

# Small Firm Compensation Report 2018

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# Overview & respondent profile

2017 is the first year the American Institute of Architects (AIA) collected salary data specifically from members working at small architecture firms, defined for the purposes of the survey as those legally structured as sole proprietorships (regardless of number of employees) and architecture firms with fewer than three architectural staff employees. Historically, small firms have not been included in the AIA Compensation Survey due to the fact that employee compensation at small firms can vary widely and is less likely to follow a more formalized salary structure. Instead, it is often more dependent upon firm performance in a given year.

In addition, the business structure at small architecture firms is often very different from

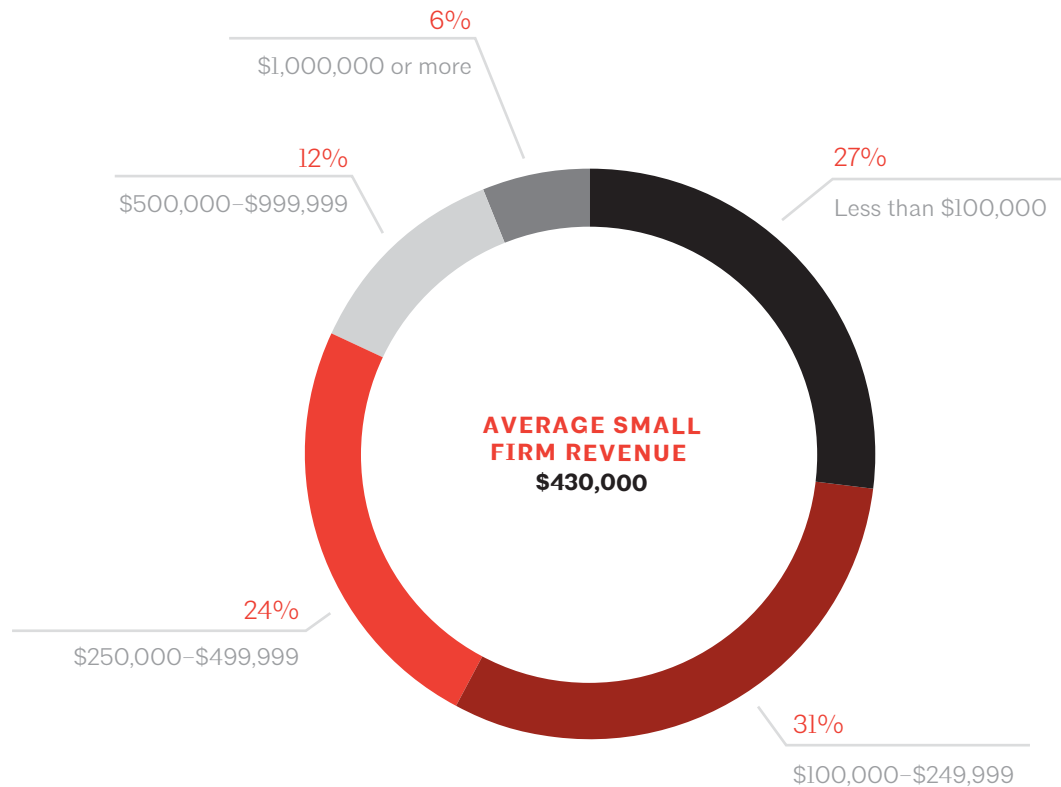
larger firms. In sole proprietorships, the firm owner does not receive a salary but, instead, takes draws (discretionary paychecks) out of the firm profits, with amounts that can vary substantially from year to year depending on business conditions, firm needs, etc. To address these different salary structures, it was critical that the survey allowed firms to report their information in different ways, depending on their organizational structure.

To develop a survey to best meet the unique needs of small firms, AIA collaborated with a working group of members of the AIA Small Firm Exchange (SFX) to develop a new survey that could address the different types of small firms—and to begin to compile a body of reliable and accurate salary data.

# Overview & respondent profile

**FIGURE 01: More than 80% of small firms have annual revenue of less than \$500,000**

Percent of firms, by total 2016 firm revenue



## Small firms average three employees & are largely single discipline

The 2017 Small Firm Compensation Survey questionnaire was open only to firms that were either classified as sole proprietorships or had fewer than three architectural staff employees (all other firms were directed to AIA's standard 2017 Compensation Survey). More than half (55%) of firms responding to the Small Firm Compensation Survey classified themselves as single-discipline architecture firms, in contrast to just one-third of firms responding to the standard 2017 Compensation Survey. An additional 25% of responding firms classified themselves as multidisciplinary, with architecture as the lead

discipline and interior design as a secondary design discipline.

The average firm size of the responding small firms was three employees; 73% were full-time employees, 20% were contract employees, and the remaining 7% were part-time employees. The majority of firms (68%) indicated their firm was legally classified as an LLC, corporation, or other business type, with 30% classified as sole proprietorships and the remaining 2% classified as partnerships. Firm revenues for 2016 averaged \$430,000, with 82% of firms indicating their revenue was less than \$500,000 for the year.

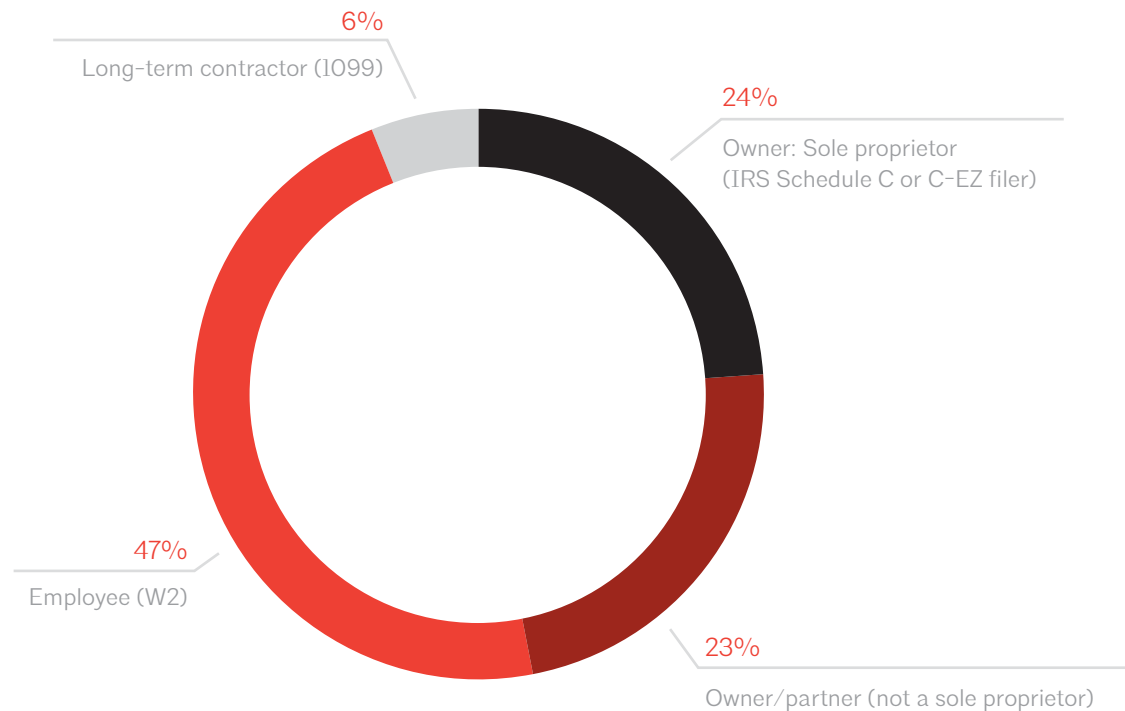
**(FIGURE 01)**

# Overview & respondent profile

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**FIGURE 02: Nearly half of small firm employees have an ownership stake in their firm**

Percent of full-time incumbents for whom salary data were reported, by employment status



## Employees at small firms typically provide a wide variety of professional services

Salary data in the Small Firm Compensation Survey were reported similar to those in the standard 2017 Compensation Survey; one person at each firm location (usually the firm principal) reported the salaries for themselves as well as for all other firm staff. Unlike the standard survey, where positions are described, the small firm survey did not include specific position descriptions. Instead, respondents were asked to select applicable attributes for staff members for whom data were reported, including information such as years of experience, licensure status, and professional services performed. That information was

used to develop the six positions for which compensation data are reported in this report. The results also provide an overview of small firm demographics.

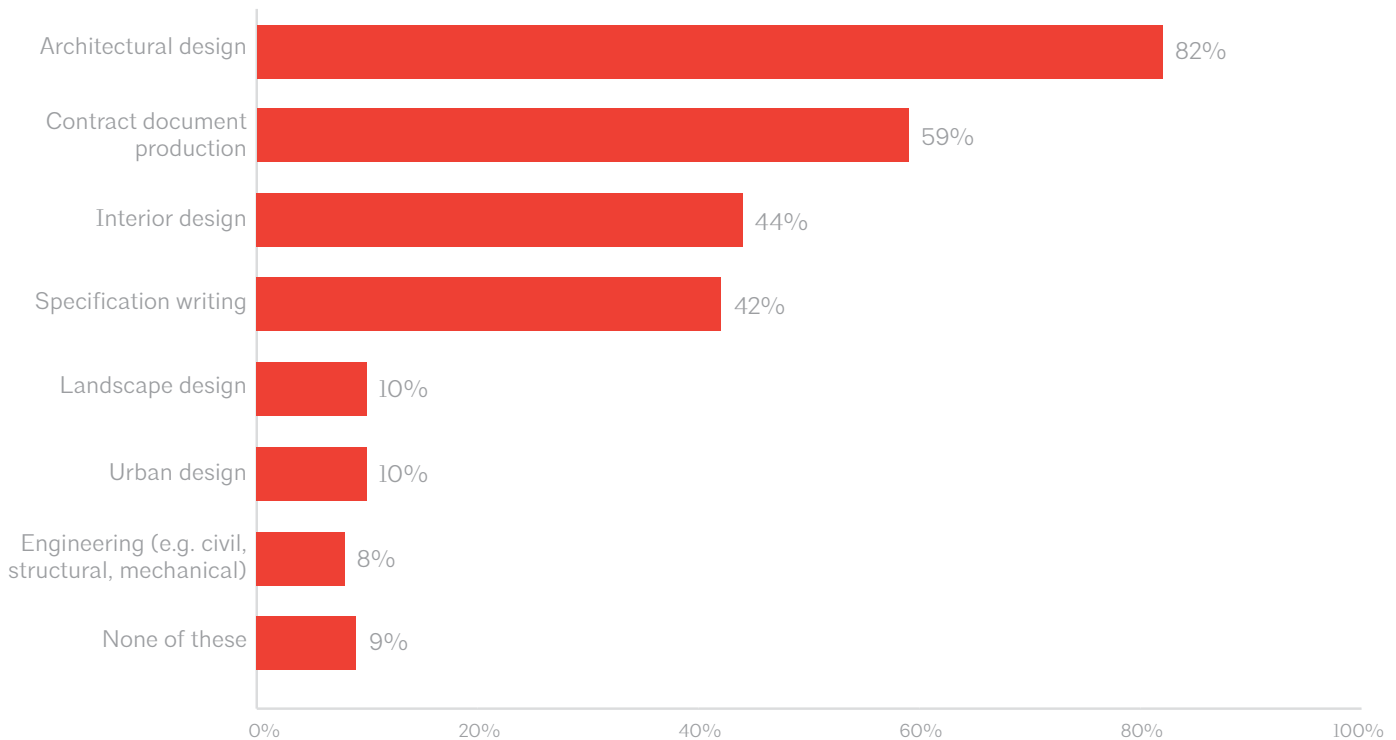
At small firms, 75% of staff for whom salary data were reported were either licensed architects (57%) or emerging professionals on the path to licensure (18%). Of the remaining employees, 9% were design professionals who were eligible for, but not pursuing, licensure and 16% were non-architecture staff who were not eligible for licensure. Nearly half of employees at small firms have some sort of ownership stake in the firm, either as a sole proprietor or as an owner or partner. **(FIGURE 02)**

# Overview & respondent profile

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## FIGURE 03: Professional services performed by full-time employees at small firms include architectural design & contract document production

Percent of full-time incumbents for whom salary data were reported and for whom given professional service is part of their job responsibilities



The architecture employees at small firms also tend to be fairly experienced within the profession, with nearly half (49%) having 20 or more years of full-time architecture experience. However, there is also an infusion of newer employees, as just over one-quarter (28%) have fewer than ten years of experience, including 16% who have less than five years of experience.

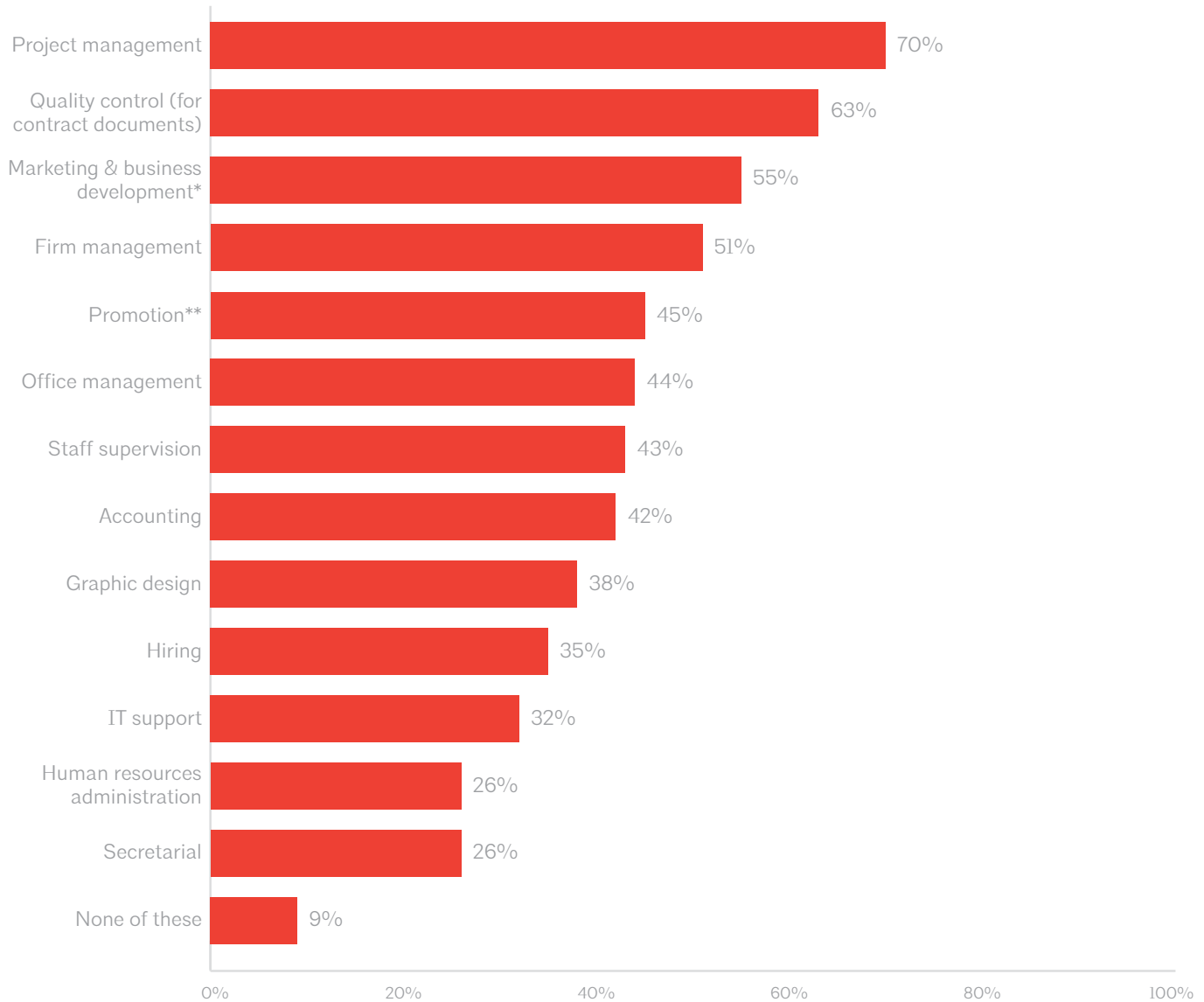
Employees at small firms are often asked to wear many hats and perform a variety of professional services. Many employees perform architectural design and contract document production as part of their job responsibilities, but there are fewer employees that perform more specialized services like engineering, urban design, and landscape design. (FIGURE 03)

# Overview & respondent profile

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**FIGURE 04: Nearly three-quarters of employees at small firms perform project management work**

Percent of full-time incumbents for whom salary data were reported and for whom a given job aspect is part of their job responsibilities



\* (e.g., proposal writing)

\*\* (e.g., awards programs, social media, outreach)

A significant share of employees is also likely to perform tasks related to project management, contract document quality control, marketing and business development, and firm management. While more than one-third have hiring power, only 43% of employees supervise other staff members. **(FIGURE 04)**

# Small firm employee benefits

Like larger firms, small architecture firms tend to offer their employees a wide variety of benefits and perks, primarily those that focus more on employee retention and quality of life enhancement. The largest share of small firms offers their employees assistance with AIA membership dues in addition to other professional membership dues and certification fees and professional development tools like meetings, seminars, and workshops. Benefits to enhance employee quality of life like flex time, a casual dress code, and a pet-friendly office are offered by one-third or more of small firms. **(FIGURE 05)**

Medical and dental benefits for both employees and dependents generally are offered by fewer small architecture firms compared to larger firms. Less than half of the firms who responded to the

Small Firm Compensation Survey reported that they offered medical coverage for employees in 2016, in contrast to 100% of firms with 50 or more employees that responded to the standard 2017 Compensation Survey. However, the small firms who responded to the Small Firm Compensation Survey indicating they offered employee medical coverage in 2016 were much more likely to pay for that coverage in full than the firms who responded to the standard 2017 Compensation Survey. Although this number was highest at firms with just one or two employees, more than half of small firms with five or more employees also paid for employee medical coverage in full, in contrast to 45% of firms with fewer than 10 employees from the standard 2017 Compensation Survey.

**(FIGURE 06)**



# Small firm employee benefits

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**FIGURE 05: Professional development & quality of life enhancement benefits are among the employee perks most offered by small firms**

Percent of firms offering benefit (regardless of amount paid by firm) to qualifying full-time employees in 2016, by firm size

	All small firms	One employee*	Two employees	Three to four employee	Five or more employees
AIA membership dues	81%	88%	75%	69%	79%
Meetings, seminars, workshops	75%	77%	74%	72%	79%
Casual dress	70%	59%	76%	80%	88%
Licensure fees	69%	78%	66%	56%	64%
Other professional membership dues	61%	71%	56%	42%	60%
Professional certification fees	53%	57%	56%	43%	49%
Medical coverage for employees	44%	28%	44%	56%	84%
Flex-time, parental flexibility	43%	35%	44%	49%	61%
Office-provided cell phone, tablet, and/or laptop	39%	42%	40%	28%	42%
Pet-friendly office	33%	33%	33%	32%	34%
Paid time off for professional exams, professional development	32%	19%	34%	43%	58%
Defined contribution retirement savings plan: 401(k), 401(a), 403(b)	30%	22%	26%	38%	52%
Telecommuting	27%	25%	29%	26%	32%
Medical coverage for dependents	20%	10%	22%	26%	47%
Dental coverage for employees	19%	12%	17%	22%	41%
Paid time off to volunteer	15%	13%	15%	18%	18%
Shorter summer or seasonal hours	15%	16%	14%	16%	14%
Life insurance	15%	14%	9%	14%	32%
Vision care insurance	14%	9%	13%	18%	29%
Paid family leave	13%	6%	15%	14%	29%
ARE exam cost	13%	4%	12%	19%	40%
Long-term disability insurance	12%	8%	8%	13%	29%
ARE study materials, classes	10%	4%	11%	11%	27%
Dental coverage for dependents	10%	4%	9%	14%	28%
Short-term disability insurance	9%	5%	7%	8%	27%
Office retreat	8%	6%	7%	14%	11%
Healthcare flexible spending account (healthcare FSA)	8%	3%	10%	10%	20%
Defined contribution to a profit-sharing plan	7%	4%	9%	6%	16%
Business travel accident insurance	6%	6%	4%	7%	11%
Fitness club discount	5%	5%	3%	4%	7%
Wellness program	4%	4%	7%	4%	5%
College/university tuition	3%	3%	3%	6%	3%
Long-term care insurance	3%	3%	1%	4%	7%
Health reimbursement account	3%	2%	2%	3%	8%
Qualified transportation program	3%	1%	3%	5%	12%
Dependent care account	2%	0%	1%	3%	9%
Defined benefit (pension) plan	2%	3%	2%	3%	1%
Employee stock ownership plan (ESOP)	2%	2%	2%	1%	3%
Other flexible spending accounts (FSAs)	1%	0%	1%	1%	4%

\*In all data tables by firm size, the number of employees is the total number of employees, including owners, at the responding location of the firm.

# Small firm employee benefits

**FIGURE 06: Firms responding to the Small Firm Compensation Survey were more likely than firms responding to the standard survey to pay for employee medical coverage in full**

Percent of firms by amount of medical coverage for employee offered in 2016, of firms that offered benefit, by firm size

	All firms (from the standard survey)	All small firms	One employee	Two employees	Three to four employee	Five or more employees
Offered, contributed 100%	38%	69%	94%	78%	47%	54%
Offered, contributed 75%–99%	34%	8%	0%	0%	22%	10%
Offered, contributed 50%–74%	21%	13%	1%	4%	18%	27%
Offered, contributed 0%–49%	7%	11%	4%	18%	13%	10%

**FIGURE 07: Benefits average 13% of salary for professional staff at small firms**

Estimated value of all automatic & defined fringe benefits (note that benefits included will vary by firm) offered to given employee types in 2016, as a percentage of annual base pay, by firm size

	All small firms	One employee	Two employees	Three to four employee	Five or more employees
Professional staff	13%	13%	13%	14%	16%
Technical, nontechnical, & administrative staff	11%	0%	10%	12%	15%
Part-time & hourly staff	5%	0%	10%	5%	6%

The overall value of employee fringe benefits as a share of base pay is modestly lower at the firms who responded to the Small Firm Compensation Survey compared to firms who responded to the standard 2017 Compensation Survey. However, benefits are still worth an average of 13% of the annual base pay of full-time professional employees (compared to 16% for firms with fewer

than 10 employees and who responded to the standard 2017 Compensation Survey). Although part-time and hourly employees at small firms generally receive benefits with less value than full-time employees, there is not much difference between the value for professional staff versus technical, nontechnical, and administrative staff.

**(FIGURE 07)**

# Small firm employee benefits

## FIGURE 08: Small firms offer an average of 15 paid days off

Average number of paid days off provided to qualifying full-time employees in 2016, by firm size

	All small firms	One employee	Two employees	Three to four employee	Five or more employees
<b>Paid time off (PTO)*</b>	8	6	9	11	11
<b>Paid holidays**</b>	3	1	3	5	5
<b>Paid vacation days**</b>	3	1	3	4	5
<b>Paid sick days**</b>	1	1	1	2	2
<b>Other paid time off (e.g., jury duty, bereavement)**</b>	0	0	0	0	1
<b>Total</b>	15	9	16	22	24

\* PTO may include a combination of time off including vacation, sick days, and/or holidays

\*\* If not covered by PTO

Comparable to firms that responded to the standard 2017 Compensation Survey, smaller firms tend to lump the majority of paid days off for employees into a general paid time off bucket instead of splitting days into specifically designated buckets (e.g., vacation days, sick days). Small firms with more employees tend to offer more time off in general, particularly more paid holidays. **(FIGURE 08)**

# Compensation tables

For the Small Firm Compensation Survey, where pre-defined positions were not established, the following architecture firm positions were defined after all survey data were submitted, based on a review of data patterns:

- A **solo architect** is a licensed architect working alone, the sole proprietor or owner of the firm.
  - A **principal** is a licensed architect with an ownership interest in a firm with a staff of more than one.
  - A **staff architect** is a licensed architect who is an employee or long-term contractor (i.e., not an owner).
  - An **emerging architectural professional** is an emerging professional on the path to licensure.
  - A **designer** is a design professional eligible for, but not pursuing, licensure.
  - **Support staff** are individuals not eligible for or pursuing licensure.
- Salaries for firm owners other than sole proprietors were reported as the full-time annual base pay for the position as of January 1, 2017.
  - Salaries for nonowner employees were reported as the full-time annual base pay for the position as of January 1, 2017.
  - Additional cash compensation (including overtime, commissions, bonuses, incentive pay, share of profits, retirement benefits paid, and any other cash compensation) awarded for the position in the 12 months preceding January 1, 2017, was also reported. (The value of employee benefits is not included in the compensation tables, but more information on this subject may be found in the chapter on benefits.)

Salaries were reported in different formats depending on whether the individual was a sole proprietor:

- Salaries for firm owners who were sole proprietors were conveyed as the firm's 2015 net profit, as reported on Line #31 of IRS Schedule C.

A blank space in a table indicates insufficient information to report those data. For all compensation tables, the median and upper and lower quartiles include total cash compensation (net profit or base pay plus additional cash compensation). The lower quartile marks where 25% of the reported values are lower than the figure given and 75% are higher. The median is the midpoint in the range of values, where 50% are higher than the figure given and 50% are lower. The upper quartile marks where 75% of the reported values are lower than the figure given and 25% are higher.

# Compensation tables

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## ALL SMALL FIRMS

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$55,870	\$61,400	\$7,180	\$30,000	\$59,000	\$89,000	234	234
<b>Principal</b>	\$89,520	\$80,570	\$14,750	\$65,000	\$90,000	\$125,000	236	294
<b>Staff architect</b>		\$73,490	\$7,970	\$65,000	\$77,000	\$95,000	100	141
<b>Emerging architectural professional</b>		\$50,100	\$2,150	\$40,210	\$49,000	\$63,800	139	219
<b>Designer</b>		\$57,210	\$4,020	\$45,870	\$60,380	\$77,300	80	103
<b>Support staff</b>		\$47,150	\$3,790	\$33,900	\$45,400	\$66,950	116	193

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.

# Compensation tables

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## FIRM TYPE

### ARCHITECTURE ONLY

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$54,660	\$59,920	\$7,870	\$35,000	\$62,860	\$87,750	132	132
<b>Principal</b>	\$92,620	\$72,310	\$14,870	\$59,130	\$80,000	\$120,000	124	160
<b>Staff architect</b>		\$66,280	\$13,170	\$64,500	\$76,000	\$89,250	45	57
<b>Emerging architectural professional</b>		\$49,580	\$2,550	\$38,320	\$48,900	\$62,750	69	96
<b>Designer</b>		\$53,950	\$3,340	\$43,000	\$58,000	\$73,440	33	45
<b>Support staff</b>		\$42,240	\$3,390	\$25,100	\$40,000	\$54,750	57	88

### ARCHITECTURE WITH INTERIOR DESIGN

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$57,280	\$72,520	\$7,400	\$30,750	\$59,720	\$100,000	52	52
<b>Principal</b>	\$92,570	\$97,810	\$13,760	\$80,000	\$100,000	\$129,030	67	80
<b>Staff architect</b>		\$75,480	\$3,890	\$65,750	\$75,500	\$85,400	31	54
<b>Emerging architectural professional</b>		\$49,750	\$1,590	\$41,500	\$49,000	\$62,380	52	92
<b>Designer</b>		\$60,230	\$2,740	\$47,500	\$62,500	\$81,120	25	30
<b>Support staff</b>		\$49,800	\$2,480	\$42,000	\$50,000	\$68,000	37	55

### OTHER FIRM TYPE (E.G., A/E, E/A)

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$57,690	\$49,800	\$5,120	\$28,980	\$50,000	\$83,080	50	50
<b>Principal</b>	\$75,040	\$83,230	\$15,840	\$68,950	\$87,500	\$125,000	45	54
<b>Staff architect</b>		\$83,610	\$5,440	\$64,500	\$87,310	\$109,770	24	30
<b>Emerging architectural professional</b>		\$52,800	\$2,560	\$42,400	\$46,500	\$66,410	18	31
<b>Designer</b>		\$59,210	\$6,480	\$57,250	\$61,350	\$80,840	22	28
<b>Support staff</b>		\$52,880	\$5,930	\$37,130	\$52,880	\$76,750	22	50

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.

# Compensation tables

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## FIRM LEGAL STRUCTURE

SOLE PROPRIETORSHIP								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$54,510		\$3,390	\$26,870	\$50,810	\$85,000	100	100
<b>Principal</b>	\$81,850		\$6,730	\$50,000	\$95,000	\$125,000	41	51
<b>Staff architect</b>		\$73,870	\$4,450	\$60,050	\$72,500	\$97,250	21	24
<b>Emerging architectural professional</b>		\$51,430	\$1,330	\$42,610	\$49,310	\$59,630	31	48
<b>Designer</b>		\$55,710	\$3,590	\$44,350	\$60,000	\$75,000	17	27
<b>Support staff</b>								

OTHER FIRM LEGAL STRUCTURE (E.G., LLC, PARTNERSHIP)								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$57,460	\$62,530	\$10,000	\$35,000	\$65,000	\$95,210	134	134
<b>Principal</b>	\$94,250	\$79,190	\$16,430	\$65,000	\$90,000	\$125,000	195	243
<b>Staff architect</b>		\$73,420	\$8,690	\$66,500	\$77,500	\$92,500	79	117
<b>Emerging architectural professional</b>		\$49,730	\$2,380	\$39,000	\$49,000	\$64,000	108	171
<b>Designer</b>		\$57,740	\$4,170	\$46,350	\$60,490	\$77,830	63	76
<b>Support staff</b>		\$47,250	\$4,070	\$35,000	\$46,000	\$68,500	100	165

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.

# Compensation tables

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## FIRM SIZE

### ONE EMPLOYEE

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$55,870	\$61,400	\$7,180	\$30,000	\$59,000	\$89,000	234	234
<b>Principal</b>								
<b>Staff architect</b>		\$75,200	\$8,000	\$51,250	\$82,500	\$104,250	10	10
<b>Emerging architectural professional</b>		\$32,420	\$4,150	\$23,500	\$36,400	\$40,750	12	13
<b>Designer</b>		\$51,390	\$730	\$34,000	\$53,000	\$61,000	10	11
<b>Support staff</b>		\$30,350	\$0	\$16,500	\$30,000	\$45,100	8	8

### TWO EMPLOYEES

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>								
<b>Principal</b>	\$83,200	\$71,070	\$11,850	\$58,000	\$79,000	\$100,000	96	115
<b>Staff architect</b>		\$57,950	\$14,900	\$58,000	\$80,000	\$90,000	12	15
<b>Emerging architectural professional</b>		\$47,700	\$1,920	\$35,970	\$48,450	\$55,000	25	25
<b>Designer</b>		\$54,760	\$8,630	\$42,150	\$64,500	\$80,480	18	18
<b>Support staff</b>		\$43,500	\$4,770	\$19,250	\$38,720	\$80,000	21	22

### THREE TO FOUR EMPLOYEES

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>								
<b>Principal</b>	\$90,010	\$67,940	\$17,460	\$58,560	\$80,000	\$122,750	80	93
<b>Staff architect</b>		\$75,370	\$10,020	\$63,000	\$75,000	\$101,750	33	41
<b>Emerging architectural professional</b>		\$49,310	\$2,060	\$38,500	\$49,500	\$62,180	52	68
<b>Designer</b>		\$55,940	\$3,000	\$41,200	\$61,310	\$78,000	26	34
<b>Support staff</b>		\$43,900	\$4,060	\$32,250	\$45,470	\$61,540	44	58

### FIVE OR MORE EMPLOYEES

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>								
<b>Principal</b>	\$98,400	\$105,460	\$15,680	\$91,000	\$110,000	\$143,510	60	86
<b>Staff architect</b>		\$75,350	\$5,460	\$68,500	\$76,500	\$88,500	45	75
<b>Emerging architectural professional</b>		\$53,150	\$2,020	\$43,000	\$50,000	\$67,500	50	113
<b>Designer</b>		\$60,990	\$3,720	\$50,250	\$60,490	\$79,700	26	40
<b>Support staff</b>		\$50,910	\$3,720	\$37,040	\$50,000	\$68,500	43	105

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.



# Compensation tables

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## 2016 FIRM REVENUE

### LESS THAN \$100,000

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$36,760	\$36,880	\$3,320	\$18,850	\$37,380	\$59,550	114	114
Principal	\$55,380	\$50,800	\$4,750	\$35,610	\$54,000	\$80,000	19	19
Staff architect								
Emerging architectural professional		\$27,520	\$130	\$10,250	\$30,000	\$43,880	5	5
Designer		\$46,760	\$2,790	\$29,500	\$59,300	\$64,730	5	5
Support staff								

### \$100,000 - \$249,999

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$77,790	\$66,250	\$9,710	\$56,190	\$85,000	\$107,940	92	92
Principal	\$73,870	\$53,740	\$9,560	\$49,420	\$66,000	\$88,000	67	78
Staff architect		\$65,060	\$10,760	\$59,500	\$76,500	\$91,250	16	18
Emerging architectural professional		\$40,900	\$2,710	\$35,500	\$40,210	\$52,710	23	25
Designer		\$48,910	\$2,000	\$38,840	\$50,000	\$66,500	12	14
Support staff		\$33,730	\$5,890	\$21,000	\$35,000	\$51,190	23	23

### \$250,000 - \$499,999

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$80,680	\$87,550	\$12,690	\$48,000	\$91,500	\$128,250	26	26
Principal	\$92,880	\$73,490	\$16,380	\$67,700	\$83,000	\$123,380	87	104
Staff architect		\$67,880	\$8,270	\$60,460	\$68,000	\$84,000	28	33
Emerging architectural professional		\$47,530	\$1,600	\$37,000	\$44,600	\$57,000	51	67
Designer		\$55,760	\$4,130	\$42,930	\$59,620	\$75,750	30	34
Support staff		\$41,830	\$2,760	\$24,250	\$42,440	\$54,350	34	44

### \$500,000 OR MORE

	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect								
Principal	\$124,200	\$108,100	\$19,320	\$100,000	\$121,310	\$158,000	63	93
Staff architect		\$78,910	\$7,600	\$70,440	\$80,000	\$102,750	53	86
Emerging architectural professional		\$54,330	\$2,410	\$44,470	\$55,250	\$69,000	60	122
Designer		\$61,560	\$4,630	\$51,880	\$68,750	\$80,510	33	50
Support staff		\$51,350	\$3,800	\$36,750	\$49,310	\$72,000	58	125

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.

# Compensation tables

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## FIRM LOCATION

NORTHEAST								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$51,780	\$57,410	\$7,430	\$32,190	\$61,440	\$87,930	56	56
Principal	\$96,170	\$68,020	\$8,450	\$65,000	\$83,200	\$112,500	57	65
Staff architect		\$74,530	\$9,470	\$71,500	\$83,500	\$98,000	25	35
Emerging architectural professional		\$49,550	\$2,300	\$37,690	\$48,650	\$64,100	43	66
Designer		\$61,360	\$2,960	\$52,000	\$61,500	\$82,250	19	25
Support staff		\$46,400	\$4,240	\$35,630	\$47,650	\$71,750	29	48

MIDWEST								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$52,420	\$78,030	\$9,110	\$42,500	\$63,730	\$95,420	45	45
Principal	\$71,820	\$81,970	\$21,590	\$62,500	\$95,000	\$131,500	44	61
Staff architect		\$72,610	\$12,620	\$69,090	\$78,750	\$104,720	16	26
Emerging architectural professional		\$43,900	\$2,920	\$39,820	\$44,620	\$50,720	19	30
Designer		\$55,250	\$2,810	\$43,000	\$59,000	\$68,340	10	12
Support staff		\$42,960	\$2,610	\$36,130	\$44,500	\$55,840	17	26

SOUTH								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$67,770	\$47,160	\$6,490	\$38,170	\$59,200	\$88,750	60	60
Principal	\$94,260	\$80,560	\$15,650	\$64,320	\$83,000	\$130,000	72	92
Staff architect		\$72,750	\$6,110	\$62,000	\$75,000	\$85,000	29	43
Emerging architectural professional		\$49,030	\$1,730	\$37,750	\$49,000	\$64,100	33	49
Designer		\$48,740	\$6,730	\$44,350	\$52,000	\$69,500	20	27
Support staff		\$47,600	\$3,760	\$31,000	\$44,000	\$66,500	34	65

WEST								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$51,100	\$59,930	\$6,360	\$25,500	\$51,260	\$89,000	73	73
Principal	\$90,250	\$86,760	\$13,550	\$67,700	\$97,640	\$126,500	63	76
Staff architect		\$74,010	\$5,440	\$61,760	\$71,030	\$92,500	30	37
Emerging architectural professional		\$53,830	\$1,970	\$43,000	\$55,250	\$65,000	44	74
Designer		\$61,010	\$3,190	\$46,000	\$68,500	\$80,000	31	39
Support staff		\$49,360	\$3,990	\$29,500	\$46,450	\$69,750	36	54

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.

# Compensation tables

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## INCUMBENT YEARS OF FULL-TIME ARCHITECTURE EXPERIENCE

LESS THAN 5 YEARS								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect								
Principal								
Staff architect		\$56,800	\$2,000	\$47,880	\$61,150	\$66,000	6	6
Emerging architectural professional		\$43,650	\$1,560	\$37,880	\$43,230	\$51,000	81	106
Designer		\$45,420	\$1,970	\$37,880	\$43,000	\$56,060	18	22
Support staff		\$39,790	\$2,390	\$24,940	\$37,000	\$48,850	28	41

5-9 YEARS								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$57,340		\$5,500	\$27,500	\$58,000	\$84,010	6	6
Principal								
Staff architect		\$65,680	\$3,490	\$58,480	\$65,500	\$71,240	19	20
Emerging architectural professional		\$53,570	\$3,120	\$43,250	\$53,920	\$70,900	55	63
Designer		\$52,360	\$3,100	\$43,450	\$51,500	\$64,500	13	17
Support staff		\$51,050	\$3,710	\$40,000	\$50,000	\$71,000	18	19

10-19 YEARS								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$55,660	\$51,050	\$7,910	\$47,060	\$59,000	\$79,250	50	50
Principal	\$88,930	\$78,600	\$8,890	\$64,770	\$90,000	\$106,250	45	50
Staff architect		\$72,190	\$4,950	\$63,500	\$76,000	\$86,200	42	48
Emerging architectural professional		\$61,340	\$2,170	\$50,000	\$65,700	\$74,200	36	42
Designer		\$63,790	\$5,570	\$59,650	\$71,000	\$83,000	34	37
Support staff		\$47,960	\$3,770	\$28,250	\$47,500	\$74,900	28	29

20-29 YEARS								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
Solo architect	\$54,430	\$69,420	\$6,690	\$30,000	\$52,050	\$93,330	67	67
Principal	\$90,410	\$76,670	\$14,560	\$64,770	\$88,000	\$120,000	91	105
Staff architect		\$83,970	\$12,540	\$73,500	\$90,000	\$115,000	37	41
Emerging architectural professional								
Designer		\$60,520	\$2,440	\$49,750	\$61,100	\$79,100	18	18
Support staff		\$49,110	\$8,170	\$38,500	\$57,000	\$79,000	20	21

TABLE CONTINUES ON PAGE 19

# Compensation tables

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## INCUMBENT YEARS OF FULL-TIME ARCHITECTURE EXPERIENCE

30 OR MORE YEARS								
	2015 Net profit (mean)	Annual base pay as of 1/1/2017 (mean)	2016 Additional cash (mean)	TOTAL CASH COMPENSATION			Number of firms	Number of incumbents
				Lower quartile	Median	Upper quartile		
<b>Solo architect</b>	\$56,760	\$66,410	\$7,230	\$30,000	\$60,000	\$94,820	111	111
<b>Principal</b>	\$89,260	\$85,010	\$17,620	\$67,300	\$95,000	\$129,680	115	133
<b>Staff architect</b>		\$69,240	\$11,160	\$72,130	\$82,500	\$91,250	19	26
<b>Emerging architectural professional</b>								
<b>Designer</b>		\$63,210	\$9,160	\$60,600	\$67,600	\$98,400	7	7
<b>Support staff</b>		\$47,010	\$3,340	\$33,000	\$46,600	\$72,000	11	11

Note: Only sole proprietors were asked to report net profit; all others were asked to report annual base pay.

# Appendix 1

## Methodology

### Sample composition

Invitations to the AIA 2017 Compensation Survey were extended to 9,496 uniquely addressable emailable architecture establishments (i.e., single locations of what might be multiple-location firms), developed from three lists supplied by AIA: Its HR Large Firm Roundtable participants, its “firm leaders,” and its respondents to the 2015 Compensation Survey. In addition, open invitations to complete the survey were published and broadcast by AIA and its component organizations through different channels.

For the first time, the 2017 invitation list also included a substantial number of email addresses believed to lead to small firms—firms who have not historically qualified for the AIA’s standard Compensation Survey. A small firm version of the survey was created as an option for those respondents, and this report is based on those responses.

### Data collection

Survey instrument content was developed collaboratively by AIA and Readex Research, working from the instrument used in 2015. Development of the survey website, data collection, data processing, and tabulation were handled by Readex Research.

Prior to survey fielding, Readex contacted the list of 135 emailable AIA component leaders to

alert them to the upcoming survey and to ask them to spread the word locally. After AIA emailed the invitation list on March 15, 2017, Readex broadcasted initial email requests (in the name of AIA’s president) to all sample members on March 16, inviting them to participate in the survey by visiting the access-controlled website hosted by Readex Research. 230 of the email addresses (or 2% of the total) bounced back as undeliverable.

On March 22, reminder emails were sent by Readex to the sample members who had not yet submitted one or the other version of the survey. Three additional reminders to nonrespondents were deployed on March 28, April 3, and April 13. Throughout the fielding, leaders of AIA’s various component organizations (metro and state chapters) also assisted in prompting local members to participate.

The survey was closed for processing and tabulation on April 19, 2017. A total of 621 unique firms qualified for the small firm version of the survey, based on the following criteria:

- only one office, in the US
- organized as a sole proprietorship (with or without staff)
- or chartered in some other way but having only one or two architecture employees
- at least one full-time architecture employee

# Appendix I: Methodology

**FIGURE A.1: Distribution of firms responding to the Small Firm Compensation Survey, by size**

	% of firms
One employee	46%
Two employees	21%
Three to four employees	19%
Five or more employees	14%

**FIGURE A.2: Distribution of full-time incumbents for whom salary data were reported in the Small Firm Compensation Survey, by position**

	% of firms
Solo architect	20%
Principal	25%
Staff architect	12%
Emerging architectural professional	18%
Designer	9%
Support staff	16%

These 621 firms reported on 1,303 full-time staffers (owner/partners, employees, and/or long-term contractors).

Survey data were edited and cleaned by Readex. Compensation data were screened for outliers and trimmed by position (top and bottom 2% of distribution) to enhance reliability.

Small firm results are broken out by firm characteristics—firm type, legal structure,

number of employees, revenues, and location (Census regions)—and by characteristics of the staff member—ownership status, licensure, experience, professional services provided, and other aspects of their work.

To preserve participant confidentiality and enhance reliability, no statistics are shown in cases where fewer than five firms reported.

# Appendix 2

## Survey questionnaire

# Appendix 2: Survey

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## Contact Info

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### \*1. 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, nonregistered graduates, and architecture associates (formerly referred to as interns) and/or students. It does not include 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 this 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).*

### \*2. Can you personally provide information about staffing and compensation for your firm?

- yes
- no

*If yes:*

*Please complete Q3 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.*

### \*3. 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)



# Appendix 2: Survey

## About Your Firm

Please answer these questions as of January 1, 2017.

**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?**

*please select the one best option*

- sole proprietorship
- partnership
- LLC, corporation or other business type

**\*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, 2017? How many part-time employees? How many long-term contractors, full- or part-time?**

Please fill in a whole number for each (headcount); 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
<b>Architecture staff:</b>				
principals/partners or other major owners of the firm	# _____	# _____	# _____	# _____
licensed architects (other than principals/partners)	# _____	# _____	# _____	# _____
nonregistered graduates	# _____	# _____	# _____	# _____
architecture associates (formerly referred to as interns) and/or students	# _____	# _____	# _____	# _____
<b>Other staff:</b>				
other professional design staff (engineers, interior designers, landscape architects, planners, etc.)	# _____	# _____	# _____	# _____
all others	# _____	# _____	# _____	# _____

**TOTAL LONG-TERM STAFF:** #\_000\_

**\*5. Approximately what was your firm's total revenue in 2016?**

- less than \$100,000
- \$100,000 - \$249,999
- \$250,000 - \$499,999
- \$500,000 - \$999,999
- \$1.00 - \$2.49 million
- \$2.50 - \$4.99 million
- \$5.00 - \$9.99 million
- \$10.00 - \$14.99 million
- \$15.00 million or more

# Appendix 2: Survey

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## Compensation: 0000 Full-Time Staffers

Please answer these questions as of January 1, 2017.

**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

**\*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
- none of these

# Appendix 2: Survey

**\*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 2015 *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, 2017?**

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.

\$ \_\_\_\_\_ per year

**\*7. How much additional cash compensation (if any) was this position awarded in the 12 months preceding January 1, 2017?**

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 Q6a/Q6b)

**8. 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

# Appendix 2: Survey

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## Benefits

Please answer these questions as of January 1, 2017.

**1. On average, how many paid days off per year did your firm provide to its qualifying full-time employees in 2016?**

*enter an approximate average for each; if none, enter 0*

# \_\_\_\_\_ paid time off (PTO) - usually combines vacation, sick days, and/or holidays

# \_\_\_\_\_ paid holidays - if not covered by PTO

# \_\_\_\_\_ paid vacation days - if not covered by PTO

# \_\_\_\_\_ paid sick days - if not covered by PTO

# \_\_\_\_\_ other paid time off (e.g., jury, bereavement - if not covered by PTO)

#\_000\_ TOTAL paid days off per year

**2. Which of these benefits (if any) were offered to qualifying full-time employees in 2016 by your firm?**

*please select all that apply*

- paid family leave (e.g., maternity leave)
- wellness program with incentives for participation
- fitness club discount
- flex-time, parental flexibility
- telecommuting
- office-provided cell phone, tablet, and/or laptop
- paid time off for professional exams, professional development
- paid time off to volunteer
- shorter summer or seasonal hours
- office retreat
- casual dress
- pet-friendly office
- none of these

**3. In which of these ways (if any) did your firm contribute to the professional development of qualifying full-time employees in 2016?** *please select one response for each*

- | firm paid<br>in full  | firm paid<br>in part  | firm paid<br>nothing  |  |
|-----------------------|-----------------------|-----------------------|--|
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | AIA membership dues  |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | other professional membership dues                         |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | licensure fees   |
| <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | professional 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                               |
| <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                                 |

# Appendix 2: Survey

4. Did your firm offer *medical coverage* for qualifying full-time *employees* in 2016 and, if so, approximately what share of the total premium did the firm contribute? What about *medical coverage* for their *dependents*? please select one response in each column

for employees	for dependents	
<input type="radio"/>	<input type="radio"/>	did not offer
<input type="radio"/>	<input type="radio"/>	offered, contributed 0% of total premium
<input type="radio"/>	<input type="radio"/>	offered, contributed 1-24%
<input type="radio"/>	<input type="radio"/>	offered, contributed 25-49%
<input type="radio"/>	<input type="radio"/>	offered, contributed 50-74%
<input type="radio"/>	<input type="radio"/>	offered, contributed 75-99%
<input type="radio"/>	<input type="radio"/>	offered, contributed 100%

- a. Was the medical coverage (if offered) considered a *high-deductible plan*?

yes     no     did not offer medical coverage

5. Did your firm offer *dental coverage* for qualifying full-time *employees* in 2016 and, if so, approximately what share of the total premium did the firm contribute? What about *dental coverage* for their *dependents*? please select one response in each column

for employees	for dependents	
<input type="radio"/>	<input type="radio"/>	did not offer
<input type="radio"/>	<input type="radio"/>	offered, contributed 0% of total premium
<input type="radio"/>	<input type="radio"/>	offered, contributed 1-24%
<input type="radio"/>	<input type="radio"/>	offered, contributed 25-49%
<input type="radio"/>	<input type="radio"/>	offered, contributed 50-74%
<input type="radio"/>	<input type="radio"/>	offered, contributed 75-99%
<input type="radio"/>	<input type="radio"/>	offered, contributed 100%

6. What insurances (if any) did your firm offer qualifying full-time employees in 2016 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

# Appendix 2: Survey

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**7. Which of these accounts (if any) did your firm offer to qualifying full-time employees in 2016 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)

**8. Which of these plans (if any) did your firm offer to qualifying full-time employees in 2016 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)

**9. For each group listed, approximately what was the value of all fringe benefits offered in 2016 to qualifying employees?**

Please compute as a percentage of annual base pay. 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"/>	professional staff (architects, engineers, and other design professionals)
_____ %	<input type="checkbox"/>	technical, nontechnical, and administrative staff
_____ %	<input type="checkbox"/>	part-time and hourly staff
_____ %	<input type="checkbox"/>	other: _____



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