

HRDM 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.

List of HR Digest Reports

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Definitions Table

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Full-Time Corps of Instruction¹ Reports

Faculty by Rank

HRDMX0101 (Corps of Instruction)

Professor
Associate Professor
Assistant Professor
Instructor/Lecturer

Full-Time Instructional Faculty² 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

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

¹ 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.

² 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 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

Definitions

Category/Variable	Definition	Reports
Active Employee	Employee is active or on leave (employee status is '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	Employee must be full-time (FULL_TIME_INDICATOR = 'Y') or BCAT subcategory = 'Y' (Veteran at Augusta U.) AND PAYGROUP of 'M03' or 'M01' AND 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) AND Academic rank (from Faculty Information) must equal one of the following: Professor/Associate Professor/Assistant Professor/Instructor/Senior Lecturer/Lecturer	HRDMX0101 HRDMX0105
Full-Time Instructional Faculty	Includes all criteria from the Full-Time Corps of Instruction definition AND BCAT begins with '2' and the BCAT subcategory (fourth position of the Jobcode) is NOT 'V' *Note: Instructional Faculty are a subset of the Corps of Instruction.	HRDMX0102 HRDMX0103 HRDMX0106 HRDMX0107 HRDMX0111
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 “derived” annual salary * .818, else “derived” annual salary *Note: “derived” annual salary is calculated using monthly 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 Degree³		
Doctorate	Highest Education Level (this is pulled from the highest degree in the Employee Education records first. If data is not available there, then it is pulled from Employee Profile *) = ‘J’ or ‘L’ (Academic Doctorate or Post Doctorate))	HRDMX0103

³ 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 (this is pulled from the highest degree in the Employee Education records first. If data is not available there, then it is pulled from Employee Profile *) = 'K' (Professional Doctorate)	HRDMX0103
Masters	Highest Education Level (this is pulled from the highest degree in the Employee Education records first. If data is not available there, then it is pulled from Employee Profile *) = 'I' or 'M' (Master's or Educational Specialist)	HRDMX0103
Baccalaureate	Highest Education Level (this is pulled from the highest degree in the Employee Education records first. If data is not available there, then it is pulled from Employee Profile *) = 'G' (Bachelor's)	HRDMX0103
Other (Degree)	Highest Education Level (this is pulled from the highest degree in the Employee Education records first. If data is not available there, then it is pulled from Employee Profile *) is anything other than Doctorate, Professional, Masters or Baccalaureate level	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 Any reports with cohort of Instructional Faculty or Corps of Instruction are restricted to full-time)
Occupational Class⁴		
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

⁴ 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")

Secretarial/Clerical	BCAT begins with '5'	HRDMX0108
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 in ('206', '471', '479', '905', '906', '907', '908', '916', or '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