

USG Faculty Definitions

Definitions of faculty and staff follow Board of Regents policy and procedures. The University System uses data from the Human Resources Data Mart of the data warehouse for faculty and staff 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.

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 (faculty), 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:

- The employee status must show that the employee is active or on leave. Using ADP terminology, this means 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 contract type must be Academic or Fiscal. Thus, CONTRACT LENGTH must be equal to '2' (9 or 10 month academic year) or '3' (12 month fiscal year). These two contract types correspond to PAYGROUP of 'M03' or 'M01.' NOTE: This excludes employees with a contract type of '1' (Less than 9 Months) and '0' (Not Applicable).
- 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 GRU, 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).

- The employee must be full-time (FULL_TIME_INDICATOR = 'Y'). This excludes employees who are coded as 'N' on the FULL_TIME_INDICATOR.
- There is an exception to this criterion for GRU, where 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 GRU, 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 (professor, associate professor, assistant professor, instructor, lecturer). In ADP terminology, Employee_Faculty.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'

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 of the criteria above must be met. In addition, meeting the following criterion is required:

- The BCAT must correspond to an EEO of '2', for instructional personnel. The BCAT is applied to a position by each institution, and there is a crosswalk between BCAT and EEO codes. 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 be limited for most reports to any BCAT beginning with '2' except those with 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'