding* of professional development to any staff?

- yes no

a. If yes, what was the average amount of direct funding offered per person in each of these categories?

Please fill in a number for each; if none, fill in 0.

\$_____ senior full-time employees

\$_____ other full-time employees

\$_____ part-time employees

\$_____ contractors

3. In which of these ways (if any) did your firm contribute to the professional development of *qualifying full-time employees* in 2022? *Please select one response for each.*

firm paid in full	firm paid in part	firm paid nothing	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	AIA membership dues
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	NCARB fees
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	professional membership dues (other than AIA, NCARB)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	licensure fees
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	professional accreditation/certification fees
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ARE exam cost
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	ARE study materials, classes, study groups
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	meetings, seminars, workshops for professional development
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	college/university tuition
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	student loan repayment

4. Which of these options for working remotely (if any) were offered in 2022 to qualifying full-time employees at your firm? *Please select all that apply.*

- work remotely all/most days
- work remotely multiple days per week
- work remotely one day per week
- work remotely a few days per month
- work remotely on an ad hoc basis
- none of these

a. If offered, approximately what proportion of qualifying full-time employees worked remotely in any of these ways in 2022? *If none, fill in 0.*

_____ %

***5a. How did your firm offer *paid time off* to qualifying full-time employees in 2022?**

Please select the one best option. If your firm offers any form of unlimited paid time off, please select the option that best reflects the way that it is defined.

- Personal Time Off (PTO) combining sick leave, vacation, and holidays
→ *Fill out A in Q5b below*
- Personal Time Off (PTO) combining sick leave and vacation (but not holidays)
→ *Fill out B and C in Q5b below*
- separate schedules for holidays, sick leave, and vacation
→ *Fill out C, D, and E in Q5b below*

5b. On average, how many paid days off were earned in 2022 by qualifying full-time employees in each of these categories?

Report in days or fractional days only, not hours. Please account for days off in accordance with your response above. That is, don't fill in separate sick days if that is covered by PTO, etc. If days earned varies within this group (e.g., by years of service), please enter the average. If unlimited, select the option to the right. If none, enter 0.

- | | | |
|---------------------------------------------------------------------|-----------------------|-----------|
| A. # _____ PTO combining sick leave, vacation, and holidays | <input type="radio"/> | unlimited |
| B. # _____ PTO combining sick leave and vacation (but not holidays) | <input type="radio"/> | unlimited |
| C. # _____ holidays | | |
| D. # _____ sick leave days | <input type="radio"/> | unlimited |
| E. # _____ vacation days | <input type="radio"/> | unlimited |

5c. If paid holiday(s) were offered to qualifying full-time employees at your firm, which one(s)?

Please select all that apply.

- New Year's Eve
- New Year's Day
- Martin Luther King, Jr. Day
- President's Day
- Memorial Day
- Juneteenth
- Independence Day (July 4)
- Labor Day
- Indigenous Peoples Day/Columbus Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving
- Christmas Eve (1/2 day)
- Christmas Eve (full day)
- Christmas Day
- floating holiday(s)
- other religious/spiritual holidays (e.g., Rosh Hoshana, Yom Kippur, Diwali)
- local/regional holiday (e.g., Patriots' Day (Boston), Emancipation Day (Washington DC))
- employee birthday
- other holiday(s): _____
- none

6. Which of these benefits (if any) were offered to qualifying full-time employees in 2022 by your firm?

Please select all that apply.

- paid parental leave (new parents, maternity, paternity, adoptive/foster placement)
- paid family leave beyond parental leave excluding federal/state mandated COVID-related leave (e.g., sick child, elder care)
- paid philanthropic leave and/or time off to volunteer (during business hours)
- flex-time (flexible working hours)
- parental flexibility
- paid time off for professional exams, professional development
- paid time off to study/prepare for professional exams/ARE
- paid time off to serve in AIA leadership roles, on boards
- mentorship opportunities (e.g., one-on-one mentorship, informal relationship-building events)
- shorter summer or seasonal hours
- office retreat
- casual dress
- employee assistance program (EAP)
- pet-friendly office
- child-friendly office
- wellness program with incentives for participation
- fitness club discount
- office-provided cell phone
- office-provided tablet and/or laptop
- stipend to cover additional technology costs associated with working from home (e.g., broadband access)
- ergonomic equipment for working from home (e.g., chair, laptop stand)
- none of these

7a. Did your firm offer *medical coverage* to qualifying full-time *employees* in 2022 and, if so, approximately what share of the total premium did the firm contribute?

- did not offer to employees
- offered, contributed 0% of total premium
- offered, contributed 1–24%
- offered, contributed 25–49%
- offered, contributed 50–74%
- offered, contributed 75–99%
- offered, contributed 100%

7b. What about *medical coverage* for their *dependents*?

- did not offer to employees' dependents
- offered, contributed 0% of total premium
- offered, contributed 1–24%
- offered, contributed 25–49%
- offered, contributed 50–74%
- offered, contributed 75–99%
- offered, contributed 100%

7c. If offered to employees, did the medical coverage include a *high-deductible plan*?

- yes
- no

8a. Did your firm offer *dental coverage* to qualifying full-time *employees* in 2022 and, if so, approximately what share of the total premium did the firm contribute?

- did not offer to employees
- offered, contributed 0% of total premium
- offered, contributed 1–24%
- offered, contributed 25–49%
- offered, contributed 50–74%
- offered, contributed 75–99%
- offered, contributed 100%

8b. What about *dental coverage* for their *dependents*?

- did not offer to employees' dependents
- offered, contributed 0% of total premium
- offered, contributed 1–24%
- offered, contributed 25–49%
- offered, contributed 50–74%
- offered, contributed 75–99%
- offered, contributed 100%

9. For the purpose of benefits, how does your firm define *dependents*?*Please select all that apply.*

- married spouse
- domestic partner (unmarried)
- child(ren) under the age of 18
- other (e.g., adult children, parent, sibling; *please specify*): _____
- unsure

10. What insurances (if any) did your firm offer qualifying full-time employees in 2022 and, if offered, how much of the premium did the firm pay? *Please select one response for each.*

firm offered, paid in full	firm offered, paid in part	firm offered, paid nothing	firm did not offer	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	vision care insurance
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	life insurance
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	long-term disability insurance
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	short-term disability insurance
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	business travel accident insurance
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	long-term care insurance

11. Which of these accounts (if any) did your firm offer to qualifying full-time employees in 2022 and, if offered, did the firm contribute? *Please select one response for each.*

firm offered, contributed	firm offered, did not contribute	not offered	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	healthcare flexible spending account (healthcare FSA)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	health reimbursement account
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	dependent care account
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	qualified transportation program (e.g., transit, bikeshare pass)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	other flexible spending accounts (FSAs)

12. Which of these plans (if any) did your firm offer to qualifying full-time employees in 2022 and, if offered, did the firm contribute? *Please select one response for each.*

firm offered, contributed	firm offered, did not contribute	not offered	
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	defined contribution retirement savings plan: 401(k), 401(a), 403(b)
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	defined contribution profit sharing plan
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	defined benefit (pension) plan
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	employee stock ownership plan (ESOP)

13. For each group listed, approximately what was the value of all fringe benefits offered in 2022 to qualifying employees?

Please compute as an approximate percentage of annual base pay; for example, if total base payroll for a category is \$100,000, and cost of benefits is \$20,000, enter 20%. Include all benefits covered in questions above. Include all items that are automatic and defined; exclude items that depend on financial performance, such as profit sharing and discretionary year-end bonuses.

If no qualifying staff in a category, select the NA box.

benefits value	NA	
_____ %	<input type="checkbox"/>	full-time principals/partners or other major owners of the firm
_____ %	<input type="checkbox"/>	full-time exempt professional employees (architects, engineers, and other design professionals)
_____ %	<input type="checkbox"/>	full-time non-exempt professional employees (architects, engineers, and other design professionals)
_____ %	<input type="checkbox"/>	full-time exempt technical, nontechnical, and administrative employees
_____ %	<input type="checkbox"/>	full-time non-exempt technical, nontechnical, and administrative employees
_____ %	<input type="checkbox"/>	part-time employees
_____ %	<input type="checkbox"/>	other: _____