HR Digest Reports and Definitions

The HR Digest reports provide information about the faculty employed in the University System of Georgia. The data reflect employees on payroll as of November 1 of the collection year.

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USG Cohort Definitions for HR Digest Reports

The University System uses data from the Human Resources Data Mart of the data warehouse for human resources reporting. The data are "frozen" in November of each year for reporting purposes. Before 12/31/2005, data were taken from the Faculty Information System (FIS) and the Sysfile (payroll files, derived from PeopleSoft at most institutions, with the research universities reporting separately in a flat file). With few changes, these cohort definitions have been used in the *Information Digest* and in other System reports for the last 15+ years. The first complete collection of human resources data occurred in the warehouse environment in December 2005.

Digest HR Report Population
An employee is included in the Digest HR reports if the employee is active, on leave, on a short work break, or suspended (employee_status_code is A, L, P, S, W) as of November 1, 2026 AND the employee received a non-zero paycheck anytime in the last 9 months prior to November 1, 2026.

Corps of Instruction
The occupational category, called the BCAT, is not limited for inclusion in the Corps. Thus, employees with an instructional BCAT beginning with '2', as well as temporary faculty (BCAT of '922' or '932'), administrators (BCAT beginning with '1'), or any other BCAT may be included in the *Corps of Instruction*. This means that employees who are generally considered "faculty," but who are employed as chairs, deans, or other administrators, are part of the *Corps of Instruction*.

The following qualifications must be met for inclusion in the corps of instruction:

- The **employee status** must show that the employee is active or on leave. EMPLOYEE STATUS must equal one of the following:
    - A Active
    - L On leave without pay
    - P On leave with pay
    - S Suspended
    - W Short work break

  NOTE: This excludes employees with a status of Deceased (D), Retired with Pay (Q), Retired (R), and Terminated (T).
- The **pay group** (PAYGROUP) must be 'M03' or 'M01.'
- For all reports, the **amount being paid** to the employee must be greater than $0. This criterion was added in November 2004.
- **Tenure status** is 'Tenured', 'Tenure-Track', or 'Not in a Tenure Type Position' (equal to 'TEN', 'NTK', 'NA'), or 'Not Tenured and Not on Tenure Track' ('NOT').
  NOTE: NOT is a retired field and is not available for current use in MFE. For Augusta University, faculty with tenure status = 'NOT' are excluded from the cohort. These selections exclude those who have no tenure status (missing data or a null value in this field).
- Employee must be **full-time** (FULL_TIME_INDICATOR = 'Y').
  NOTE: For Augusta University, Veteran's Administration instructors are included

(even though they are not full-time). VA instructors will be identified by having a 'Y' in the fourth position of the BCAT. Thus, for Augusta University, to be counted in the Corps, employees must either be full-time OR they can be part-time if they have a BCAT with a 'Y' in the fourth position (SUBSTR(JOB_CODE, 4, 1) = 'Y').

- The employee must have **rank**. Academic Rank must equal one of the following:
    - Professor '001'
    - Associate Professor '002'
    - Assistant Professor '003'
    - Instructor '004'
    - Lecturer '005'
    - Senior Lecturer '007'
    - Principal Lecturer '008'

      NOTE: This excludes employees with a rank code of '006', which means 'No Rank.'

Full-Time Instructional Faculty

An additional cohort definition used in many reports is that of *Instructional Faculty*. The *Instructional Faculty* cohort is a subset of the *Corps of Instruction*. To be counted as *Instructional Faculty*, all the criteria for the Corps of Instruction must be met. In addition, meeting the following criterion is required:

- The BCAT must begin with '2', for instructional personnel. This means that more than 50 percent of the duties of an instructional faculty position are instructional.
- Many reports require that Temporary Faculty be excluded from the cohort of Instructional Faculty. Because Temporary Faculty can be counted one of two ways (as BCAT of '922' or '932' OR with a BCAT of '200', but with a 'V' extension), the definition of Instructional Faculty will exclude those with a BCAT beginning with '2' that have a 'V' in the fourth position.

Instructional Other

For some studies, the System Office also differentiates *Instructional Other* from the *Instructional Faculty* cohort. This cohort includes employees missing one of the criteria for *Instructional Faculty*. Generally, these are personnel who are teaching, but who do not have rank or who do not have tenure status (visiting faculty, for example). The definitions will be noted on reports where this cohort is separated.

Part-Time Instructional Personnel

Part-Time Instructional Personnel are defined as those employees who are not *Instructional Faculty* and are not *Graduate Teaching Assistants* (defined below), and who have an FTE not equal to 1. *Temporary Faculty* are generally hired as full-time, and they are not considered *Part-Time Instructional Personnel*.

Graduate Teaching Assistants

Graduate Teaching Assistants have one of the following BCATs: '206', '471', '479', '905', '906', '907', '908', '916', '918.'

Variable Definitions for HR Digest Reports

Category/Variable	Definition	Reports
Active Employee	Employee status = ('A', 'L', 'P', 'S', 'W') as of Nov. 1 AND Employee received a non-zero paycheck anytime in the last 9 months prior to Nov. 1 of the collection year	All reports
Instruction Group		
Full-Time Corps of Instruction	FULL_TIME_INDICATOR = 'Y' OR BCAT subcategory = 'Y' AND PAYGROUP = ('M03' or 'M01') AND Tenure status = ('TEN', 'NTK', 'NA') OR 'NOT' (Note: NOT is a retired value. For Augusta University, faculty with tenure status = 'NOT' are excluded from the cohort) AND Academic rank = ('001', '002', '003', '004', '005', '007', '008')	HRDMX0101 HRDMX0105
Full-Time Instructional Faculty	All criteria from the Full-Time Corps of Instruction AND BCAT begins with '2' AND BCAT subcategory (4th position of Jobcode) is NOT 'V' *NOTE: Full-time Instructional Faculty are a subset of the Corps of Instruction.	HRDMX0102 HRDMX0103 HRDMX0106 HRDMX0107 HRDMX1011
Rank		
Professor	Academic Rank (from Faculty Information) is '001'	HRDMX0101 HRDMX0102 HRDMX0107
Associate Professor	Academic Rank (from Faculty Information) is '002'	HRDMX0101 HRDMX0102 HRDMX0107
Assistant Professor	Academic Rank (from Faculty Information) is '003'	HRDMX0101 HRDMX0102 HRDMX0107
Instructor	Academic Rank (from Faculty Information) is '004'	HRDMX0101 HRDMX0102 HRDMX0107
Lecturer	Academic Rank (from Faculty Information) is '005', '007' (senior lecturer), or '008' (principal lecturer)	HRDMX0101 HRDMX0102 HRDMX0107

Salary		
Salary	IF Paygroup Code = 'M01' (12 month contract) THEN annual salary * .818 ELSE annual salary *NOTE: see the archived change document defining salary	HRDMX0107
Race/Ethnicity		
American Indian or Alaskan Native	Ethnic Origin is not Hispanic and race is American Indian or Alaskan Native	HRDMX0106if_race HRDMX0109_race
Asian	Ethnic Origin is not Hispanic and race is Asian	HRDMX0106if_race HRDMX0109_race
Black	Ethnic Origin is not Hispanic and race is Black	HRDMX0106if_raceH RDMX0109_race
Hispanic	Ethnic Origin is Hispanic	HRDMX0106if_race HRDMX0109_race
Multi-Racial	Ethnic Origin is not Hispanic and more than one race is listed	HRDMX0106if_race HRDMX0109_race
Native Hawaiian or Pacific Islander	Ethnic Origin is not Hispanic and race is Native Hawaiian or Pacific Islander	HRDMX0106if_race HRDMX0109_race
Unknown (Race)	No race given	HRDMX0106if_race HRDMX0109_race
White	Ethnic Origin is not Hispanic and race is White	HRDMX0106if_race HRDMX0109_race
Gender		
Female	Gender is Female	HRDMX0106if_gender HRDMX0109_gender
Male	Gender is Male	HRDMX0106if_gender HRDMX0109_gender
Unknown	Gender is Unknown	HRDMX0106if_gender HRDMX0109_gender
Highest Degree[1]		
Doctorate	Highest Education Level* = 'J' or 'L' (Academic Doctorate or Post Doctorate))	HRDMX0103

[1] After the change was made to no longer maintain the Highest Education Level field in OneUSG, a decision was made to pull the highest degree information from the Employee Education data and map that degree level to the existing codes for Highest Education Level. If there is no Employee Education information for an employee, the most recently recorded OneUSG Highest Education Level data will be used.

Professional	Highest Education Level = 'K' (Professional Doctorate)	HRDMX0103
Masters	Highest Education Level = 'I' or 'M' (Master's or Educational Specialist)	HRDMX0103
Baccalaureate	Highest Education Level = 'G' (Bachelor's)	HRDMX0103
Other (Degree)	Highest Education does not = ('G', 'I', 'M', 'K', 'J', 'L')	HRDMX0103
Tenure Status		
Tenured	Tenure Status Code = 'TEN' (Tenured)	HRDMX0105
Non-Tenure/On Track	Tenure Status Code = 'NTK' (On Tenure Track)	HRDMX0105
Not in a Tenure Type Position	Tenure Status Code = 'NA' (Not in a Tenure Type Position) or 'NOT' (Non Tenure, Not on Track)	HRDMX0105
Full-time		
Full-time	Fulltime Employment Indicator = 'Y' OR BCAT subcategory = 'Y' (Veteran at Augusta U.)	HRDMX0108 HRDMX0109_race HRDMX 0109_gender Reports with cohort of Instructional Faculty or Corps of Instruction are restricted to full-time
Occupational Class[2]		
Executive/Administrative	BCAT begins with '1'	HRDMX0108
Instructional Other	BCAT begins with '2' and employee is not already included in Instructional Faculty or Instructional Temporary Faculty	HRDMX0108
Administrative/Management	BCAT begins with '3'	HRDMX0108
Professional Non-Faculty	BCAT begins with '4'	HRDMX0108
Secretarial/Clerical	BCAT begins with '5'	HRDMX0108

[2] A lot of the "Other" column includes temporary instructors (BCAT is '922' or '932', but they have no rank so they don't get counted in Instruction/Temporary Faculty category) or have job codes beginning with '9' (either temporary or "no IPEDS reporting")

Technical/Paraprofessional	BCAT begins with '6'	HRDMX0108
Skilled Crafts	BCAT begins with '7'	HRDMX0108
Service/Maintenance	BCAT begins with '8'	HRDMX0108
Other (Occupational Class)	Any full-time employee who is not counted in the other occupational categories	HRDMX0108
Instructor Type		
Temporary Faculty (Instructional)	Includes all criteria from the Corps of Instruction definition AND BCAT is '932' or '922' OR BCAT begins with '2' and the BCAT subcategory (fourth position of the Jobcode) is 'V'	HRDMX0108 HRDMX1011
GTA	Employee does not meet criteria for Instructional Faculty or Temporary Faculty AND BCAT = ('206', '471', '479', '905', '906', '907', '908', '916', '918')	HRDMX1011
Part Time (no GTA)	Employee does not meet criteria for Instructional Faculty or Temporary Faculty or GTA AND Fulltime Employment Indicator = 'N'	HRDMX1011
Others (Instructors)	Employee does not meet criteria for Instructional Faculty or Temporary Faculty or GTA or Part-time (e.g., Corps of Instruction who are teaching but not considered mainly instructional)	HRDMX1011

Categories included by HR Digest Report Title

Full-Time Corps of Instruction[3] Reports

Faculty by Rank
HRDMX0101 (Corps of Instruction)
Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Full-Time Instructional Faculty[4] Reports

Instructional Faculty by Rank
HRDMX0102
Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Average Instructional Faculty Salaries
HRDMX0107
Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Instructional Faculty by Race/Ethnic Origin
HRDMX0106if_race
American Indian or Alaskan Native Asian
Black
Hispanic
Multi-Racial
Native Hawaiian or Pacific Islander
White
Unknown

Instructional Faculty by Gender
HRDMX0106if_gender
Male
Female
Unknown

Instructional Faculty by Highest Degree
HRDMX0103if
Doctorate
Professional
Masters
Baccalaureate
Other

Instructional Faculty by Tenure Status
HRDMX0105if
Tenured
Non-Tenure/On Track
Not in a Tenure Type Position

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[3] The occupational category, called the BCAT, is not limited for inclusion in the Corps. Faculty (employees with an instructional BCAT beginning with '2'), temporary faculty (BCAT of '922' or '932'), administrators (BCAT beginning with '1'), or any other BCAT may be included in the Corps of Instruction. Employees who are considered faculty but who are employed as chairs, deans, or other administrators are part of the Corps of Instruction.
[4] The Full-time Instructional Faculty cohort is a subset of the Corps of Instruction. To be counted as Instructional Faculty, the criteria pertaining to the Corps of Instruction must be met, plus the BCAT must begin with a '2' except those with a 'V' in the fourth position ('V' denotes Temporary Faculty).

Full-time Employee Reports

Full-time Employees by Occupational Class
HRDMX0108
Instructional Faculty
Instructional Temporary Faculty
Instructional Other
Executive/Administrative
Administrative/Management
Professional Non-Faculty
Secretarial/Clerical
Technical/Paraprofessional
Skilled Crafts
Service/Maintenance
Other

Full-time Employees by Gender
HRDMX0109_gender
Male
Female
Unknown

Full-time Employees by Race/Ethnic Origin
HRMDX0109_race
American Indian or Alaskan Native Asian
Black
Hispanic
Multi-Racial
Native Hawaiian or Pacific Islander
White
Unknown (Race)

Other Reports

Number and Percent of Courses Taught by Instructor Type
HRDMX1011
Instructional Faculty
Temporary Faculty
GTA
Part Time (no GTA)
Others
*Note: Course sections may have multiple instructors, where instructors are assigned a percentage of the course section. For example, if someone who is instructional faculty teaches 20 percent of a course, then 0.20 is added to the section count for instructional faculty.