

					Revised 6/2018
MASTER BOR CATEGORY (BCAT) LIST, WITH DEFINITIONS					
IPEDS CATEGORY	BCAT #	BOR JOB CATEGORY			
		AC = Academic; Tenured/Tenure-Track Academic Rank AD = Administrative; Non-Academic Appointment			
1		EXECUTIVE ADMINISTRATORS			
		Persons whose primary assignments require management of the institution or a customarily recognized division thereof. All are FLSA Exempt.			
1A		Senior Executive Officers			
1A	100	Chancellor			
1A	101	Vice Chancellor			
1A	102	President			
1A	103	Provost			
1B		Institutional & Chief Functional Officers			
		(Academic or administrative) if they - - * Report directly to an individual in 1A, or another individual in 1B, and * Direct a major functional area, and * Direct the work of other professional employees			
1B	110	Chief Academic Affairs Officer			
1B	112	Chief Business/Finance/Administrative Officer			
1B	114	Chief Development/Advancement Officer			
1B	116	Chief External Affairs Officer			
1B	118	Chief Student Affairs Officer			
1B	119	Chief Research Officer			
1B	120	Dean AC			
1B	125	Dean AD			
1B	160	Chief Accounting Officer/Controller			
1B	162	Chief Athletics Administrator			
1B	163	Chief Audit Officer			
1B	164	Chief Auxiliary Services Officer			
1B	166	Chief Budget Officer		1B COMMENTS	
1B	168	Chief Enrollment Services Officer			
1B	170	Chief Facilities Officer		Include those with faculty rank, as long as the individual's	
1B	172	Chief Hospital Administrator		ADMINISTRATIVE , non-teaching responsibilities represent	
1B	174	Chief Human Resources Officer		at least 50% of fulltime effort. Include campus titles such as	
1B	176	Chief Information (IT) Officer			
1B	177	Chief Institutional Research (IR) Officer		* Vice President	
1B	178	Chief Investment Officer		* Vice Provost	
1B	180	Chief Legal Affairs Officer		* Assoc/Asst Vice President	
1B	182	Chief Librarian		* Assoc/Asst Vice Provost	
1B	184	Chief Operations Officer			
1B	186	Chief Planning Officer		IF the position is equivalent to & meets the definition of a	
1B	188	Chief Public Relations Officer		chief functional officer.	
1B	130	Assoc/Asst Vice Chancellor		130 - 155:	
1B	140	Vice President		Report in these categories ONLY those positions that do NOT serve as	
1B	145	Assoc/Asst Vice President		a chief functional officer otherwise categorized above. Think of these	
1B	150	Vice Provost		categories like "Associate Vice President, Other" or "Asst Provost, Other"	
1B	155	Assoc/Asst Provost			

1C	Department Heads, Chairs, & Directors			1C COMMENTS
	if they -- * Report directly to an individual in 1A or 1B, and * Direct a customarily recognized department, and * Direct the work of other professional employees			
				Include those with faculty rank, as long as the individual's ADMINISTRATIVE , non-teaching responsibilities represent at least 50% of fulltime effort. Include campus titles such as
1C	190	Director, College/Division/School AC		
1C	193	Director, Division/Department AD		
1C	196	Department Chair/Head AC		
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 COMMENTS
2A	200	Professor		
2A	201	Associate Professor		
2A	202	Assistant Professor		
2A	203	Instructor		
2A	204	Lecturer		
2A	215	Principal Lecturer* (added 6/2018)		
2A	205	Fellow AC		
2B	Professionals with Academic Rank			
2B	206	Post-Doctoral Associate AC		
2B	209	Registrar AC		
2B	210	Librarian AC		
2B	211	Counselor AC		
2B	212	Researcher AC		
2B	213	Academic Professional AC		
2B	214	Public Service Professional AC		
3	OTHER ADMINISTRATIVE PROFESSIONALS			
	Persons whose primary assignment involves administrative responsibility for 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.			
3A	Administrative Unit Heads			3A COMMENTS
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		
3B	Managers			3B COMMENTS
3B	315	Manager		
3B	316	Assoc/Asst Manager		
3B	317	Administrative Support Manager / Supervisor		
3B	318	Skilled Craft Manager (From 700 per marion)		
3B	319	Service / Maintenance Manager		
3B	321	Client Care Manager / Supervisor		
3B	322	Police / Security Manager / Supervisor		

3C	Administrative Associates		3C COMMENTS
3C	320	Deputy/Associate Administrator	
3C	325	Executive Assistants	320: Include exempt-level positions that are NOT administrative support positions, but rather a "right-hand" senior administrator / chief of staff position, generally requiring an advanced degree. This might include titles such as: * Deputy to the President/ Provost/ VP/ Dean * Executive Associate/Assistant to the President/Provost/VP/Dean * Administrative Officer
			325: Include exempt-level administrative professionals who report to an individual in Category 1 (Executive Administrators) and meet requirements for FLSA exemption designation. In order for an exemption to apply, an employee's specific job duties and salary must meet all the requirements of the Department of Labor's regulations. Reference DOL Fact Sheet #7 (https://www.dol.gov/whd/overtime/fs17a_overview.htm).
3D	Managers in Professional Fields - New		3D COMMENTS
3D	330	Academic Affairs Manager	
3D	331	Student Affairs Manager	Include exempt-level positions that
3D	332	Institutional Affairs Manager	* Spend the majority of effort managing rather than directly performing the duties
3D	333	Fiscal Affairs Manager	
3D	334	External Affairs Manager	
3D	335	Facilities Manager	* Manage the work of other exempt and non-exempt staff.
3D	336	Information Technology Manager	
3D	337	Research and Public Service Manager	
3D	338	Health Science Manager	
3D	339	Agriculture/Forestry/Marine/Aeronautics Manager	
3D	340	Athletics Affairs Manager	
4	OTHER PROFESSIONALS		
	<p>Persons whose primary assignments involve performing exempt-level work in areas such as academic support, student services, health professions, fiscal management, facilities management, human resource management, and information technology.</p> <p>Requires at least a baccalaureate degree in the field or an equivalent combination of education and related experience</p> <p>Could also require a terminal degree and/or professional licensure or certification in the field. All are FLSA Exempt.</p>		
4A	Academic Affairs Professionals		4 COMMENTS
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
4B	Student Affairs Professionals		
4B	410	Student Services Professional	
4A	411	Counseling Professional AD	411: Include licensed counselors, psychologists & social workers
4C	Institutional Affairs Professionals		
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	
4D	Fiscal Affairs Professionals		
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
4E	External Affairs Professionals		
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
4F	Facilities Professionals		
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	
4G	Information Technology Professionals		
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		
4H	Research & Public Service Professionals			
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		
4J	Health Science Professionals			
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		
4K	Agriculture / Forestry / Marine / Aeronautics Professionals			
4K	490	Agriculture / Forestry Professional		
4K	491	Food Science Professional		
4K	492	Extension Professional / Agent		
4K	493	Aeronautics Professional		
4K	494	Marine Professional		
4L	Athletic Affairs Professionals			
4L	412	Athletics Professional		
4L	413	Coach		
4M	Police / Security Professionals			
4M	495	Police / Security Professional		
5	CLERICAL / SECRETARIAL			
	Persons whose primary assignments are associated with office clerical, secretarial, or non-exempt administrative assistance. Includes first line managers and supervisors of such employees. All positions in this group are FLSA non-exempt.			
5A	Clerical Supervisors (All Non-Exempt)			5A COMMENTS
5A	500	Office Manager / Clerical Supervisor		Include non-exempt first-line and/or working supervisors of employees in Category 5.
5B	Clerical Assistants			5B COMMENTS
5B	505	Office / Clerical Lead		Non-exempt positions.
5B	510	Office / Clerical Assistant		Include non-exempt "Assistant to..." campus titles
5B	515	Administrative Specialist / Coordinator		IF the position is equivalent to and 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
6	TECHNICAL / PARAPROFESSIONAL/PROFESSIONAL			
	Persons whose primary assignments require specialized technical knowledge in the field as acquired through apprenticeship, academic training such as a 2-year degree or certificate, or the equivalent. It is possible that some positions in this group may require a Bachelor's degree or more. These positions may pass the FLSA "duties test" but the minimum salary may not meet the FLSA "salary test". All positions in this group are FLSA non-exempt.			
6A	Academic Affairs Paraprofessional/Professional			
6A	629	Academic Services Paraprofessional/Professional		
6A	625	Museum Paraprofessional/Professional		
6A	626	Continuing Education Paraprofessional/Professional		
6A	627	Artist		
6A	630	Library Technical Paraprofessional / Professional		

6B	Student Affairs Paraprofessional/Professional				
6B	657	Student Services Paraprofessional/ Professional			
6B	658	Counseling Paraprofessional/Professional			
6C	Institutional Affairs/Paraprofessional/Professional				
6C	600	Paralegal			
6C	646	Consultant (Hourly)			
6C	647	HR/EEO/OD Paraprofessional/Professional			
6C	648	Institutional Research Paraprofessional/Professional			
6D	Fiscal Affairs Paraprofessional/Professional				
6D	631	Audit Paraprofessional/Professional			
6D	632	Finance/Budget Paraprofessional/Professional			
6D	633	Materials Management Paraprofessional/Professional			
6D	634	Business Operations Paraprofessional/Professional			
6D	635	Accounting Paraprofessional/Professional			
6E	External Affairs Paraprofessional/Professional				
6E	640	External Affairs Paraprofessional/Professional			
6E	641	Alumni Affairs Paraprofessional/Professional			
6E	642	Communications Paraprofessional/Professional			
6E	643	Development/Fundraising Paraprofessional/Professional			
6E	644	Marketing/Public Relations Paraprofessional/Professional			
6E	645	Grants & Contracts Paraprofessional/Professional			
6F	Facilities Paraprofessional/Professional				
6F	618	Safety/Risk Mgmt Technical /Paraprofessional/Professional			
6F	650	Facilities Management Paraprofessional/Professional			
6F	651	Architect			
6F	652	Engineer			
6F	654	Interior Design Paraprofessional/Professional			
6F	655	Facility Operations Paraprofessional/Professional			
6F	656	Retail Operations Paraprofessional/Professional			
6G	Technology Technical/Paraprofessional/Professional				
6G	602	Audiovisual Technical/Paraprofessional			
6G	603	IT Technical/Paraprofessional/Professional			
6G	604	Telecommunications Technical/Paraprofessional/Professional			
6G	624	Technical Design Paraprofessional			
6G	661	IT Application Support Paraprofessional/Professional			
6G	662	IT Database Support Paraprofessional/Professional			
6G	663	IT Client Support Paraprofessional/Professional			
6G	664	IT Network Support Paraprofessional/Professional			
6G	665	IT Systems Support Paraprofessional/Professional			
6G	667	IT Security Support Paraprofessional/Professional			
6H	Research/Lab Tech Paraprofessional/Professional				
6H	605	Research Paraprofessional/Professional			
6H	606	Laboratory Paraprofessional/Professional			
6H	671	Postdoctoral Fellow (non-exempt)			
6H	673	Public Service Paraprofessional/Professional			
6H	674	Teacher Paraprofessional/Professional			
6J	Health Science Tech Paraprofessional/Professional				
6J	610	Allied Health Technical/Paraprofessional/Professional			
6J	611	Dental Technical/Paraprofessional/Professional			
6J	612	Medical Technical/Paraprofessional/Professional			
6J	613	Nursing Technical/Paraprofessional/Professional			
6J	614	Pharmacy Technical/Paraprofessional/Professional			
6J	615	Physical / Occupational Therapy Technician/Therapist			
6J	616	Animal Care/Veterinary/Animal Science Paraprofessional/Professional			
6J	620	Social/Human Service Paraprofessional/Professional			
6J	621	Dietetic/ Nutrition Technical/Paraprofessional/Professional			
6J	675	Dentist (Hourly)			
6J	676	Pharmacist (Hourly)			
6J	677	Veterinarian (Hourly)			
6J	679	Resident (Hourly)			
6J	680	Physician (Hourly)			
6K	Environment Tech/Paraprofessional/Professional				
6K	617	Agriculture/ Forestry Technical/Paraprofessional/Professional			
6K	622	Marine Technical/ Paraprofessional/Professional			
6K	623	Aeronautics Technical / Paraprofessional/Professional			
6K	691	Food Service Paraprofessional/Professional			
6K	692	Extension Paraprofessional/Professional/Agent			
6L	Athletic Affairs				
6L	601	Athletics Technical/Paraprofessional/Professional			
6L	619	Coach(Hourly)			
6M	Science Tech/Paraprofessional				
6M	607	Life Science Technician			
6M	608	Social Science Technician			
6M	609	Physical Science Technician			

7	SKILLED CRAFTS			
	Persons whose primary assignments require specialized manual skills acquired through apprenticeship, formal training programs, or on-the-job training. Includes the non-exempt first-line supervisors of such employees. All positions in this group are FLSA non-exempt.			
7A	Skilled Craft First Line Supervisor (All Non-Exempt)			7A COMMENTS
7A	700	Skilled Craft Supervisor		Include Non-Exempt first-line and/or working supervisors of employees in Category 7
7B	Skilled Craftsperson			7B COMMENTS
7B	705	Skilled Craft Foreman		Include skilled craftspersons, as well as non-exempt Leads,
7B	710	Skilled Craftsperson		and Foremen. Include campus titles such as:
				* Electrician
				* Carpenter / Cabinetmaker
				* Instrument Maker
				* HVAC Technician / System Control Specialist
				* Locksmith
				* Boilermaker / Stationary Engineer
				* Painter
				* Plumber
				* Printer / Bookbinder
				* Welder
8	SERVICE MAINTENANCE			
	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 non-exempt first line supervisors of such employees. All positions in this group are FLSA non-exempt.			
8A	Service/Maintenance First Line Supervisor (All Non-Exempt)			8A COMMENTS
8A	800	Service / Maintenance Supervisor		Include Non-Exempt first line and/or working supervisors of employees in Category 8.
8A	801	Police / Security Supervisor		802: Includes non-exempt security professionals such as senior investigators.
8A	802	Police / Security Professional		
8A	803	Client Care Supervisor		
8B	Service/Maintenance Worker			8B COMMENTS
8B	805	Service / Maintenance Foreman/Lead		Include service & maintenance workers, as well as non-exempt
8B	810	Service / Maintenance Worker		Leads, Foremen, Corporals, and Sergeants.
				Include such campus titles as:
8B	815	Police / Security Lead		* Child Care Worker / Teacher Aide
8B	820	Police Officer		* Custodian
8B	821	Security Guard		* Equipment Repairer / Inspector
8B	825	Client Care Lead		* Firefighter
8B	830	Client Care Assistant		* Food Prep Worker
				* 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 820 for non-commissioned officers or security guards
				825/830: Use for patient care assistants, child care workers, elder care workers,
9	OTHER POSITIONS			9 COMMENTS
	Students, pre- and post-doctoral trainees, temporary positions, and miscellaneous status designations for payroll purposes.			
	Student Workers			
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	
9A	909	Graduate Assistant (Hourly)	NonEx	
	Fellows/Interns			
9B	916	Intern	Ex	
9B	918	Fellow AD	Ex	918: Fellows with faculty-equivalent status should be listed as 205

	Limited Term Positions			
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
9C	922	Limited Term Faculty	Ex	grants or sponsored projects, where the life cycle of the grant may
9C	923	Limited Term Administrator	Ex	be 1 to 3 years. Other examples are positions that are established
9C	924	Limited Term Professional	Ex	only for a limited period due to a special campus project or need.
9C	925	Limited Term Office / Clerical	NonEx	Limited term positions of at least 50% FTE are benefits-eligible, and
9C	926	Limited Term Technical / Paraprofessional	NonEx	must be posted/advertised just like a regular position. Positions
9C	927	Limited Term Skilled Crafts / Trades	NonEx	expected to exist for more than 3 years should be established as
9C	928	Limited Term Service / Maintenance	NonEx	regular classified positions. Refer to Employee Categories HRAP for full details.
9C	954	Limited Term Hourly Professional	NonEx	
				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.
	Temporary Positions			
9D	931	Temporary Executive	Ex	TEMPORARY positions may typically be filled for up to 6 months, and may be full-time or part-time. Temporary positions are not benefits-eligible, regardless of FTE. Refer to Employee Categories HRAP for full details.
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	
9D	939	Temporary Hourly Professional	NonEx	
	Occasional (As Needed Positions)			
9E	941	Occasional Executive	Ex	OCCASIONAL positions are similar to temporary positions. An individual with an "occasional" appointment works only sporadically,
9E	942	Occasional Faculty	Ex	but might work on a recurring basis over a period longer than 6 months. Examples include an individual who works in Admissions
9E	943	Occasional Administrator	Ex	for a few weeks during every peak registration period, or a stagehand
9E	944	Occasional Professional	Ex	who builds sets for performances a few times per year. These individuals
9E	945	Occasional Office / Clerical	NonEx	may work full-time or part-time for brief periods, but their total FTE over
9E	946	Occasional Technical / Paraprofessional	NonEx	the course of a year may not exceed about 20-25% time. Occasional
9E	947	Occasional Skilled Crafts / Trades	NonEx	the course of a year may not exceed about 20-25% time. Occasional
9E	948	Occasional Service / Maintenance	NonEx	positions are not benefits-eligible.
9E	949	Occasional Hourly Professional	NonEx	
	Retirees and Other Affiliates			These are status designations used for tracking purposes through payroll
9F	993	Regent		
9F	994	Disabled Former Employee		
9F	995	Non-Compensated Affiliate		
9F	996	Title Unused/Unknown		
9F	997	COBRA Participant		
9F	998	Surviving Spouse		
9F	999	Retiree		

BCAT SUB-ID	BOR SUBCAT	BCAT SubCategory			
X		(none)			
A		Acting			
B		Adjunct			
C		Apprentice			
D		Assistant			
E		Associate			
F		Clinical			
G		(not used)			
H		Emeritus			
I		<i>Leased (Augusta University only)</i>			
J		Executive			
K		Deputy			
L		Head			
M		Interim			
N		Intermediate			
O		(not used)			
P		Lead			
Q		Public Service			
R		Part-time (less than 1/2 per BOR policy)			
S		Regents			
T		Research			
U		Senior			
V		Temporary			
W		Visiting			
Y		(not used)			
Z		Rehired Retiree (less than 1/2 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.			