

# MUS Job Category Taxonomy - DETAIL

The following job categorization taxonomy identifies the MUS approach to consistently categorizing jobs throughout the System. This methodology relies on a 6 digit JCAT code adopted and modified from the University of North Carolina. Campuses are instructed to apply the 6 digit codes in Banner to all employees, using the JCAT framework. The JCAT codes are then rolled up to create meaningful categories for System and Campus analysis.

MUS code	MUS Job Categories	JCAT Code	MUS Titles/Description
<b>1 ADMINISTRATORS</b>			
Persons whose primary assignments require management of the institution. (all are FLSA exempt)			
1A	<b>Top Executive Officers</b>		
	Presidents	100	President of a Flagship campus
	Chancellors	101	Chancellor of a 4-year Regional University
1B	<b>Senior Administrators:</b> reports directly to individual in <b>1A</b> , or another in <b>1B</b> , and directs a major functional area with institution-wide scope/impact, and directs the work of other professional employees. <i>Include all BOR contract positions listed in Policy 711.2, plus all assistant/associate vice presidents/chancellors and deans, as well as executive directors (including athletic directors)</i>		
	<b>Titles</b>	<b>Proposed codes</b>	<b>MUS Specifics</b>
	Vice President / Provost	102	<b>Due to the diversity of campus admin structures in our System and the frequency at which administrators at small campuses hold responsibilities for more than one functional area, titles instead of function will be used to determine positions included in the Admin Category. Any position possessing one of the these titles will be included in the Senior Admin. Category. Directors with "Chief" responsibility for functional areas are moved to Managerial Professional Category.</b>
	Assist. & Assoc Vice President / Provost	103	
	Vice Chancellor / Provost	104	
	Assist. & Assoc Vice Chancellor	106	
	Athletic Director	109	
	Chief Information Officer	129	
	Chief Legal Affairs Officer	137	
	Dean Academic	153	
	Dean Administrative	155	
	Assoc Dean Admin. (2yr College only)	156	
	Executive Director / Senior Director	157	
<b>2 Faculty/Academics</b>			
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.			
<b>Faculty</b>			
2A	Professor	200	

MUS code	MUS Job Categories	JCAT Code	MUS Titles/Description
2B	Associate Professor	201	
2B	Assistant Professor	202	
2C	Instructor	205	
2D	Lecturer (Non-tenure Track Faculty)	206	
2D	Other Faculty	207	

**3 Managerial 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 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		
	Chief Audit Officer	327	Director of Internal Audit/Compliance Director
	Chief Development/Advancement Officer	328	Alumni Director
	Chief Facilities Officer	329	Director of Facilities
	Chief Human Resource Officer	330	Director of HR
	Chief Institutional Research Officer	331	Director of Institutional Research
	Chief Librarian	332	Library Director
	Chief Communications / Public Relations	333	Director of University Relations
	Chief Accounting Officer	334	
	Chief Administration Officer	335	
	Chief Architect	336	
	Chief Auxiliary Services Officer	337	
	Chief Budget Officer	338	Budget Director
	Chief Purchasing Officer	339	
	Chief Equal Opportunity / Affirmative Action Officer	340	
	Chief Diversity Officer	341	
	Chief Hospital Administrator	342	
	Chief Student Admissions Officer	343	Director of Admissions
	Chief Student Financial Aid Officer	344	
	Chief Student Registration / Records Officer	345	Registrar
	Chief Technology Transfer Officer	346	

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	Chief Sponsored Research / Sponsored Prog	347	
	Chief Contracts and Grants Administrator	348	
	Deputy Chief Functional Officer	349	
	Chief Administrator, Major Center/Institute	350	
	Chief Administrator, Division/Dept AD	351	
	Director, Major Center / Institute AC	352	
3B	<b>Managers</b>		
	Director, Subdivision/Unit/Program AC	300	
	Director, Subdivision/Unit/Program AD	301	
	Assoc/Asst Director, College/School AC	302	
	Assoc/Asst Director, College/School AD	303	
	Assoc/Asst Dean AC	304	
	Assoc/Asst Dean AD	306	
	Assoc/Asst Dept Chair/ Director/ Head AC	308	
	Assoc/Asst Director, Division/Dept AD	310	
	Assoc/Asst Director, Subdivision/Unit/Progr	312	
	Assoc/Asst Director, Subdivision/Unit/Progr	313	
	Manager	315	
	Assoc/Asst Manager	316	
	Deputy Associate Administrator	320	
	Administrative Specialist / Coordinator	325	
Librarian	326		

<b>4 Functional Professionals</b>			
Persons whose PRIMARY assignment			
4A	Academic Affairs Professionals	400 - 409	
4B	Student Affairs Professionals	410 - 411	
4C	Institutional Affairs Professionals	420 - 429	ex. HR, IR, Assessment, Legal
4D	Fiscal Affairs Professional	430 - 435	
4E	External Affairs & Communications	436 - 449	
4F	Facilities Professionals	450 - 459	

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4G	Information Technology Professionals	460 - 467	
4H	Research, Extension, Other	470 - 476	
4J	Health Science Professionals	478 - 493	
4K	Environment Professionals	494 - 497	
4L	Athletic Affairs	468, 469, 498,499	Coaches, athletic professionals, training professionals

<b>5 Departmental Support</b>			
Persons whose primary			
5A	Admin/Office Support Manager	500	
5B	Admin/Office Support General	505 - 545	

<b>6 Technical Paraprofessional Staff</b>			
whose primary			
6A	Institutional Tech / Paraprofessional	600 - 609	
6B	Technology Tech / Paraprofessional	610 - 619	
6C	Research / Lab Tech / Paraprofessional	620, 622	
6E	Health Science Tech /Paraprofessional	640-656	
6F	Environment Tech / Paraprofessional	660-668	

<b>7 SKILLED CRAFT</b>			
Persons whose primary			
7A	Skilled Craft Supervisor	700	
7B	Skilled Craftsperson	705 - 742	

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8 SERVICE / MAINTENANCE			
whose primary responsibilities involve			
8A	Service/Maintenance Supervisor	800 - 808	
8B	Service/Maintenance Staff	810 - 855	

9 OTHER POSITIONS			
students,			
9A	Post Docs & Residents	900 - 908	
9B	Student Workers (Enrolled at Institution)	910 - 924	
9D	Temporary/Limited Term Positions	940 - 957	
9F	Retirees & Other Affiliates	992 - 996	