

**PART-TIME UNIVERSITY
TEACHING STAFF: DATA ELEMENT MANUAL
EDUCATION, CULTURE AND TOURISM DIVISION
STATISTICS CANADA**

OCTOBER 1996

TABLE OF CONTENTS

		Page No.
I	Coverage	3
II	Reporting Options	5
III	Reporting Date	7
IV	System Description	8
	a) Record Layout	
	b) Data Elements	

Element No.	Element Title	
00	Reporting Institution	10
01	Identification Number	16
02	Gender	17
03	Year of Birth	18
04	Bargaining Agent	19
05	Level of Highest Earned Degree	20
06	Year of Highest Degree	21
07	Number of Appointments	22
08	Salary Paid	23
09	Appointment Status	24
10	Start Date of Appointment	25
11	End Date of Appointment	26
12	Type of appointment	27
13	Principal Subject Taught	28
14	Teaching Load	51
15	Full-time Teaching Equivalence	52

I Coverage

For this survey, data should be submitted for all part-time* teaching staff** employed in public or private degree-granting institutions within a 12 month reporting period coinciding as closely as possible with the academic year under review. For contracts that 1) do not coincide with the reporting period and/or 2) have a duration of greater than one year, please report the proportion of total salary, teaching load and/or full-time teaching equivalence that is applicable to the reporting period under review. The remainder should be reported on the following year(s) report(s).

Example: A contract has a duration of 3 years, with a start and end date of September 1991 to August 1994. The 12 month reporting period chosen by the institution is September to August. Therefore, the September 1991 to August 1992 portion of the contract should be included in the 1991/92 survey, the September 1992 to August 1993 portion in the 1992/93 survey and the September 1993 to August 1994 portion in the 1993/94 survey.

A contract has a start and end date of April 1991 to March 1992. It does not coincide with the reporting period chosen by the institution of September to August. Therefore, the April 1991 to August 1991 portion of the contract should be included in the 1990/91 survey and the September 1991 to March 1992 portion should be included in the 1991/92 survey.

Data for staff of colleges that are affiliated or otherwise related may be reported by the parent institution or independently.

*Part-time:

Part-time staff are defined to include:

- (a) Staff appointed on a full-time basis whose term of appointment is less than twelve months.
- (b) Staff appointed on a part-time basis (fractional load).
- (c) Overload appointment (of an individual reported on the Full-Time survey).

**Teaching staff:

Include:

- (a) All faculty teaching a **credit course**, whether or not they teach on or off campus.
- (b) Staff with an overload appointment; i.e. for regular full-time staff who have been contracted for extra work. Create a separate record and report only the overload portion of the appointment.
- (c) All staff who were hired to teach during intersession and/or summer. This **excludes** regular teachers who are required to teach intersession and/or summer as part of their regular duties.

Exclude:

- (a) Graduate teaching assistants (unless they have a regular part-time teaching contract to teach a credit course).
- (b) Administrators responsible for university administration
- (c) Librarians
- (d) Non-academic support staff
- (e) Markers, demonstrators, lab assistants, etc.
- (f) Medical and dental faculties.
- (g) Staff who teach pre-school students, i.e. from the department of psychology.
- (h) Staff who were teaching twelve months and went on reduced load.
- (i) Clinicians

II Reporting Options

Data may be submitted in three ways:

- (a) Individual teacher records on a Personal Computer diskette, using the update questionnaire program ("automated questionnaire") provided by Statistics Canada.
- (b) Individual teacher records on hard copy, in the form of preprinted documents provided by Statistics Canada.
- (c) Individual teacher records on floppy disk or cartridge using the record layout provided on page 6 of this manual.

The definitions set out in the elements should be followed for all options. Those choosing the Personal Computer update questionnaire program option must use the codes given in the elements. Those choosing the pre-printed document option may report either (i) by using the codes given in these elements or (ii) by providing the data required, in uncoded form, for coding by Statistics Canada. Those institutions using reporting option "c" (cartridge) or (floppy disk) should, if at all possible, use the codes given in the elements. If other codes are used, please provide a decoding list.

SELECTIVE NON-RESPONSE:

If all data elements requested are not available, a partial report would be acceptable. Furthermore, if detailed information is not available on a specific group of part-time staff members (such as summer session), please provide an aggregate report of the total amount of teaching (full-course equivalents) taught by this group and the number of individuals involved.

1. Reporting Option A - Personal Computer Questionnaire Program

Statistics Canada will provide an IBM-PC compatible computer file and a self-contained update program. The computer file will contain data for elements 00 to 07 on every individual reported by the institution in the previous year. Before returning the updated file to Statistics Canada; **it is strongly recommended that a copy be retained by the institution.**

A diskette and a PC QUESTIONNAIRE SOFTWARE MANUAL are enclosed for those institutions who used this reporting option last year.

The **updating procedures** for the **records** are as follows:

a) For Continuing Staff

For staff included in last year's survey and to be included again this year, please:

- a) review and correct (if necessary) the information provided on the file and,
- b) provide the required information for elements 7 to 14, for the academic year under review.

b) For Non-Continuing Staff

For staff included in last year's survey but not to be included for the year under review, please delete these records.

c) For New Appointments

For staff not included in last year's survey, but to be included for the reporting year under review; create a new record and follow the instructions in the software manual.

2. Reporting Option B - Pre-printed Document

Statistics Canada will provide a pre-printed document containing some of the information (element 00 - 07) reported by the institution in the previous year. Before returning the updated documents to Statistics Canada; **it is strongly recommended that a copy be retained by the institution.**

The **updating procedures** for the **documents** are as follows:

a) For Continuing Staff

For staff included in last year's survey and to be included again this year, please:

- a) review and correct (if necessary) the pre-printed information on the document and,
- b) provide the required information for elements 7 to 14, for the reporting year under review.

b) For Non-Continuing Staff

For staff included in last year's survey but not to be included for the year under review, please discard these documents.

c) For New Appointments

For staff not included in last year's survey, but to be included for the reporting year under review, each institution receives blank documents on which the required information should be entered.

3. Reporting Option C - Cartridge and Floppy Disk.

A record layout is provided on page 8.

Please send your data or direct any questions to:

Ms. Teresa M. Omiecinski, Analyst
Postsecondary Education Section
Centre for Education Statistics, Canada
Statistics Canada
Ottawa, Ontario
K1A 0T6
(613) 951-5093
(613) 951-6765 (Fax)

III Reporting Date:

Each institution is asked to submit data for all part-time academic staff who were employed the **previous academic year** (July 1 to June 30 or a similar 12 month period).

Institutions are asked to clearly identify the chosen reporting period on the yellow card provided. It is important that the reporting period remain consistent from year to year.

IV SYSTEM DESCRIPTIONRECORD LAYOUT

Data Set Name - UCASS . PARTTIME . Y R YY

Field	Size	Position	Type	Title
00	6	1 - 6	N	INSTIT - Reporting Institution
01	9	7 - 15	AN	PIN - Permanent Identification Number
02	1	16	N	SEX - Gender
03	4	17 - 20	N	YRBIRTH - Year of Birth
04	1	21	N	REP - Bargaining agent
05	1	22	N	HD - Level of Highest Earned Degree
06	4	23 - 26	N	YRDEG - Year of Highest Earned Degree
07	2	27 - 28	N	NUMA - Number of Appointments
<u>FIRST APPOINTMENT</u>				
08-1	6	29 - 34	N	SALARY1 - Salary Paid (First Appointment)
09-1	1	35	N	STATUS1 - Appointment Status (First Appointment)
10-1	4	36 - 39	N	STDATE1 - Start Date (First Appointment)
11-1	4	40 - 43	N	ENDATE1 - End Date (First Appointment)
12-1	1	44	N	TYPAP1 - Type of Appointment (First Appointment)
13-1	5	45 - 49	N	SUBJ1 - Principal Subject (First Appointment)
14-1	3	50 - 52	N	LOAD1 - Teaching Load (First Appointment)
15-1	3	53 - 55	N	FTTE1 - Full-time Teaching Equivalence (First Appointment)
<u>SECOND APPOINTMENT</u>				
08-2	6	56 - 61	N	SALARY2 - Salary Paid (Second Appointment)
09-2	1	62	N	STATUS2 - Appointment Status (Second Appointment)
10-2	4	63 - 66	N	STDATE2 - Start Date (Second Appointment)
11-2	4	67 - 70	N	ENDATE2 - End Date (Second Appointment)
12-2	1	71	N	TYPAP2 - Type of Appointment (Second Appointment)
13-2	5	72 - 76	N	SUBJ2 - Principal Subject (Second Appointment)
14-2	3	77 - 79	N	LOAD2 - Teaching Load (Second Appointment)
15-2	3	80 - 82	N	FTTE2 - Full-time Teaching Equivalence (2nd Appointment)
<u>THIRD APPOINTMENT</u>				
08-3	6	83 - 88	N	SALARY3 - Salary Paid (Third Appointment)
09-3	1	89	N	STATUS3 - Appointment Status (Third Appointment)
10-3	4	90 - 93	N	STDATE3 - Start Date (Third Appointment)
11-3	4	94 - 97	N	ENDATE3 - End Date (Third Appointment)
12-3	1	98	N	TYPAP3 - Type of appointment (Third Appointment)
13-3	5	99 - 103	N	SUBJ3 - Principal Subject (Third Appointment)
14-3	3	104 - 106	N	LOAD3 - Teaching Load (Third Appointment)
15-3	3	107 - 109	N	FTTE3 - Full-time Teaching Equivalence (Third Appointment)
<u>FOURTH APPOINTMENT</u>				
08-4	6	110 - 115	N	SALARY4 - Salary Paid (Fourth Appointment)
09-4	1	116	N	STATUS4 - Appointment Status (Fourth Appointment)
10-4	4	117 - 120	N	STDATE4 - Start Date (Fourth Appointment)
11-4	4	121 - 124	N	ENDATE4 - End Date (Fourth Appointment)
12-4	1	125	N	TYPAP4 - Type of appointment (Fourth Appointment)
13-4	5	126 - 130	N	SUBJ4 - Principal Subject (Fourth Appointment)
14-4	3	131 - 133	N	LOAD4 - Teaching Load (Fourth Appointment)
15-4	3	134 - 136	N	FTTE4 - Full-time Teaching Equivalence (Fourth Appointment)

RECORD LAYOUT - CONT'D

Data Set Name - UCASS . PARTTIME . Y R YY

Field	Size	Position	Type	Title
<u>FIFTH APPOINTMENT</u>				
08-5	6	137 - 142	N	SALARY5 - Salary Paid (Fifth Appointment)
09-5	1	143	N	STATUS5 - Appointment Status (Fifth Appointment)
10-5	4	144 - 147	N	STDATE5 - Start Date (Fifth Appointment)
11-5	4	148 - 151	N	ENDATE5 - End Date (Fifth Appointment)
12-5	1	152	N	TYPAP5 - Type of appointment (Fifth Appointment)
13-5	5	153 - 157	N	SUBJ5 - Principal Subject (Fifth Appointment)
14-5	3	158 - 160	N	LOAD5 - Teaching Load (Fifth Appointment)
15-5	3	161 - 163	N	FTTE5 - Full-time Teaching Equivalence (Fifth Appointment)

ELEMENT NO. 00

ELEMENT: **Reporting Institution**

DESCRIPTION: This six-digit element is to be used to identify the reporting institution.

Digits 1-2: identify the provinces in which the institution is located.

Digits 3-4: identify the institution complex.

Digits 5-6: identify the affiliated and/or associated institutions.

CODES: Please see the following pages for a list of institution codes.

CODES**ELEMENT NO. 00**

UNIVERSITIES AND COLLEGES

ATLANTIC PROVINCES

10 01 11	Memorial University of Newfoundland
11 01 11	University of Prince Edward Island
12 01 11	Acadia University
12 01 12	Acadia Divinity College
12 02 11	Atlantic School of Theology
12 03 11	UniversitJ Ste-Anne
12 04 11	Dalhousie University
12 05 11	Mount St. Vincent University
12 06 11	Nova Scotia College of Art and Design
12 07 11	Technical University of Nova Scotia
12 08 11	St. Francis Xavier University
12 09 11	Saint Mary's University
12 10 11	University of King's College
12 12 11	University College of Cape Breton
12 41 11	Nova Scotia Agricultural College
12 45 11	Nova Scotia Teacher's College
13 01 11	Mount Allison University
13 02 11	University of New Brunswick
13 03 11	Université de Moncton
13 03 13	Centre universitaire de Shippigan
13 03 14	Centre universitaire St. Louis/Maillet
13 04 11	St. Thomas University
13 05 11	Bethany Bible College

CODES**ELEMENT NO. 00**QUEBEC

24 01 11	Bishop's University
24 02 11	McGill University
24 04 12	Université de Montréal
24 04 13	École polytechnique
24 04 14	École des hautes études commerciales
24 06 11	Université du Québec
24 07 11	Université Laval
24 08 11	Université de Sherbrooke
24 09 11	Concordia University

ONTARIO

35 01 11	Brock University
35 01 13	Concordia Lutheran
35 02 11	Carleton University
35 03 11	University of Guelph
35 04 11	Lakehead University
35 05 11	Laurentian University
35 05 12	Algoma University College
35 05 14	Le collège universitaire de Hearst
35 05 20	Huntington University
35 05 30	University of Sudbury
35 05 40	Thornloe University
35 06 11	McMaster University
35 06 12	McMaster Divinity College
35 07 11	Université d'Ottawa
35 07 12	Université Saint-Paul
35 08 11	Queen's University
35 08 12	Queen's Theological College

CODES**ELEMENT NO. 00**

35 09 11	University of Toronto
35 09 15	St. Augustine's College
35 09 20	St. Michael's College (Theology only)
35 09 30	University of Trinity College
35 09 40	Victoria University
35 09 50	Knox College
35 09 60	Wycliffe College
35 09 80	Regis College
35 09 90	Ontario Institute for Studies in Education
35 10 11	Trent University
35 11 11	University of Waterloo
35 11 12	University of St. Jerome's College
35 11 13	Conrad Grebel College
35 11 15	Renison College
35 12 11	University of Western Ontario
35 12 12	Brescia College
35 12 13	Huron College
35 12 14	King's College
35 13 11	University of Windsor
35 14 11	York University
35 16 11	Wilfrid Laurier University
35 17 11	Royal Military College
35 18 11	Coll. Dominicain de Philo. et de Théologie
35 19 11	Ontario Bible College
35 19 12	Ontario Theological Seminary
35 20 11	Ryerson Polytechnic University
35 26 11	Redeemer College
35 27 11	Nipissing University

MANITOBA

46 01 11	Brandon University
46 02 11	Canadian Nazarene College
46 03 11	University of Manitoba
46 03 12	Collège de Saint-Boniface
46 03 13	St. Andrew's College
46 03 14	Canadian Mennonite Bible College
46 04 11	Concord College
46 05 11	University of Winnipeg
46 07 11	Catherine Booth Bible College

SASKATCHEWAN

47 01 11	University of Saskatchewan
47 01 12	College of Emmanuel and St. Chad
47 01 13	Lutheran Theological Seminary
47 01 14	St. Andrew's College
47 01 15	St. Thomas More College
47 01 18	Central Pentecostal College
47 02 11	University of Regina
47 02 12	Campion College
47 02 13	Luther College
47 05 11	Canadian Bible College
47 06 11	Canadian Theological Seminary

CODES**ELEMENT NO. 00**ALBERTA

48 01 11	University of Alberta
48 02 11	The University of Calgary
48 03 11	Canadian Union College
48 04 11	University of Lethbridge
48 05 11	Newman Theological College
48 09 11	Augustana University College
48 10 11	The King's University College
48 11 11	Concordia College

BRITISH COLUMBIA

59 01 11	University of British Columbia
59 01 12	Vancouver School of Theology
59 03 11	Royal Roads Military College
59 04 11	Northwest Baptist Theological College
59 05 11	Seminary of Christ the King
59 06 11	Simon Fraser University
59 07 11	University of Victoria
59 09 11	Trinity Western University
59 10 11	University of Northern British Columbia
59 11 11	Open Learning Institute

ELEMENT: **Permanent Identification Number**

DESCRIPTION: In this nine-digit element, please report a unique identification number. This number should remain the same if the staff member has more than one appointment in an academic year and if the staff member's contract continues to the following year or is renewed in a subsequent year.

CODES: Social Insurance Number or some other permanent identification number, provided that it is unique and will never be reassigned.

ELEMENT: **Gender**

DESCRIPTION: This one digit element is to be used to report the gender of the staff member.

CODES: 1. Male
 2. Female

ELEMENT: Year of Birth

DESCRIPTION: This four-digit element is to be used to report the staff member's year of birth.

CODES: Report staff member's year of birth.

9999: UNKNOWN

ELEMENT: **Bargaining Agent**

DESCRIPTION: In this one-digit element, please report if the staff member is represented by certified bargaining agent or a special plan agent.

CODES: 1. yes
 2. no
 3. not reported

ELEMENT: **Level of Highest earned Degree.**

DESCRIPTION: In this one-digit field, the level of the staff member's highest earned degree, diploma or professional designation is to be reported. Please note that it is the highest degree, not the most recent, which is required. Exclude all anticipated and honorary degrees.

CODES:

1. PhD., Ed.D., D.Sc., D.S.W., or any other equivalent doctoral degree.
2. Professional degree (but not including masters or bachelors degrees). This code refers to medical and paramedical degrees only. For example, the following degrees would be coded as 2: M.D., D.D.S., D.D.M., D.V.M. Please do not include the masters of social work (code 3) or the bachelor of laws and letters (code 5) degrees in this category.
3. Masters degree and equivalent license (e.g., M.A., M.S.W., M.B.A., etc).
4. Graduate diploma.
5. Bachelors degree (e.g., LL.B., B.A., B.Sc., B.Ed., etc.)
6. Professional designation other than a degree (e.g., C.A., C.G.A., R.I.A., etc.)
7. Undergraduate diploma.
8. No degree, diploma or professional designation
9. Unknown.

ELEMENT: **Year of highest earned degree**

DESCRIPTION: This four-digit element is to be used to report the year in which the highest earned degree, diploma or professional designation was obtained. If the staff member has two or more degrees, diplomas or professional designations at the same level, report the year in which the earlier degree was obtained not the year of the most recent degree. For example, if the staff member has two doctorate degrees, one obtained in 1985 and the other obtained in 1990, report 1985 for this element.

Similarly, if the staff member has two degrees, the more recent of which is at a lower level than the first, e.g., M.D. obtained in 1985, M.Sc. in 1990, please report the year of the higher degree, in this case 1985.

CODES: All four digits of the year when the highest earned degree was obtained.

9898: If code 8 was used in element 05(level of highest degree), then code 9898 should be shown for element 06.

9999: Unknown

ELEMENT: **Number of appointments**

DESCRIPTION: In this two-digit element, please report the number of appointments the staff member had during the 12 month reporting period chosen by the institution.

Note: This element has a maximum of 99 for any one individual. Although all teaching appointments during the 12 month reporting period should be taken in account in this element, you will note that subsequent data elements allow the reporting of only five appointments. Please report details for the five longest appointments.

CODES: 01 to 99

ELEMENT: **Salary Paid**

DESCRIPTION: In these six-digit element, please report the actual gross salary (including vacation pay) the staff member received or is expected to receive for each appointment. Do not report the annual rate of salary. For contracts that do not coincide with the reporting period or have a duration of greater than one year, please report the proportion of the total salary that is applicable to that reporting period under review. The remainder of the salary should be reported on the following year(s) reports. If there is no monetary remuneration, please report it as zero.

CODES: The actual gross salary paid during the appointment, right justified and zero filled.

FIELD NUMBERS: 08-1 - salary for the 1st appointment.

08-2 - salary for the 2nd appointment.

08-3 - salary for the 3rd appointment.

08-4 - salary for the 4th appointment.

08-5 - salary for the 5th appointment.

ELEMENT: **Type of appointment**

DESCRIPTION: In this one-digit element please report the type of appointment held by the staff member.

CODES:

1. Tenured
2. Leading to tenure, probationary
3. Other - only responsible for teaching
4. Other - responsible for teaching along with other related duties (research, supervision, etc.).

FIELD NUMBERS:

12-1	- Type of appointment for the 1st appointment
12-2	- Type of appointment for the 2nd appointment
12-3	- Type of appointment for the 3rd appointment
12-4	- Type of appointment for the 4th appointment
12-5	- Type of appointment for the 5th appointment

ELEMENT: **Principal subject taught**

DESCRIPTION: In these five-digit element, please report the principal subject taught by the staff member. The complete listing of disciplines is provided on the following pages.

The use of code 9.99.99 (subject not reported) is not recommended except in instances where the subject has not yet been determined or reported.

CODES: The list of codes for principal subject is given on the following pages.

FIELD NUMBERS: 13-1 - subject taught for the 1st appointment.

13-2 - subject taught for the 2nd appointment.

13-3 - subject taught for the 3rd appointment.

13-4 - subject taught for the 4th appointment.

13-5 - subject taught for the 5th appointment.

CODES FOR PRINCIPAL SUBJECT TAUGHT**Code Numbers**

1.XX.XX	Education
2.XX.XX	Fine and Applied Arts
3.XX.XX	Humanities and Related
4.XX.XX	Social Sciences and Related
5.XX.XX	Agricultural and Biological Sciences (excluding Health Professions)
6.XX.XX	Engineering and Applied Science
7.XX.XX	Health Professions and Occupations
8.XX.XX	Mathematics and the Physical Sciences
9.99.99	Not reported

EDUCATION, PHYSICAL EDUCATION, RECREATION
AND LEISURE

Inclusions & Exclusions

1.18.00	ELEMENTARY/SECONDARY TEACHER TRAINING	<p><u>Include:</u></p> <ul style="list-style-type: none"> - art education - commercial education - business education - special education (teaching the blind/deaf and/or mute, emotionally and socially maladjusted, gifted, intercultural education, physically handicapped, remedial reading, occupational education) - home economics education - industrial arts (technical, vocational education) - music education - family, sex life education - teaching or hygiene - intermediate education - religious education - adult, continuing, extension education - other teaching fields
1.23.00	HIGHER EDUCATION, POSTSECONDARY TEACHER TRAINING	
1.36.00	KINDERGARTEN, PRE-SCHOOL TEACHER TRAINING	
	<u>NON-TEACHING FIELDS</u>	
1.38.01	SCHOOL LIBRARIANSHIP	
1.38.02	EDUCATION ADMINISTRATION	
1.38.03	EDUCATION PSYCHOLOGY	
1.38.05	GUIDANCE AND COUNSELLING	

EDUCATION, PHYSICAL EDUCATION, RECREATION
AND LEISURE

		Inclusions & Exclusions
1.38.06	CURRICULUM SPECIALIZATION	
1.38.07	MEASUREMENTS AND EVALUATION	
1.38.08	EDUCATION FOUNDATIONS	
1.38.99	OTHER NON-TEACHING FIELDS <u>Include:</u>	<ul style="list-style-type: none"> - comparative education - educational sociology - other
1.39.00	PHYSICAL EDUCATION	
1.40.00	KINESIOLOGY, HUMAN KINETICS AND KINANTHROPOLOGY	
1.41.00	RECREATION	<u>Include:</u> <ul style="list-style-type: none"> - leisure, recreology, and administration
1.99.99	EDUCATION, NOT ELSEWHERE SPECIFIED	

FINE AND APPLIED ARTS

		Inclusions & Exclusions
2.03.00	FINE ART	<u>Include:</u> - general art studies - fine art appreciation - aesthetics - fine art - printing - sculpture
2.05.00	MUSIC	<u>Do not include:</u> - music education, it should be included with education
2.08.00	OTHER PERFORMING ARTS	<u>Include:</u> - dance drama, theatre
<u>APPLIED ARTS</u>		
2.14.01	INDUSTRIAL DESIGN	
2.14.99	OTHER APPLIED ARTS	<u>Include:</u> - graphic arts - drawing - graphic design - engraving - photography - lithography - printing - ceramics - jewellery design - fashion design - interior design <u>Do not include:</u> - creative writing, it should be included with English language and/or literature or French language and/or literature.
2.99.99	FINE AND APPLIED ARTS, N.E.S.	

HUMANITIES AND RELATED

 Inclusions & Exclusions

3.03.00	CLASSICS, CLASSICAL AND DEAD LANGUAGES	<u>Include:</u> - classics - greek - hebrew - latin - sanskrit - pali - akkadian - aramaic - other
3.05.00	ENGLISH LANGUAGE AND/OR LITERATURE	<u>Include:</u> - creative writing
3.06.00	FRENCH LANGUAGE AND/OR LITERATURE	<u>Include:</u> - creative writing
3.09.00	HISTORY	<u>Include:</u> - specific area or period history - ancient history - medieval history - modern history - other history
3.10.00	JOURNALISM <u>LANGUAGES AND/OR LITERATURES, OTHER</u>	<u>Include:</u> - only programmes with a concentration in the humanities i.e. languages, philosophy and history. Programmes with a concentration in the social sciences i.e. languages, political science and economics should be included under other area studies

Inclusions & Exclusions

3.11.01 COMPARATIVE LITERATURE

3.11.02 MEDIEVAL LANGUAGES

3.11.03 ASIAN LANGUAGES AND
LITERATURES

3.11.04 SLAVIC LANGUAGES AND
LITERATURES

3.11.99 OTHER LANGUAGES AND
LITERATURES

3.12.00 LIBRARY SCIENCE

3.13.00 OTHER RECORDS SCIENCE

Include:

- medical records science
- archive maintenance
- museology
- art gallery administration
- museum curatorship
- other records science

3.14.00 LINGUISTICS

3.17.00 OTHER MASS
COMMUNICATION STUDIES

Include:

- cinematography
- film
- radio broadcasting/television
- public relations
- other media

3.21.00 PHILOSOPHY

Include:

- ancient, medieval, modern, other
philosophy
- epistemology
- ethics
- history of philosophy
- logic
- history and philosophy of science and
technology

35
HUMANITIES AND RELATED

Inclusions & Exclusions

3.24.00 RELIGIOUS STUDIES

Include:

- comparative religion
- canon law

Do not include:

- religious education

3.25.00 THEOLOGICAL STUDIES
(professional programme,
preparation for
the ministry)

Include:

- pastoral theology
- practical theology
- systematic theology, etc.

3.27.00 TRANSLATION AND
INTERPRETATION

3.99.99 HUMANITIES AND RELATED, N.E.S.

SOCIAL SCIENCES AND RELATED

		Inclusions & Exclusions
4.03.00	ANTHROPOLOGY	<u>Include:</u> - anthropological linguistics - anthropometry - cultural, social anthropology - ethnography - ethnology - other
4.06.00	ARCHAEOLOGY	<u>Include:</u> - archaeological field techniques - archaeological prehistory - laboratory techniques in archaeology - stratigraphy of archaeological sites - other
4.08.00	CANADIAN STUDIES	<u>Include:</u> - native Canadian studies - Inuit and Eskimo studies - American Indian studies
	<u>AREA STUDIES, OTHER</u>	Multidisciplinary approach to the study of a particular region or period. Do not include programmes primarily concerned with the languages and/or literatures of an area.
4.09.10	MEDIEVAL STUDIES	
4.09.20	ASIAN STUDIES	
4.09.40	SLAVIC STUDIES	
4.09.99	OTHER AREA STUDIES	
4.12.00	COMMERCE, MANAGEMENT, BUSINESS ADMINISTRATION, ADMINISTRATIVE STUDIES/ SCIENCES	<u>Include:</u> - accounting - finance - industrial relations - labour relations - marketing - retailing - personnel management - other

SOCIAL SCIENCES AND RELATED

		Inclusions & Exclusions
4.13.00	CRIMINOLOGY	<u>Include:</u> - penology and related - correctional administration
<u>SPECIALIZED ADMINISTRATION STUDIES</u>		
4.14.01	PUBLIC ADMINISTRATION	
4.14.02	HEALTH ADMINISTRATION	
4.14.03	HOTEL AND FOOD ADMINISTRATION	
4.14.99	OTHER SPECIALIZED ADMINISTRATION STUDIES	
4.15.00	DEMOGRAPHY	
4.27.00	ECONOMICS	<u>Include:</u> - agricultural economics
4.30.00	GEOGRAPHY	<u>Do not include:</u> - earth sciences elsewhere specified
4.33.00	LAW AND JURISPRUDENCE	
<u>MAN/ENVIRONMENT STUDIES</u>		
4.40.08	REGIONAL, RURAL, URBAN, CITY PLANNING AND COMMUNITY DEVELOPMENT	<u>Do not include:</u> - architecture - landscape architecture - pre-professional programmes in architecture
4.40.10	RESOURCE MANAGEMENT, ENVIRONMENTAL STUDIES	

SOCIAL SCIENCES AND RELATED

 Inclusions & Exclusions

4.43.00 POLITICAL SCIENCE

Include:

- comparative politics
- government
- international relations
- political history
- political thought
- urban politics, etc.

Do not include:

- public administration

4.46.00 PSYCHOLOGY

Include:

- abnormal psychology
- pathological psychology
- behavioural psychology
- child and adolescent psychology
- child study
- cognitive development
- comparative psychology
- history of psychology
- learning theory
- physiological psychology
- psychometrics, psychology statistics
- social psychology
- vocational counselling
- clinical psychology
- other

Do not include:

- educational psychology. It should be included with education

4.47.00 SECRETARIAL STUDIES

4.49.00 SOCIAL WORK AND SOCIAL WELFARE

SOCIAL SCIENCES AND RELATED

 Inclusions & Exclusions

4.52.00	SOCIOLOGY	<u>Include:</u> - folklore - sociology of the family - sociology of industry and work - sociology of the professions - sociology of religion - social theory and social structure - women studies - other
4.55.00	MILITARY STUDIES	<u>Include:</u> - naval/air force/army studies - strategy and tactics - war, military history - other - Military Leadership and Applied Psychology
4.57.00	OTHER SOCIAL SERVICES	<u>Include:</u> - day care workers programmes - vocational and family counselling
4.99.99	SOCIAL SCIENCES & RELATED, N.E.S.	<u>Do not include:</u> - programmes leading to teaching, nursing and medical certification

AGRICULTURAL AND BIOLOGICAL SCIENCES

Inclusions & Exclusions

AGRICULTURE

5.03.10	ANIMAL SCIENCE	<u>Include:</u> - animal husbandry - poultry science
5.03.22	PLANT SCIENCE	<u>Include:</u> - crop science - horticulture - plant protection - weed science
5.03.26	SOIL SCIENCE	<u>Include:</u> - soil physics - soil chemistry - soil genesis, etc.
5.03.99	OTHER AGRICULTURE	<u>Include:</u> - agricultural entomology - agricultural genetics - agricultural microbiology - agricultural parasitology and virology - agricultural science - apiculture - dairy science - food science - other <u>Do not include:</u> - agricultural economics - agricultural engineering - landscape architecture - environmental horticulture
5.06.00	BIOCHEMISTRY	<u>Include:</u> - molecular biology. Biochemistry teachers in medicine should be reported under basic medical sciences.

BIOLOGY

5.09.10	GENETICS
5.09.12	MICROBIOLOGY
5.09.99	OTHER BIOLOGY

 Inclusions & Exclusions

5.12.00	BIOPHYSICS	<u>Do not include:</u> - medical biophysics
5.15.00	BOTANY	<u>Include:</u> - bryology - mycology - phycology - plant biochemistry - plant breeding - plant ecology - plant environment - plant evolution - plant genetics - plant morphology - plant nutrition - plant pathology - plant taxonomy - plant physiology - other <u>Do not include:</u> - palaeobotany. It should be included in geology and related.
5.16.00	FISHERIES AND WILDLIFE MANAGEMENT	
	<u>HOUSEHOLD SCIENCE AND RELATED</u>	
5.18.08	FOOD SCIENCE AND NUTRITION	
5.18.99	OTHER HOUSEHOLD SCIENCE AND RELATED	<u>Include:</u> - clothing and textiles - consumer studies - family studies <u>Do not include:</u> - interior design

Inclusions & Exclusions

5.21.00 VETERINARY MEDICINE

5.22.00 VETERINARY SCIENCES

Include:

- veterinary anatomy
- veterinary bacteriology
- veterinary biochemistry
- veterinary embryology
- veterinary genetics
- veterinary histology
- veterinary immunology
- veterinary microbiology
- veterinary mycology
- veterinary obstetrics
- veterinary parasitology
- veterinary pathology
- veterinary pharmacology
- veterinary serology
- virology
- other

5.23.00 VETERINARY MEDICINE
SPECIALTIES

Include:

- veterinary surgery

5.24.00 ZOOLOGY

Include:

- animal anatomy
- animal ecology
- animal histology
- entomology
- ichthyology
- invertebrate zoology
- mammalogy
- marine biology
- ornithology
- protozoology
- vertebrate zoology
- other

Do not include:

- palaeontology; it should be included with geology

5.25.00 TOXICOLOGY

Do not include:

- medical toxicology

5.99.99 AGRICULTURE & BIOLOGICAL SCIENCES, N.E.S.

ENGINEERING AND APPLIED SCIENCES

		Inclusions & Exclusions
6.03.00	ARCHITECTURE	<u>Do not include:</u> - regional planning - urban and city planning
6.05.00	AERONAUTICAL AND AEROSPACE ENGINEERING	
6.06.00	CHEMICAL ENGINEERING	
6.07.00	CIVIL ENGINEERING	
6.08.00	DESIGN, SYSTEMS ENGINEERING	
6.09.00	ELECTRICAL ENGINEERING	<u>Include:</u> - electronics
6.10.00	INDUSTRIAL ENGINEERING	
6.11.00	MINING ENGINEERING	
6.12.00	MECHANICAL ENGINEERING	
6.13.00	METALLURGICAL ENGINEERING	<u>Include:</u> - ceramics engineering
6.14.00	OTHER ENGINEERING	<u>Include:</u> - biomedical engineering - computer engineering - environmental engineering - geological engineering - ocean engineering - petroleum engineering - agricultural engineering - surveying engineering - other
6.15.00	ENGINEERING SCIENCE	<u>Include:</u> - engineering physics - engineering chemistry
6.16.00	ENGINEERING GENERAL	

ENGINEERING AND APPLIED SCIENCES

		Inclusions & Exclusions
6.20.00	FORESTRY	<u>Include:</u> <ul style="list-style-type: none">- dendrology- forest ecology- forest harvesting- logging- forest management- forest protection- forest wildlife management- silviculture- wood science and technology- forestry engineering
6.22.00	LANDSCAPE ARCHITECTURE	<u>Include:</u> <ul style="list-style-type: none">- garden design- landscape design and construction- landscape materials- landscape planning
6.99.99	ENGINEERING & APPLIED SCIENCES, N.E.S.	

HEALTH PROFESSIONS AND OCCUPATIONS

Inclusions & Exclusions

7.03.00	DENTISTRY (professional programme)	
7.04.00	DENTAL SPECIALTIES	<u>Include:</u> - oral biology - oral surgery - orthodontics - periodontics - other
7.05.00	MEDICINE (professional programme)	
	<u>BASIC MEDICAL SCIENCES</u>	
7.06.04	ANATOMY	
7.06.06	BIOCHEMISTRY	
7.06.08	BIOPHYSICS	
7.06.10	EMBRYOLOGY	
7.06.12	ENDOCRINOLOGY	
7.06.14	GENETICS	
7.06.16	HISTOLOGY	
7.06.22	NEUROPHYSIOLOGY	
7.06.26	PHARMACOLOGY	
7.06.28	PHYSIOLOGY	
7.06.99	OTHE BASIC SCIENCES	<u>Include:</u> - medical toxicology

HEALTH PROFESSIONS AND OCCUPATIONS

 Inclusions & Exclusions

7.08.00	MEDICAL SPECIALTIES	<u>Include:</u> - allergology - anaesthesiology - cancer - cardiology - dermatology - family, general practice - gastroenterology - haematology - infectious diseases - internal diseases - internal medicine - investigative and experimental medicine - nephology - neurology - paediatrics - psychiatry - radiology - respirology - rheumatology - tropical medicine - other
	<u>PARACLINICAL SCIENCES</u>	
7.10.06	IMMUNOLOGY	
7.10.10	MICROBIOLOGY	<u>Include:</u> - bacteriology - parasitology
7.10.14	PATHOLOGY	
7.10.99	OTHER PARACLINICAL SCIENCES	

HEALTH PROFESSIONS AND OCCUPATIONS

		Inclusions & Exclusions
7.12.00	SURGICAL SPECIALTIES	<u>Include:</u> <ul style="list-style-type: none"> - brain surgery - heart surgery - cardiovascular and cardiothoracic - neurosurgery - obstetrics and gynaecology - ophthalmology - orthopaedic surgery - otorhinolaryngology - plastic surgery - restorative surgery - urology - other
7.15.00	NURSING	<u>Include:</u> <ul style="list-style-type: none"> - disabled persons - geriatric nursing - medical surgery - hospital nursing - obstetric nursing - outpost nursing - paediatric nursing - psychiatric nursing and mental health care - public health and community nursing
7.18.00	OPTOMETRY	
7.21.00	PHARMACY	<u>Include:</u> <ul style="list-style-type: none"> - medicinal pharmacy - pharmaceuticals - pharmaceutical chemistry - therapeutics - pharmacognosy - physical pharmacy - radiopharmacy, bio-nucleonics pharmaceutical applications of nuclear medicine - clinical pharmacy, hospital pharmacy - other <u>Do not include:</u> <ul style="list-style-type: none"> - pharmacology, it should be included with basic medical sciences

HEALTH PROFESSIONS AND OCCUPATIONS

		Inclusions & Exclusions
7.24.00	EPIDEMIOLOGY AND PUBLIC HEALTH	<p>Science of promotion, protection and restoration of health by organized community action</p> <p><u>Include:</u></p> <ul style="list-style-type: none"> - community medicine and hygiene - environmental health and hygiene - medical public health - preventive medicine - public health inspection - social medicine - other
<u>REHABILITATION MEDICINE</u>		
7.27.02	AURAL AND ORAL REHABILITATION	<p><u>Include:</u></p> <ul style="list-style-type: none"> - audiology and speech pathology - human communication disorders - rehabilitation of children with hearing and speech impediment
7.27.04	OCCUPATIONAL THERAPY	
7.27.06	PHYSICAL THERAPY	
7.27.99	OTHER REHABILITATION	
7.36.00	MEDICAL TECHNOLOGY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - medical laboratory and science - radiologic technology - other
7.99.00	OTHER HEALTH PROFESSIONS AND OCCUPATIONS	<p><u>Include:</u></p> <ul style="list-style-type: none"> - art as applied to medicine - dental hygiene - other
7.99.99	HEALTH PROFESSIONS, N.E.S.	

MATHEMATICS AND PHYSICAL SCIENCES

		Inclusions & Exclusions
8.06.00	COMPUTER SCIENCE	
8.12.00	MATHEMATICS	<u>Include:</u> - actuarial science - statistics
8.15.00	CHEMISTRY	<u>Do not include:</u> - geochemistry - biochemistry
8.18.00	GEOLOGY AND RELATED	<u>Include:</u> - crystallography - geochemistry - geophysics - palaeontology - other
8.21.00	METALLURGY, MATERIALS SCIENCE	<u>Do not include:</u> - metallurgical engineering
	<u>METEOROLOGY</u>	
8.24.04	CLIMATOLOGY	
8.24.99	OTHER METEOROLOGY	
8.27.00	OCEANOGRAPHY AND WATER STUDIES	<u>Include:</u> - ocean biology - ocean chemistry - ocean geology and geophysics - physical oceanography - other <u>Do not include:</u> - subjects given under geography

 Inclusions & Exclusions

PHYSICS

8.30.01

ASTRONOMY

8.30.02

AEROSPACE SCIENCES

8.30.99

OTHER PHYSICS

Include:

- atomic physics
- chemical physics
- electricity, magnetism
- mathematical physics
- mechanics
- molecular physics
- nuclear physics
- optics
- physical acoustics
- physics of fluids
- quantitative physics
- quantum mechanics
- solid state physics
- theoretical physics
- thermal physics
- thermodynamics and statistical mechanics
- wave theory
- other

Do not include:

- geophysics
- biophysics

8.99.99

MATHEMATICS & PHYSICAL SCIENCES, N.E.S.

REPORT AT LEAST ONE OF ELEMENTS 14 AND 15

ELEMENT NO. 14 - 1 to 5

ELEMENT: **Teaching Load**

DESCRIPTION: In this three-digit element, please report the number of "full-course equivalents" that the staff member is contracted to teach during the full term of the contract. If the contract does not coincide with the reporting period or has a duration of greater than one year, please report the proportion of total teaching load that is applicable to the reporting period under review. The remainder should be reported on the following year(s) report(s).

Example: If a teacher is teaching three half courses, then code 150 (meaning 1.50 courses).

Note: The number of full-course equivalents taught should be shown using two decimal places. To report the information in this element, drop the decimal.

CODES: 001 - 999

FIELD NUMBERS: 14-1 - teaching load for the 1st appointment.
 14-2 - teaching load for the 2nd appointment.
 14-3 - teaching load for the 3rd appointment.
 14-4 - teaching load for the 4th appointment.
 14-5 - teaching load for the 5th appointment.

