

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 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.

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

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**

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

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)

Salary		
Salary	IF Paygroup Code = 'M01' (12 month contract) THEN nnual salary * .818 ELSE alary 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 Degree¹		
Doctorate	Highest Education Level* (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.

Technical/Paraprofessional BCAT begins with '6'

Categories included by HR Digest Report Title

Full-Time Corps of Instruction³ Reports

Faculty by Rank

HRDMX0101 (Corps of Instruction)

Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Full-Time Instructional Faculty⁴ Reports

Instructional Faculty by Rank

HRDMX0102

Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Instructional Faculty by Gender

HRDMX0106if_gender

Male
Female
Unknown

Average Instructional Faculty Salaries

HRDMX0107

Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Instructional Faculty by Highest Degree

HRDMX0103if

Doctorate
Professional
Masters
Baccalaureate
Other

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 Tenure Status

HRDMX0105if

Tenured

³ The occupational category, called the BCAT, is not limited for inclusion in the Corps. Faculty (employees with an 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

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