



2		FACULTY / ACADEMICS	
		Persons whose primary assignments are for the purpose of conducting instruction, research, and/or public service, and who hold academic rank titles. All are FLSA Exempt.	
2A		Faculty / Corps of Instruction	
2A	200	Professor	
2A	201	Associate Professor	
2A	202	Assistant Professor	
2A	203	Instructor	
2A	204	Lecturer	
2A	205	Fellow AC	
		2A COMMENTS	
		Include those with faculty rank, as long as the individual's <b>ACADEMIC</b> (teaching, research, non-administrative) responsibilities represent <b>more than 50%</b> of fulltime effort. Include campus titles as appropriate, such as:	
		* Assoc Dean Asst Dean	
		* Assoc Provost Asst Provost	
		* Chair Assoc Chair Asst Chair	
		* Dept Head Assoc Dept Head Asst Dept Head	
		* Center Director Assoc Ctr Dir Asst Ctr Dir	
		* Institute Director Assoc Inst Dir Asst Inst Dir	
		* Project Director Assoc Proj Dir Asst Proj Dir	
		if administrative duties represent less than 1/2 time.	
		205: Assign Fellows with faculty status to 205; without faculty status to 918	
		206: Assign Post Docs with fac status to 206; without faculty status to 471	
		209: Assign Registrars with fac status to 208; without faculty status to 190	
		210: Assign Librarians with fac status to 210; without faculty status to 401	
		211: Assign Counselors with fac status to 211; without faculty status to 411	
		212: Assign Researchers with fac status to 212; without faculty status to 470	
		213: Assign Acad Prfsnls with fac status to 213; without faculty status to 400	
		214: Assign Pub Svc Prfsnls with fac status to 214; without fac status to 473	
3		OTHER ADMINISTRATIVE PROFESSIONALS	
		Persons whose primary assignments involve professional & administrative activities within a customarily-recognized division/department of the institution, and who are subordinate to individuals in Category 1 (Executive Administrators). All are FLSA Exempt.	
		These positions are reported with Other Professionals (Category 4) for IPEDS reporting purposes: While they may hold an title administrative title, they meet the IPEDS definition of a professional (perhaps are even a "solo expert" with an area of specialized content expertise), with a primary purpose of supporting academic, student service, or other institutional activities at the professional level.	
3A		Administrative Unit Heads / Professionals	
3A	300	Director, Subdivision/Unit AD	
3A	302	Assoc/Asst Director, College/School AC	
3A	304	Assoc/Asst Dean AC	
3A	306	Assoc/Asst Dean AD	
3A	308	Assoc/Asst Dept Chair/Director/Head AC	
3A	310	Assoc/Asst Director, Division/Department AD	
3A	312	Assoc/Asst Director, Subdivision/Unit AD	
		3A COMMENTS	
		Include individuals who do not otherwise meet the definitions in Category 1 (Executive Administrators), if they	
		* lead a unit or subdivision of a department, or	
		* do not direct the work of other professional employees	
		Include individuals who either do not hold academic rank or who hold rank but their <b>ADMINISTRATIVE</b> (non-teaching) responsibilities represent <b>at least 50%</b> of fulltime effort.	
		Include campus titles as appropriate such as	
		* Director	
		* Center/Institute/Project Director	
		Include individuals who are subordinate to individuals in Category 3A or higher, if they do not hold academic rank and/or if their <b>ADMINISTRATIVE</b> (non-teaching) responsibilities represent <b>at least 50%</b> of fulltime effort.	
		Include campus titles as appropriate such as	
		* Assoc/Asst Dean	
		* Assoc/Asst Dept Head	
		* Assoc/Asst Director	
		* Assoc/Asst Center/Institute/Project Director	
3B		Managers	
		3B COMMENTS	
3B	315	Manager	
3B	316	Assoc/Asst Manager	
		Include exempt-level positions that	
		* Spend the majority of effort managing rather than directly performing the duties	
		* Manage the work of other administrative / professional staff. If only manage non-exempt staff, list as 500, 700, or 800.	

<b>3C</b>	<b>Administrative/Professional Associates</b>		
			<b>3C COMMENTS</b>
3C	320	Deputy/Associate Administrator	
3C	325	Administrative Specialist / Coordinator	320: Include exempt-level positions that are NOT administrative support positions, but rather a "right-hand" senior professional / chief of staff position, generally requiring an advanced degree, such as
			* Deputy to the President/ Provost/ VP/ Dean
			* Executive Associate/Assistant to the President/Provost/VP/Dean
			* Administrative Officer
			325: Include exempt-level generalist admin/professional associates who report to an individual in Category 1 (Executive Administrators) or 3A (Administrative Unit Heads).
<b>4</b>	<b>OTHER PROFESSIONALS</b>		
	Persons whose primary assignments involve performing professional-level work in areas such as academic support, institutional support, student services, health professions, fiscal management, facilities management, human resource management, and information technology.		
	Requires at least a baccalaureate degree in the field or equivalent and may require a terminal degree and/or professional licensure in the field. All are FLSA Exempt.		
<b>4A</b>	<b>Academic Affairs Professionals</b>		<b>4 COMMENTS</b>
4A	400	Academic Services Professional	Include positions that do not hold academic rank.
4A	401	Library Professional AD	401: Include archivists
4A	402	Museum Professional AD	402: Include curators
4B	403	Continuing Education Professional	
4A	404	Artist AD	404: Include musicians & teaching/performing artists without faculty rank
<b>4B</b>	<b>Student Affairs Professionals</b>		
4B	410	Student Services Professional	410: Include student admissions, financial aid, housing, activities professionals
4A	411	Counseling Professional AD	411: Include licensed counselors, psychologists & social workers
<b>4C</b>	<b>Institutional Affairs Professionals</b>		
4C	420	Attorney	
4C	421	Consultant	
4C	422	HR/EEO/OD Professional	422: Include human resources/affirmative action/training/org development
4C	424	Institutional Research Professional	
<b>4D</b>	<b>Fiscal Affairs Professionals</b>		
4D	430	Accounting Professional	
4D	431	Audit Professional	
4D	432	Finance / Budget Professional	
4D	433	Materials Management Professional	433: Include buyers, purchasing agents, material managers
4D	434	Business Operations Professional	434: Include business managers
<b>4E</b>	<b>External Affairs Professionals</b>		
4E	440	External Affairs Professional	
4E	441	Alumni Relations Professional	
4E	442	Communications Professional	
4E	443	Development/Fundraising Professional	
4E	444	Marketing / Public Relations Professional	
4E	445	Grants & Contracts Professional	
4E	446	Technical Design Professional	446: Include CAD illustrators, graphic designers, photographers, drafters
<b>4F</b>	<b>Facilities Professionals</b>		
4F	450	Facilities Management Professional	
4F	451	Architect	
4F	452	Engineer	
4F	453	Safety / Risk Management Professional	
4F	454	Interior Design Professional	
4F	455	Facility Operations Professional	
4F	456	Retail Operations Professional	
<b>4G</b>	<b>Information Technology Professionals</b>		
4G	460	IT (Information Technology) Professional	460: Use 460 as "IT Prof, Other," for positions that don't fit in 461-466
4G	461	IT Application Support Professional	
4G	462	IT Database Support Professional	
4G	463	IT Client Support Professional	
4G	464	IT Network Support Professional	
4G	465	IT Systems Support Professional	
4G	466	IT Security Support Professional	
4G	468	Telecommunications Professional	
<b>4H</b>	<b>Research &amp; Public Service Professionals</b>		
4H	470	Research Professional AD	
4H	471	Post-Doctoral Associate AD	
4H	472	Laboratory Professional AD	
4H	473	Public Service Professional AD	
4H	474	Teacher AD	

<b>4J</b>	<b>Health Science Professionals</b>		
4J	479	Resident	
4J	480	Physician AD	
4J	481	Medical Professional	
4J	482	Nursing Professional	
4J	475	Dentist AD	
4J	483	Dental Professional	
4J	476	Pharmacist AD	
4J	484	Pharmacy Professional	
4J	485	Physical / Occupational Therapist	
4J	486	Allied Health Professional	
4J	487	Social / Human Service Professional	
4J	477	Veterinarian AD	
4J	488	Veterinary / Animal Science Professional	
4J	489	Dietetic / Nutrition Professional	
<b>4K</b>	<b>Environment Professionals</b>		
4K	490	Agriculture / Forestry Professional	
4K	491	Food Science Professional	
4K	492	Extension Professional / Agent	
4K	493	Aeronautics Professional	
4K	494	Marine Professional	
<b>4L</b>	<b>Athletic Affairs Professionals</b>		
4L	412	Athletics Professional	
4L	413	Coach	
<b>5</b>	<b>OFFICE / CLERICAL</b>		
	Persons whose primary assignments are associated with office clerical, secretarial, or non-exempt administrative or department assistance. Includes first line managers and supervisors of such employees. Supervisors (500) are FLSA Exempt. All other are FLSA Non-Exempt.		
<b>5A</b>	<b>Office / Clerical Supervisors</b>		
5A	500	Office Manager / Clerical Supervisor	<b>5A COMMENTS</b> Include exempt first-line supervisors of employees in Category 5B. Include campus titles such as * Office Manager * Clerical Supervisor * Departmental Coordinator * Computer Operations Supervisor * Senior/Executive Secretary IF they formally supervise the work of other non-exempt clerical employees.
<b>5B</b>	<b>Office / Clerical Assistants</b>		
5B	505	Office / Clerical Lead	<b>5B COMMENTS</b> Non-exempt positions.
5B	510	Office / Clerical Assistant	Include non-exempt "Assistant to..." campus titles IF the position is equivalent to & meets the definition of a clerical assistant. Include such campus titles as: * Accounting Assistants * Administrative Assistants * Cashiers * Clerks, Store Clerks * Computer Operators * Customer Service Assistants * Department Assistants * File / Records Assistants * Library / Archival Assistants * Secretaries, Senior Secretaries



<b>8</b>		<b>SERVICE MAINTENANCE</b>		
	Persons whose primary responsibilities involve supporting the comfort, convenience, hygiene, or welfare of institutional students, employees, patients, visitors, or constituents. Generally requires no more than high-school or limited post-high school training and experience. Includes the leads, foremen, and supervisors of such employees. Supervisors (800 & 801) are FLSA Exempt. All others are FLSA Non-Exempt.			
<b>8A</b>	<b>Service/Maintenance Supervisor</b>			
				<b>8A COMMENTS</b>
8A	800	Service / Maintenance Supervisor		
8A	801	Police / Security Supervisor		802: Includes exempt security professionals such as senior investigators.
	802	Police / Security Professional		
<b>8A</b>	<b>803</b>	<b>Client Care Supervisor</b>		
<b>8B</b>	<b>Service/Maintenance Worker</b>			
				<b>8B COMMENTS</b>
8B	805	Service / Maintenance Foreman/Lead		Include service & maintenance workers, as well as non-exempt
8B	810	Service / Maintenance Worker		Leads, Foremen, Corporals, Sergeants, and other working supervisors of such employees. Include such campus titles
				as:
8B	815	Police / Security Lead		* Custodian
8B	820	Police Officer		* Equipment Repairer / Inspector
	821	Security Guard		* Firefighter
<b>8B</b>	<b>825</b>	<b>Client Care Lead</b>		* Food Prep Worker
<b>8B</b>	<b>830</b>	<b>Client Care Assistant</b>		* Food Server
				* Grounds / Landscape Worker
				* Mail Carrier
				* Motor Vehicle Operator
				* Moving / Delivery Worker
				* Parking Attendant
				* Pest Control Worker
				820: Use 820 for Commissioned Police Officers
				821: Use 821 for non-commissioned officers or security guards
				<b>825/830: Use for patient care assistants, child care workers, teacher aides, eldercare workers &amp; similar.</b>
<b>9</b>		<b>OTHER POSITIONS</b>		
	Students, pre- and post-doctoral trainees, temporary positions, and miscellaneous status designations for payroll purposes.			<b>9 COMMENTS</b>
<b>9A</b>	<b>Student Workers</b>			
9A	900	Student Assistant	NonEx	
9A	901	Work Study Student	NonEx	
9A	904	Trainee	NonEx	
9A	905	Graduate Assistant	Ex	905: Use 905 for "other" GA's that don't fit 906, 907, or 908
9A	906	Graduate Lab Assistant	Ex	
9A	907	Graduate Research Assistant	Ex	
9A	908	Graduate Teaching Assistant	Ex	
<b>9B</b>	<b>Fellows / Interns</b>			
9B	916	Intern	Ex	
9B	918	Fellow AD	Ex	918: Fellows with faculty-equivalent status should be listed as 205
<b>9C</b>	<b>Limited Term Positions</b>			
9C	921	Limited Term Executive	Ex	LIMITED TERM positions are created or budgeted for some defined period that is expected to be at least 6 months, but that is not expected to continue indefinitely. Typical examples are positions funded through grants or sponsored projects, where the life cycle of the grant may be 1 to 3 years. Other examples are positions that are established only for a limited period due to a special campus project or need.
9C	922	Limited Term Faculty	Ex	Limited term positions of at least 50% FTE are benefits-eligible, and must be posted/advertised just like a regular position. Positions expected to exist for more than 3 years should be established as regular classified positions.
9C	923	Limited Term Administrator	Ex	
9C	924	Limited Term Professional	Ex	
9C	925	Limited Term Office / Clerical	NonEx	
9C	926	Limited Term Technical / Paraprofessional	NonEx	
9C	927	Limited Term Skilled Crafts / Trades	NonEx	
9C	928	Limited Term Service / Maintenance	NonEx	
<b>9C</b>				
	<b>954</b>	<b>Hourly Professional</b>	<b>NonEx</b>	<b>954: Use for professional staff (eg nurses) who would ordinarily qualify as exempt professionals, but who need to be paid on an hourly basis due to market demands or widely varying work schedules, where hourly work is tracked and overtime is paid.</b>

<b>9D</b>	<b>Temporary Positions</b>			
9D	931	Temporary Executive	Ex	TEMPORARY positions may be filled for up to 6 months, and may be full-time or part-time. Temporary positions are not benefits-eligible, regardless of FTE. Departments may seek an extension of a temporary appointment for up to 6 additional months (twelve consecutive months total). However, under BOR policy, once the individual has worked for the institution for 12 consecutive months, the employment relationship must end. The individual may not be rehired as a temp in the same institution unless there has been a break of at least 30 days.
9D	932	Temporary Faculty	Ex	
9D	933	Temporary Administrator	Ex	
9D	934	Temporary Professional	Ex	
9D	935	Temporary Office / Clerical	NonEx	
9D	936	Temporary Technical / Paraprofessional	NonEx	
9D	937	Temporary Skilled Crafts / Trades	NonEx	
9D	938	Temporary Service / Maintenance	NonEx	
<b>9E</b>	<b>Occasional / As-Needed Positions</b>			
9E	941	Occasional Executive	NonEx	OCCASIONAL positions are similar to temporary positions. An individual with an "occasional" appointment works only sporadically, but might work on a recurring basis, as needed, over a period longer than 6 months. Examples include an individual who works in Admissions for a few weeks during every peak registration period, or a stagehand who builds sets for performances a few times per year. These individuals may work full-time or part-time for brief periods, but their total FTE over the course of a year should not exceed about 25% time. Occasional positions are not benefits-eligible.
9E	942	Occasional Faculty	NonEx	
9E	943	Occasional Administrator	NonEx	
9E	944	Occasional Professional	NonEx	
9E	945	Occasional Office / Clerical	NonEx	
9E	946	Occasional Technical / Paraprofessional	NonEx	
9E	947	Occasional Skilled Crafts / Trades	NonEx	
9E	948	Occasional Service / Maintenance	NonEx	
<b>9F</b>	<b>Retirees &amp; Other Affiliates</b>			
9F	993	Regent		993-999 are status designations used for tracking purposes through payroll 995: Use for individuals not paid by your institution, but who need to appear in the system for tracking purposes. Examples: ROTC faculty paid directly by the military; clerics paid directly by their religious order; loaned execs.
9F	994	Disabled Former Employee		
9F	995	Non-Compensated Affiliate		
9F	996	Title Unused/Unknown		
9F	997	COBRA Participant		
9F	998	Surviving Dependent		
9F	999	Retiree		

BCAT SUB-ID	BCAT SubCategory	
X	(none)	Use these "qualifiers" as a 4th character, following any 3-digit BCAT, to identify special designations related to that category title.
A	Acting	
B	Adjunct	In general, the 4th digit of any category title will be "X" -- meaning None, or no special designation.
C	Apprentice	
D	Assistant	However, if there are "adjectives" associated with an individual's appointment (like "acting" or "senior") this is how those qualifiers are denoted.
E	Associate	
F	Clinical	EXAMPLES
G	(not used)	
H	Emeritus	200 X Professor
I	Leased (MCG only)	200 S Regents Professor
J	Executive	or
K	Deputy	120 X Dean - Academic
L	Head	120 A Acting Dean - Academic
M	Interim	or
N	Intermediate	101 X Vice Chancellor
O	(not used)	101 U Senior Vice Chancellor
P	Lead	or
Q	Public Service	202 X Assistant Professor
R	Part-Time (less than 1/2 time; not benefit-eligible)	202 F Clinical Assistant Professor
S	Regents	or
T	Research	201 X Associate Professor
U	Senior	201 9 Associate Professor & GRA Eminent Scholar
V	Temporary	or
W	Visiting	203 X Instructor
Y	(not used)	203 R Part-time Instructor
Z	Rehired Retiree (less than 1/2 time, per BOR policy)	
1	Distinguished University Chair	
2	Distinguished Chair	
3	Distinguished Professor	
4	Distinguished Scholar	
5	(not used)	
6	Named Professor	
7	Named Chair	
8	(not used)	
9	Eminent Scholar	
	AC = Academic. Holds Tenured/Tenure-Track Academic Rank	
	AD = Administrative. Does not hold Tenure/Tenure-Track Academic Rank.	