

# DATA ELEMENT OVERVIEW:

## REPORT ON THE CHARACTERISTICS OF PART-TIME TEACHING STAFF

*Please find below the name and number, the number of digits, and a description of each element as well as a reference to the appropriate page in the Data Element Manual.*

Name and number of the data element	Magnitude	Description	Page
Reporting institution	6	Indicate the code for the institution (see list in the Manual).	11 - 16
1. Permanent ID number	9	Individual identification number used for each employee while he/she is employed at the institution	17
2. Sex	1	1. Male 2. Female	18
3. Year of birth	4	Indicate the instructor's year of birth. 9999 = unknown	19
4. Bargaining agent	1	Indicate whether the instructor is represented by a certified bargaining agent. 1. Yes 2. No 3. Not reported	20
5. Highest degree obtained	1	Indicate the <u>highest degree</u> , diploma or occupational title <u>obtained</u> (N.B.: the highest degree should be indicated, not the most recent). 1. Doctorate or equivalent 2. Professional degree (only degrees obtained in medicine and paramedical sciences) 3. Master's and equivalent (M.A., M.S.W., M.B.A., etc.) 4. Graduate degree 5. Bachelor's (LL.B, B.A., B.Sc., B.Ed., etc.) 6. Occupational title other than a degree (C.A., C.G.A., C.M.A., etc.) 7. Undergraduate degree 8. No degree, diploma or occupational title 9. Unknown	21
6. Year highest degree was obtained	4	Indicate the year in which the instructor obtained his/her highest degree, diploma or occupational title. If the instructor has at least two degrees, etc. of the same level, give the year in which the first degree was obtained and not the year of the most recent degree. XXXX Year in which the highest degree was obtained 9898 If code 8 was used for item 05, enter this code. 9999 Unknown	22
7. Number of appointments	2	Indicate the number of appointments that the instructor had during the reporting period up to 99. Provide further information about the five longest appointments. Codes: 01 to 99	23
8. Pay	6	Indicate the gross real pay (including vacation pay) received for each appointment. Do not indicate the pay rate. The pay should be right justified with zeros to the left.	24
9. Kind of appointment	1	For each appointment, indicate: 1. full time (lasting less than 12 months); 2. part time (partial load); 3. overload (for a person reported as full time on the teaching staff survey).	25
10. Date of the start of the appointment	4	Indicate the month and year of the start of each appointment. Digits 1 and 2 Month of the start of the contract Digits 3 and 4 Year of the start of the contract	26
11. Date of the end of the appointment	4	Indicate the month and year of the end of each appointment. Digits 1 and 2 Month of the end of the contract Digits 3 and 4 Year of the end of the contract	27
12. Type of appointment	1	For each appointment, indicate: 1. permanent position; 2. post leading to a permanent position, probationary appointment; 3. other – the incumbent is responsible only for instruction; 4. other – the incumbent is responsible for instruction and related duties (research, supervision, etc.).	28
13. Main subject taught	5	For each appointment. See the list of codes in the Data Element Manual.	29- 50
14. Teaching load	3	For each appointment, indicate the number of complete course equivalents that the instructor teaches during his/her contract.	51
15. Full-time teaching equivalent (FTE)	3	For each appointment, indicate the full-time teaching equivalent. The equivalent must be related to the <u>teaching load</u> and not to the total workload. The method of determining the full-time teaching equivalent is left to the discretion of the institution.	52

## DEFINITIONS

**Part-time teaching staff** – Instructors who teach credit courses and are appointed to a part-time position (partial load) or to a full-time position for a period of less than 12 months or who have a work overload. Teaching assistants are not covered by the survey unless they have signed a regular part-time teaching contract and teach a credit course. For other exclusions, see page 4 of the Data Element Manual.

**Reporting date** – Please use the same 12-month reporting period as last year and write it on the yellow card. If you want to change the reporting period, please contact Teresa Omiecinski at (613) 951-5093.

**Pay** – Please indicate the gross real pay (including vacation pay). Do not indicate the pay rate or the annual pay rate.

**Contracts that do not correspond to the reporting period** – In the case of contracts that 1) do not correspond to the reporting period and (or) 2) last longer than one year, please indicate the proportion of the total pay, teaching load and (or) full-time teaching equivalent that falls within the target reporting period. The rest will be shown in the report for the following year or years. Examples can be found on page 3 of the Data Element Manual.

**Selective non-response** – If the required information is not all available, a partial report will be accepted. Furthermore, if accurate information about a certain group of part-time employees (such as those who teach in the summer session) is not available, please provide a general report about the total amount of instruction (in full-course equivalents) provided by the members of this group, as well as the number of people in this group.

Please send your data or submit any questions to:

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