

COVERAGE

For this survey, information is to be submitted for teaching staff, department heads, division heads, deans, chairpersons, career counsellors and academic advisors employed in community colleges, cegeps, trade schools, institutes of technology, and other related institutions.

Information is to be submitted for individuals who have appointments/contracts with no specified end dates and for individuals who have appointments/contracts with specified end dates.

Individuals who have appointments/contracts with no specified end dates are also referred to as "indeterminate" staff. This means that there is no predetermined end to the person's employment with the reporting unit.

Individuals who have appointments/contracts with specified end dates are sometimes called "casuals", "sessionals", "temporary" or "term" employees. However, this survey will refer to them as "contract" staff. In other words, if the institution would like the individual to continue teaching after the specified end date, the contract would have to be renewed.

Information is to be submitted for staff involved in teaching both credit courses and non-credit courses at the postsecondary level.

Credit courses are defined as those that are recognized by the educational institution or by the provincial ministry of education as being part of a regular program. Credit courses are credited toward a specific diploma or certificate. In other words, these courses can be taken in order to complete the requirements of a program. Courses in apprenticeship programs are considered credit courses even though students may not receive diplomas or certificates from the reporting institution. Students who successfully complete the course requirements receive acknowledgement from either a provincial ministry or a regulatory board.

Non-credit courses are stand-alone courses that are not recognized by the educational institution or by the provincial ministry of education as being part of a regular program. "Regular program" does not include diplomas or certificates that are offered only by the continuing education department. Therefore, included in our definition of "non-credit", are courses that are recognized solely by the continuing education department for their own diplomas or certificates. "Non-credit" courses may be offered in the continuing education department, during the day, in the evening or on weekends. They may also fall within the realm of general interest and career/personal development courses.

Staff to be included in the survey:

- Teaching staff: individuals engaged in the instruction of students.
- Staff teaching courses funded by federal and/or provincial government initiatives.
- Staff teaching courses which were developed in collaboration with private industry. The courses are part of established programs that lead to diplomas or certificates. These programs are meant to provide a future supply of skilled workers for the regional job market. **Example:** one or more large corporations in Alberta may be closely involved in shaping the availability of technical programs related to the petroleum industry.
- Staff working in learning centres who teach students in order to help them get ready for regular academic programs. These centres provide services such as remedial tutoring and basic study skills.
- Teaching staff on leave.
- Visiting teaching staff, whether from another educational institution, industry or government.
- Department heads, division heads, chairpersons, deans: individuals who are responsible for the supervision of teaching staff or who spend the majority of their time on activities related to academic aspects rather than administrative aspects of an institution. Institutions may have different titles for individuals performing these roles.
- Academic advisers and career counsellors: individuals who help to guide students into the different educational programs. Employment counsellors should be included only if, as part of their job, they help students make decisions about academic programs. Employment counsellors should be excluded if they exclusively help students find jobs.

The following information is also to be included in the survey:

- Information on professional service agreements: these refer to contracts or agreements between the reporting institution and a firm whereby the firm's employees teach one or more courses to students at the institution. The reporting institution will likely not have any information on the firm's employees but it should report the length of the contract with the firm, the type of program taught, the principal field of subject taught and the full-time teaching equivalence (FTTE).

Staff to be excluded from the survey:

- Administrators responsible for college administration unless they are also teaching (registrars, bursars, presidents, vice- presidents, principals, vice-principals).
- Administrative assistants within departments.
- Librarians without teaching responsibilities.
- Support staff (clerical, maintenance, and transportation).
- Individuals involved in curriculum development.
- Guidance counsellors who help students with their personal problems.
- Educational assistants and teaching assistants.

The following information is also to be excluded from the survey:

- Information about business contracts: refers to contracts between a firm and the reporting institution whereby teachers at the reporting institution teach one or more courses to the firm's employees. The courses offered are usually short-term (less than two months) and geared solely to the firm's specific needs. The contract is between two entities, the college or related institution and the firm.

Example: Community College X has been contracted by Company ABC to provide a three-day course on accounting to the company's employees. The course is designed to meet the specific needs of the company.