

**Full-Time: University and College Academic  
Staff System (FT-UCASS)**

Data Element Manual for Survey Respondents

**Tourism and the Centre for Education Statistics Division  
Statistics Canada  
May 2009**

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## Full-time: University and College Academic Staff System (FT-UCASS)

### Authority to Collect Data

The information requested in this survey is collected under the authority of the Statistics Act, Revised Statutes of Canada, 1985, Chapter S19. This survey is mandatory in accordance with the Statistics Act.

This survey is the only source of national level information on full-time teaching staff in degree granting institutions, and is used by a variety of provincial, federal and international organizations in system wide studies.

Statistics Canada is prohibited by law from publishing any statistics which would divulge information obtained from this survey that relates to any identifiable individual. The confidentiality provisions of the Statistics Act are not affected by either the Access to Information Act or any other legislation. Additionally, the data from this survey will only be published and made available to the public, for any given institution, once a signed authorization is returned to Statistics Canada by that institution.

### Coverage

Data should be submitted for all full-time teaching staff employed in public or private degree granting institutions that receive funding from a provincial or territorial ministry of education and/or are a member of the CAUBO survey as of **October 1** of the reporting year. As well, please include full-time research staff who have an academic rank and a salary scale similar to teaching staff. The affiliates and other related colleges of these institutions may be reported by the parent institution or independently.

This survey includes full-time teaching staff that spend the majority of their teaching time on credit courses leading to degree programs (as opposed to continuing education courses, special interest courses or courses in a program that do not lead to a degree).

#### Full-time include:

1. Staff appointed on a full-time basis whose term of appointment is not less than twelve months (include any staff member on leave).
2. New appointees hired on a full-time basis whose term of contract is twelve months but for the first year he/she can only be at the institution for less than twelve months.
3. Staff who were appointed to teach full-time (12 months or more) and at a later date have entered into a formal agreement with the institution to work on a reduced load basis. This situation usually arises with staff members who are approaching retirement.

**Teaching staff included in the survey:**

1. All academic staff within faculties (colleges, schools, etc.) who are full-time teachers, researchers (meeting with above criteria), and/or senior academic staff, i.e., Deans, Chairperson, Directors etc.
2. All full-time teachers within faculties, whether or not they hold an academic rank.
3. Full-time academic staff in teaching hospitals (see element 25 for more detail).
4. Visiting full-time academic staff in faculties.
5. Full-time research staffs that have an academic rank and a salary scale similar to teaching staff.

**Staff excluded from this survey:**

1. Administrators solely responsible for university administration, i.e., president, vice-president, registrar, comptroller, etc.
2. Administrative assistants within faculties (colleges, schools, etc.).
3. Librarians.
4. Non-academic support staff both in faculties (college, school, etc.) and other university departments.
5. Markers, demonstrators, lab assistants, etc.
6. Graduate teaching assistants.
7. Postdoctoral fellows.
8. Academic staff within faculties (colleges, schools, etc.) who have been hired as researchers **without** academic rank and/or whose salary scales are **different** from teaching staff.

## Reporting Options

Data may be submitted in two ways:

- A. Statistics Canada provides the institutions with individual data for each teaching staff member according to the previous year's data (in EXCEL format) for updating by the institution. The data elements will be arranged in the same order as the record layout. Please do not change or adjust the order of the data elements.

### Updating Instructions:

**Returning teaching staff:** any data elements that changed since the last survey are to be updated. Elements that typically change from year to year are: actual salary, annual rate of salary, stipends, responsibility code, reduced load, number of months on sabbatical and unpaid leave. Elements that change less frequently include: level of highest earned degree, year of highest degree, province/country of highest degree, rank, year of appointment to present rank at current institution and subject taught.

**New teaching staff:** Institutions are required to provide all data elements for each new teaching staff reported.

**Non –returning staff** Please delete them.

- B. Institutions can send to Statistics Canada individual data for each full-time teaching staff member in an EXCEL format. Please use the codes provided in this manual, and list the data elements in the order they appear in the record layout provided in the data element manual. The record layout is provided on page 7.

## Reporting Date

Most data elements in this survey are to be reported as of October 1 (a “snap shot” survey type). However, the following data elements **are not conceptually a snapshot and must be reported on a 12 months basis:** number of months on sabbatical and unpaid leave, reduced load, and actual salary.

## Further Information

Please send your data or direct any inquiries to:

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### FT-UCASS

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**Table 1: Record layout**

Size	Position	Type	Title
8	1 to 8	N	Reporting institution
9	9 to 17	AN	Permanent identification number
1	18	N	Gender
4	19 to 22	N	Year of birth
2	23 to 24	N	Department
1	25	N	Salary status
7	26 to 32	N	Actual salary
7	33 to 39	N	Annual rate of salary
6	40 to 45	N	Administrative stipends
1	46	N	Senior administrative responsibilities, researchers and visitors
2	47 to 48	N	Number of months on sabbatical leave during the current academic year
2	49 to 50	N	Number of months of unpaid leave during the current academic year
2	51 to 52	N	Reduced load
2	53 to 54	N	Previous employment
5	55 to 59	N	Province or country of previous employment
4	60 to 63	N	Year of first degree
5	64 to 68	N	Province or country of first degree
1	69	N	Level of highest earned degree
4	70 to 73	N	Year of highest earned degree
5	74 to 78	N	Province or country of highest degree
5	79 to 83	N	Country of citizenship at time of appointment
1	84	N	Rank
4	85 to 88	N	Year of appointment to present rank
1	89	N	Type of appointment
1	90	N	Medical or dental appointment category
4	91 to 94	N	Year of appointment to institution
4	95 to 98	N	Principal subject taught

<b>Element 01:      Reporting Institution</b>
---

**Description:**                      An 8 digit code assigned by Statistics Canada to identify the reporting institution.

**Notes:**                                The codes previously used in FT-UCASS have been replaced with codes used by many surveys within Statistics Canada including the Postsecondary Student Information System (PSIS), Tuition and Living Accommodation Costs Survey (TLAC) and others.

These codes are structured as follows:

Digits 1-2:    Province in which the institution is located

Digits 3-5:    Institution

Digits 6-8:    Campus (if applicable)

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

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**Table 2: List of institutions**

Code	Institution Name
<b>Newfoundland</b>	
1001000	Memorial University of Newfoundland
<b>Prince Edward Island</b>	
11001000	University of Prince Edward Island
<b>Nova Scotia</b>	
12001000	Acadia University
12001002	Acadia Divinity College
12002000	Atlantic School of Theology
12003000	Cape Breton University
12004000	Dalhousie University
12005000	University of King's College
12006000	Mount Saint Vincent University
12007000	Nova Scotia Agricultural College
12008000	NSCAD University
12010000	Université Sainte-Anne
12011000	St. Francis Xavier University
12012000	Saint Mary's University
<b>New Brunswick</b>	
13002000	Mount Allison University
13003000	University of New Brunswick
13004001	Université de Moncton, Campus de Moncton
13004002	Université de Moncton, Campus de Sippagan
13004003	Université de Moncton, Campus d'Edmundston
13005000	St. Thomas University
<b>Quebec</b>	
24001000	Bishop's University
24002000	McGill University
24003000	Université de Montréal
24003002	École Polytechnique de Montréal
24003003	École des hautes études commerciales
24005000	Université Laval
24006000	Université de Sherbrooke
24007000	Concordia University
24008000	Université du Québec à Chicoutimi
24009000	Université du Québec à Montréal
24010000	Université du Québec en Abitibi-Témiscamingue
24011000	Université du Québec à Trois-Rivières
24012000	Université du Québec en Outaouais

**Table 2: List of institutions** (continued)

Code	Institution Name
24013000	Université du Québec, École nationale d'administration publique (ENAP)
24014000	Université du Québec, Institut national de la recherche scientifique
24015000	Université du Québec à Rimouski
24016000	Université du Québec, École de technologie supérieure
24017000	Université du Québec, Télé-université du Québec (TÉLUQ)
<b>Ontario</b>	
35001000	Brock University
35001003	Concordia Lutheran Theological Seminary
35002000	Carleton University
35003000	Collège Dominicain de Philosophie et Théologie
35004000	University of Guelph
35005000	Lakehead University
35006000	Laurentian University of Sudbury/Université Laurentienne de Sudbury
35006003	Université de Hearst
35006004	Huntington University
35006005	University of Sudbury
35006006	Thorneloe University
35007000	McMaster University
35008000	Nipissing University
35010000	University of Ottawa/Université d'Ottawa
35010002	Université Saint-Paul
35011000	Queen's University
35011002	Queen's Theological College
35012000	Redeemer University College
35013000	Royal Military College of Canada
35014000	Ryerson University
35015000	University of Toronto
35015004	St. Augustine's Seminary
35015005	University of St. Michael's College
35015006	University of Trinity College
35015007	Victoria University
35015008	Knox College
35015009	Wycliffe College
35015011	Regis College
35016000	Trent University
35017000	University of Waterloo

**Table 2: List of institutions** (continued)

Code	Institution Name
35017002	St. Jerome's University
35017003	Renison College
35017004	Conrad Grebel University College
35018000	University of Western Ontario
35018002	Brescia University College
35018003	Huron University College
35018004	King's College
35019000	Wilfrid Laurier University
35020000	University of Windsor
35021000	York University
35022000	Ontario College of Art and Design
35023000	University of Ontario Institute of Technology
35024000	Algoma University College
<b>Manitoba</b>	
46001000	Brandon University
46002000	Canadian Mennonite University
46005000	University of Manitoba
46005002	Collège universitaire de Saint-Boniface
46005003	Saint Andrew's College – University of Manitoba
46006000	University of Winnipeg
<b>Saskatchewan</b>	
47004000	University of Regina
47004002	Campion College
47004003	Luther College
47004004	First Nations University of Canada
47005000	University of Saskatchewan
47005005	St. Thomas More College
47031000	College of Emmanuel and St. Chad
47032000	Lutheran Theological Seminary
43033000	St. Andrew's College – University of Saskatchewan
47034000	Horizon College & Seminary
<b>Alberta</b>	
48001000	University of Alberta
48002000	Athabasca University
48005000	University of Calgary
48007000	Canadian University College
48008000	Concordia University College of Alberta
48009000	University of Lethbridge
48011000	The King's University College

**Table 2: List of institutions** (concluded)

<b>Code</b>	<b>Institution Name</b>
48014000	Ambrose University College
48015000	Grant MacEwan University
48016000	Mount Royal University
<b>British Columbia</b>	
59001000	University of British Columbia
59002000	University of Northern British Columbia
59005000	Royal Roads University
59007000	Simon Fraser University
59008000	Trinity Western University
59009000	University of Victoria
59048000	Thompson Rivers University
59049000	Capilano University
59051000	Vancouver Island University
59052000	Emily Carr University of Art and Design
59053000	Kwantlen Polytechnic University
59054000	University of the Fraser Valley

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<b>Element 02: Permanent Identification Number</b>
--

**Description:** A nine digit code chosen by the institution which identifies each staff member.

**Notes:** This code should be unique, never be re-assigned and remain the same from year to year for each individual staff member. Examples of codes used by institutions are social insurance number, payroll number etc.

Alpha-numeric codes may be used.

Please ensure that there are no duplicate permanent identification numbers.

This element must not be blank.

**Codes:** As assigned by the institution.

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<b>Element 03:      Gender</b>
--------------------------------

**Description:**                      A one digit element to report the gender of the staff member.

- Codes:**
1. Male
  2. Female

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<b>Element 04:      Year of Birth</b>
---------------------------------------

**Description:**                      A four digit element to report the staff member's year of birth.

**Codes:**                                Four digits of the year of birth.

9999. Unknown.

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<b>Element 05:      Department</b>
------------------------------------

**Description:**                      A two digit code to report the department to which the staff member is appointed.

**Notes:**                                Please note that previously, reporting on this data element was optional but is now **mandatory**.

Please report the department using the 2 digit CIP codes listed on the following pages. For further assistance on determining the correct codes, please consult the full version of the CIP coding manual for a more detailed description.

For cross appointments, please report that department in which the staff member spends the majority of their time.

**Codes:**                                The list of 2 digit CIP codes is given on the following pages.

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**Table 3: List of Department codes**

Code	Title	Description
01	Agriculture, Agriculture Operations and Related Sciences	This series focuses on agriculture and related sciences and the management and performance of agricultural operations.
03	Natural Resources and Conservation	This series focuses on the various natural resources and conservation fields.
04	Architecture and Related Services	This series focuses on the various architecture-related fields and the study of related aesthetic and socioeconomic aspects of the built environment.
05	Area, Ethnic, Cultural and Gender Studies	This series focuses on defined areas, regions, and countries of the world; defined minority groups within and across societies; and issues relevant to collective gender experience.
09	Communication, Journalism and Related Programs	This series focuses on how messages in various media are produced, used, and interpreted within and across different contexts, channels, and cultures.
11	Computer and Information Sciences and Support Services	This series focuses on the computer and information sciences.
13	Education	This series focuses on the theory and practice of learning and teaching, and related research, administrative and support services.
14	Engineering	This focuses on the mathematical and scientific principles to the solution of practical problems.
15	Engineering Technologies/Technicians	This series focuses on the application of basic engineering principles and technical skills in support of engineering and related projects.
16	Aboriginal and Foreign Languages, Literatures and Linguistics	This series focuses on foreign languages and literatures, the humanistic and scientific study of linguistics, and the provision of professional interpretation and translation services.
19	Family and Consumer Sciences/Human Sciences	This series focuses on the human interface with the physical, social, emotional, and intellectual environments and the developmental stages and needs of individuals in the interrelated spheres of family, workplace, and community.
22	Legal Professions and Studies	This series focuses on the preparation for the legal profession, for related support professions and professional legal research as well as the study of legal issues in non-professional programs.
23	English Language and Literature/Letters	This series focuses on the structure and use of the English language and dialects, speech, writing, and various aspects of the literatures and cultures of the English-speaking peoples.
24	Liberal Arts and Sciences, General Studies and Humanities	This series comprises general instructional programs and independent or individualized studies in the liberal arts subjects, the humanities disciplines and the general curriculum.
25	Library Science	This series focuses on the knowledge and skills required for managing and/or maintaining libraries and related information and record systems, collections and facilities for research and general use.
26	Biological and Biomedical Sciences	This series focuses on the biological sciences and the non-clinical biomedical sciences, and that prepares individuals for research and professional careers as biologists and biomedical scientists.
27	Mathematics and Statistics	This series focuses on the systematic study of logical symbolic language and its applications.
28	Reserve Entry Scheme for Officers in the Armed Forces	This series focuses on the training of officer cadets and officers in the armed forces.
29	Military Technologies	This focuses on specialized and advanced subject matter for the armed services and related national security organizations.
30	Multidisciplinary/Interdisciplinary Studies	This series focuses on a subject concentration that is not subsumed under a single discipline or occupational field.
31	Parks, Recreation, Leisure and Fitness Studies	This series focuses on the principles and practices of managing parks and other recreational and fitness facilities; providing recreational, leisure and fitness services; and the study of human fitness.
38	Philosophy and Religious Studies	This series focuses on logical inquiry, philosophical analysis, and the academic study of organized systems of belief and religious practices.

**Table 3: List of Department codes (concluded)**

Code	Title	Description
39	Theology and Religious Vocations	This series focuses on the intramural study of theology and the preparation for the professional practice of religious vocations.
40	Physical Sciences	This series focuses on the scientific study of inanimate objects, processes of matter and energy, and associated phenomena.
42	Psychology	This series focuses on the scientific study of the behaviour of individuals, independently or collectively, and the physical and environmental bases of mental, emotional, and neurological activity.
43	Security and Protective Services	This series focuses on the principles and procedures for providing police, fire, and other safety services and managing penal institutions.
44	Public Administration and Social Service Professions	This series focuses on the analysis, management, and delivery of public programs and services.
45	Social Sciences	This series focuses on the systematic study of social systems, social institutions, and social behaviour.
50	Visual and Performing Arts	This series focuses on the creation and interpretation of works and performances that use auditory, kinesthetic, and visual phenomena to express ideas and emotions in various forms, subject to aesthetic criteria.
51	Health Professions and Related Clinical Sciences	This series focuses on the preparation of individuals to practice as licensed professionals and assistants in the health care professions and focuses on the study of related clinical sciences.
52	Business, Management, Marketing and Related Support Services	This series focuses on the managerial, technical support, and applied research functions related to the operation of commercial and non-profit enterprises and the buying and selling of goods and services.
54	History	This series focuses on the study and interpretation of past events, institutions, issues, and cultures.
55	French Language and Literature/Letters	This series focuses on the structure and use of the French language and dialects, speech, writing, and various aspects of the literatures and cultures of the French-speaking peoples.
60	Dental, Medical and Veterinary Residency Programs	This series comprises residency programs in various dental, medical, and veterinary specializations offered in teaching hospitals and similar locations, that may lead to advanced professional certification. Residency programs that also result in an academic degree completion, such as an MSc or a PhD, should be reported in series 26. Biological and Biomedical Sciences or in series 51. Health Professions and Related Clinical Sciences.

<b>Element 06:      Salary Status</b>
---------------------------------------

**Description:**                      A one digit element to identify the salary status of the staff members.

- Codes:**
1. Staff members who are paid according **to regular salary scales**. This can include lay or religious staff.
  2. All staff members paid according to salary scales that are **lower than regular salary scales**. This can include religious, military or other staff.

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<b>Element 07:      Actual Salary</b>
---------------------------------------

**Description:** A seven digit element to report the actual gross salary (including vacation pay) that the staff member is expected to receive during the salary year.

Please exclude stipends or other honoraria for administrative duties. Any extra payments such as those received for summer employment, extension work, or others are also to be excluded.

**Notes:** Please note that every staff member should have an actual salary reported.

The reported actual salary should reflect new negotiated settlement applicable as of October 1 and **should not include expected increases or adjustments which may become effective at later date**. If salaries are not negotiated by that date, please report the new negotiated settlement applicable as of October 1, when they become known.

For medical/dental staff, it is understood that, in most cases, the institution itself, provincial medical care institutions (e.g. hospitals) and/or medical care plan contribute to the staff member's salary at an agreed upon ratio. In some institutions, staff receive all their remuneration directly from the university and the university bills the hospital (or medical care plan) for the latter's share. In other cases, the staff member receives remuneration from the university, the hospitals and/or medical care plan. In order to keep the actual salary reported as comparable as possible among institutions, please include, for medical/dental staff, **both the university contribution and the contribution by hospitals and/or medical care plans** (excluding special grants, fees for services to patients, guarantees, etc.).

The following elements will affect the actual salary:

1. Element 11: "Sabbatical Leave": For example, if the staff member had a non 100% reimbursed sabbatical leave, it is expected that the actual salary reported would be reduced.
2. Element 12: "Number of months on unpaid leave". For example, if the staff member took 6 months of unpaid leave, it is expected that the actual salary would be reduced by 50%.
3. Element 13: "Reduced Load". For example, if a staff member had a 75% load reduction, it is expected that the actual salary would be reduced by that amount.

**Exclusions:** Administrative stipends and other honorarium for administrative duties.  
Research grants.  
Extra payments such as those for overload, extension and summer employment.

**Codes:** Seven digit numeric value

**0000000.** **Only** those staff who are on leave without pay for the whole salary year or staff who do not receive an allowance or salary.

**Element 08: Annual Rate of Salary**

**Description:** A seven digit element to report the annual gross salary (including vacation pay) the staff member is expected to receive during the salary year.

Please exclude stipends or other honoraria for administrative duties. Any extra payments such as those received for summer employment, extension work, or others are also to be excluded.

**Notes:** The reported annual rate of salary should reflect new negotiated settlement applicable as of October 1 and should not include expected increases or adjustment which may become effective at later date. If salaries are not negotiated by that date, please report the new negotiated settlement applicable to October 1, when they become known.

For those staff on sabbatical leave or unpaid leave, please report the **annual gross salary that would have been paid had the staff member not gone on leave**. The same applies to those professors who are on a reduced load; please report the annual gross salary that would have been paid had the staff member not been on a reduced load.

The "Annual Rate of Salary" will be the same as the "Actual Rate of Salary" (Element 7) where the staff member is employed for the full 12 months of the year and is not on an unpaid leave, reduced load or 100% non-reimbursed sabbatical leave.

For medical/dental staff, please report (on an annual rate basis), the staff member's income from all sources including operating and trust funds of the university, hospitals and/or medical care plans, and special grants from health or research agencies but excluding fees for service to patients and guarantees. **The reported income should relate to the university appointment** and not to outside activities unrelated to this appointment.

**Exclusions:** Administrative stipends and other honorarium for administrative duties.  
Research grants.  
Extra payments such as those for overload, extension and summer employment.

**Code:** Seven digit numeric value

Please report the salary even if it is the same as that reported in element 07.

**000000.** Staff who do not receive an allowance or salary.

## Element 09: Administrative Stipends

**Description:** A six digit element to report annual stipend or other honorarium paid to the staff member for administrative duties.

**Notes:** Please include only those annual stipends and other honorarium that are received for **administrative duties only**. Payments given to the staff member for non-administrative duties are not to be included.

This element is related to “Element 10: Senior Administrative Responsibilities – Researchers and Visitors”. If a staff member is coded as having a senior administrative responsibilities in Element 10 (i.e. codes 1, 5 and 9), then it is expected that they will receive an administrative stipend. The exception is where other arrangements are made for re-imbursment, in which case this element should be coded as “999999”. Examples of where the stipend should be reported as “999999”:

- it is included in their salary,
- they are given course relief,
- the payment is made to their research fund etc.

**Exclusions:**

1. Funds received for research grants such as Canada Research Chairs and others.
2. Stipends received for non-administrative duties.

**Codes:** Six digit numeric value.

**000000.** If the staff member does not have administrative duties.

**999999.** If the staff member has administrative duties but does not receive a separate stipend.

<b>Element 10: Senior Administrative Responsibilities, Researchers and Visitors</b>
---

**Description:** A one digit code to report researchers, visitors and those staff members with senior administrative responsibilities.

**Notes:** Please report all staff members holding senior administrative positions, including those in an acting capacity

All visiting **staff** are to be coded 6 or 8 regardless of their responsibilities. Please note that they should be coded 4 in element 24: "Type of Appointment".

**All research staff who have an academic rank and are paid according to regular salary scales**, should be coded 7 or 8.

It is expected that an administrative stipend would be reported (in element 09) for those staff who are coded as 1 to 5, and in some cases code 9.

- Codes:**
0. Teacher with no senior administrative duties
  1. Dean
  2. Assistant dean, associate dean, vice-dean
  3. Director whose responsibilities and salary are equivalent to those of a dean. Those directors not equivalent to deans would be coded as 4.
  4. Director, department head, coordinator
  5. Chairperson
  6. Visitor with teaching responsibilities e.g., staff with a permanent affiliation to another university or organization
  7. Researchers - non-visitors. Researchers are defined as full-time research staff who have an academic rank and a salary scale similar to teaching staff. Please note that their subject taught should be coded as 9998
  8. Researchers – visitors. Researchers are defined as full-time research staff who have an academic rank and a salary scale similar to teaching staff. Please note that their subject taught should be coded as 9998
  9. Assistant and associate director, assistant or associate department head, assistant or associate coordinator, assistant or associate chairperson and any other.

<b>Element 11:      Number of Months on Sabbatical Leave* During the Current Academic Year</b>
--

**Description:**                      A 2 digit element to report the number of months on sabbatical leave.

**Notes:**                                This element requests information on leave that relates to the full academic year and as approved by the time the institution reports to Statistics Canada.

**Codes:**                                Two digits indicating the Number of months on sabbatical leave during the academic year.

\* As approved by the time institution reports to Statistics Canada.

FOR INFORMATION ONLY



<b>Element 12:      Number of Months on Unpaid Leave * During the Current Academic Year</b>
---

**Description:**                      A 2 digit element, to report the number of months on unpaid leave.

**Notes:**                                This element requests information on leave that relates to the full academic year and as approved by the time the institution reports to Statistics Canada.

**Codes:**                                Two digits indicating the number of months on unpaid leave during the academic year.

\* As approved by the time institution reports to Statistics Canada.

FOR INFORMATION ONLY

<b>Element 13:      Reduced Load</b>
--------------------------------------

**Description:**                      A two digit element to report the intensity of a reduced load carried by a full-time teacher.

**Notes:**                                This applies to full-time staff members who have entered into a formal agreement with the institution to carry his/her duties on a reduced load, for the whole year or that part of the year not on leave.

Please report the intensity of the load

For staff members on reduced load, the actual salary (element 07) must be lower than the annual rate of salary (element 08). For example, if the intensity of the load is 75% for 12 months, we would expect the actual salary to be 75% of the annual rate of salary.

For staff members not on reduced load, use code 00.

**Codes:**                                **10 to 95.** Possible reported Work Load values.

**00.** Staff members not on a reduced load.

Example: If, according to contract terms, a staff member is on 75% work load, indicate 75 in this element.

## Element 14: Previous Employment

- Description:** A two digit element, to report the staff member's employment/occupation that they held immediately prior to their appointment (or reappointment) to the institution.
- Notes:** The employment/occupation that the staff member held immediately prior to the appointment year specified in Element 26.
- Codes:**
- 01. University:** Teaching or non-teaching position at a university or affiliated college, or other educational institution where teaching is defined as set out in the introduction to this manual (page 3: "Coverage").
  - 02. Non-university:** Teaching or non-teaching position at other educational institutions (including community colleges).
  - 03. Student** (including postdoctoral fellows).
  - 04. Public sector:** Employment in a government department or agency. This includes hospitals and other publicly funded clinics or other organized health care agency and the military.
  - 05. Private sector:** Employment in the private sector (including those that are self employed).
  - 06. Other**
  - 99. Unknown**

<b>Element 15: Province or Country of Previous Employment</b>
---

**Description:** Please report the province in which the staff member held the position of his employment (occupation) immediately prior to being appointed (reappointed) to the institution. If outside of Canada, please report country.

**Notes:** An alphabetical listing of province and country codes is presented on the following pages. A listing of country codes in numerical order is also available, by contacting the subject analyst (co-ordinates found on page 6). These codes are consistent with the codes used by a number of Statistics Canada surveys such as Postsecondary Student Information System (PSIS) and others.

If a country code does not appear on the list, please contact the subject matter analyst (co-ordinates on page 6).

**Codes:** Please use the following pages for a list of the Province and Country

**99999.** Unknown

**Table 4: Alphabetical Listing of Country Codes**

Country Name	Code
Afghanistan	00742
Albania	01353
Algeria	01611
American Samoa	01962
Andorra	02253
Angola	02512
Anguilla	02623
Antigua and Barbuda	02823
Argentina	03131
Armenia	03253
Aruba	02923
Australia	03461
Austria	03752
Azerbaijan	03953
Bahamas	04023
Bahrain	04341
Bangladesh	04542
Barbados	04623
Belarus	05052
Belgium	05551
Belize	07322
Benin	16912
Bermuda	05821
Bhutan	06012
Bolivia	03431
Bosnia and Herzegovina	06053
Botswana	06512
Bouvet Island	17012
Brazil	06731
British Indian Ocean Territory	08342
Brunei Darussalam	08543
Bulgaria	08853
Burkina Faso	67012
Burundi	09412
Cambodia	09743
Cameroon	10312
Canada	80021
Cape Verde	11212
Cayman Islands	11523
Central African Republic	11812
Chad	12712
Chile	13031
China	13644
Christmas Island	13762
Cocos (Keeling) Islands	13962
Colombia	14231
Comoros	14512

**Table 4: Alphabetical Listing of Country Codes (continued)**

Country Name	Code
Congo	14812
Congo, Democratic Republic of the	14912
Cook Islands	15462
Costa Rica	15722
Côte d'Ivoire	31312
Croatia	15853
Cuba	16023
Cyprus	16341
Czech Republic	16552
Denmark	17251
Djibouti	21412
Dominica	17523
Dominican Republic	17823
Ecuador	18131
Egypt	65211
El Salvador	18422
England	65851
Equatorial Guinea	18512
Eritrea	18812
Estonia	18651
Ethiopia	18712
Faeroe Islands	19051
Falkland Islands (Malvinas)	19331
Fiji	19062
Finland	10951
France	20251
French Guiana	20831
French Polynesia	21162
French Southern Territories	21212
Gabon	22012
Gambia	22312
Georgia	22553
Germany	22652
Ghana	23812
Gibraltar	24153
Greece	24753
Greenland	25021
Grenada	25323
Guadeloupe	25623
Guam	25962
Guatemala	26222
Guernsey	20351
Guinea	26512
Guinea-Bissau	49312
Guyana	26631
Haiti	26823
Heard Island and McDonald Islands	26912

**Table 4: Alphabetical Listing of Country Codes (continued)**

<b>Country Name</b>	<b>Code</b>
Honduras	27722
Hong Kong	28044
Hungary	28352
Iceland	28651
India	29242
Indonesia	29543
Iran	29841
Iraq	30141
Ireland, Republic of (EIRE)	30451
Isle of Man	30651
Israel	30741
Italy	31053
Jamaica	31623
Japan	31944
Jersey	70751
Jordan	32241
Kazakhstan	32342
Kenya	32512
Kiribati	32662
Korea, North	33144
Korea, South	32841
Kuwait	33441
Kyrgyzstan	33542
Laos	33713
Latvia	33851
Lebanon	34041
Lesotho	34412
Liberia	34612
Libya	34911
Liechtenstein	35252
Lithuania	35351
Luxembourg	35551
Macao	35844
Macedonia (FYROM)	35953
Madagascar	36112
Malawi	36212
Malaysia	36443
Maldives	36742
Mali	37012
Malta	37353
Marshall Islands	37462
Martinique	37623
Mauritania	37912
Mauritius	38212
Mayotte	38312
Mexico	38822
Micronesia, Federated States of	38962

**Table 4: Alphabetical Listing of Country Codes (continued)**

<b>Country Name</b>	<b>Code</b>
Moldova, Republic of	39052
Monaco	39151
Mongolia	39444
Montenegro	70453
Montserrat	39723
Morocco	40011
Mozambique	41212
Myanmar	09143
Namibia	58612
Nauru	41862
Nepal	42142
Netherlands	42451
Netherlands Antilles	42723
New Caledonia	43062
New Zealand	43961
Nicaragua	44222
Niger	44512
Nigeria	44812
Niue	45162
Norfolk Island	45462
Northern Ireland	66151
Northern Mariana Islands	45662
Norway	46051
Oman	41311
Pakistan	40642
Palau	46862
Palestinian Territory, Occupied	46741
Panama	46922
Papua New Guinea	43362
Paraguay	47531
Peru	47831
Philippines	48143
Pitcairn	48462
Poland	48752
Portugal	49053
Puerto Rico	50223
Qatar	50541
Réunion	50812
Romania	52653
Russian Federation	53052
Rwanda	52912
Saint Barthélemy	69562
Saint Helena	53512
Saint Kitts and Nevis	53823
Saint Lucia	54123
Saint Martin	68923
Saint Pierre and Miquelon	54421



**Table 4: Alphabetical Listing of Country Codes (continued)**

<b>Country Name</b>	<b>Code</b>
Saint Vincent and the Grenadines	54723
Samoa	69462
San Marino	55053
Sao Tome and Principe	55312
Saudi Arabia	55941
Scotland	66451
Senegal	56212
Serbia	70653
Seychelles	56512
Sierra Leone	56812
Singapore	57443
Slovakia	56952
Slovenia	57053
Solomon Islands	07662
Somalia	57712
South Africa	58312
South Georgia and the South Sandwich Islands	58412
Spain	58953
Sri Lanka	12442
Sudan	59812
Suriname	6013
Svalbard and Jan Mayen Island	60251
Swaziland	60412
Sweden	60711
Switzerland	6052
Syria	61341
Taiwan	61544
Tajikistan	61442
Tanzania, United Republic of	61612
Thailand	61943
Timor-Leste	49943
Togo	62212
Tokelau	62562
Tonga	62862
Trinidad and Tobago	63123
Tunisia	63711
Turkey	64041
Turkmenistan	64441
Turks and Caicos Islands	64323
Tuvalu	24462
Uganda	64612
Ukraine	64752
United Arab Emirates	63441
United Kingdom	65551
United States	66721
United States Minor Outlying Islands	66962
Uruguay	67331

**Table 4: Alphabetical Listing of Country Codes (concluded)**

<b>Country Name</b>	<b>Code</b>
Uzbekistan	65642
Vanuatu	43662
Vatican City State	67553
Venezuela	67631
Viet Nam	68243
Virgin Islands, British	68523
Virgin Islands, U.S.	68823
Wales	66551
Wallis and Futuna	69262
Western Sahara	69311
Yemen	70041
Zambia	70512
Zimbabwe	51112
Not applicable	99899
Not reported	99999
Canada	80021
Newfoundland	81021
Prince Edward Island	81121
Nova Scotia	81221
New Brunswick	81321
Quebec	8242
Ontario	83521
Manitoba	83621
Saskatchewan	8472
Alberta	8321
British Columbia	85921
Yukon Territory	86021
Northwest Territories	86121
Nunavut	86221

Please note: If a country does not appear on the list, please contact the subject matter analyst.

<b>Element 16:      Year of First Degree</b>
--

**Description:** A four digit element to report the year in which the staff member obtained his or her **first** university degree, postsecondary diploma or professional designation.

**Codes:** **Four digits** of the year in which the first university degree, postsecondary diploma or professional designation was obtained.

**9998:** No degree, diploma or professional designation.

**9999:** Unknown

FOR INFORMATION ONLY

<b>Element 17: Province or Country of First Degree</b>
--

**Description:** A five digit code to report the province in which the staff member's first university degree, postsecondary diploma or professional designation was obtained. If outside of Canada, please report the country. If a country is not identified in the following listing, please contact the subject matter analyst.

**Codes:** The list of province and country codes is given in element 15 (pages 30 – 35)

**99899:** If code 9998 was used in element 16, then code 99899 should be reported for this element.

**99999:** Unknown.

FOR INFORMATION ONLY

<b>Element 18:      Level of Highest Earned Degree</b>
--

**Description:** A one digit code to report the level of the staff member's **highest earned** degree, diploma or professional designation.

**Notes:** Please note that it is **the highest degree, not the most recent**, which is required. The following codes list the degrees in order of highest to lowest. Please exclude all anticipated and all honorary degrees.

- Codes:**
1. **PhD.** or any other equivalent doctoral degree. (i.e. Ed.D., D.Sc., D.S.W)
  2. **Professional degrees** (but not including masters or bachelors degrees). This code refers to medical and paramedical degrees only. For example, the following degrees would be included in this category: M.D. (Medical Doctor), D.D.S.( Doctor of Dental Surgery), D.D.M.(Doctor of Dental Medicine), D.V.M.(Doctor of Veterinary Medicine). Please do not include the masters of social work (code 3) or the LL.B: bachelors of laws and letters (code 4) degrees in this category.
  3. Masters degree and equivalent (e.g., M.A., M.S.W., M.B.A., etc).
  4. Bachelors degree (e.g., LL.B., B.A., B.S, B.Ed., etc).
  5. **All other credentials.** This includes undergraduate and graduate diplomas, professional designations other than a degree (e.g., C.A., C.G.A., R.I.A., teaching certificate but no degree, etc.) and any others.
  8. **No degree, diploma or professional designation.**
  9. **Unknown.**

<b>Element 19:      Year of Highest Earned Degree</b>
---

**Description:**                      A four digit element to report the year in which the highest earned degree as specified in element 18, was obtained.

**Notes:**                                If the staff member has **two or more degrees at the same level, please report the year of the most recent degree.** For example, if the staff member has two doctorate degrees, one obtained in 1960 and the other in 1965, please report 1965 for this element.

Similarly, **if the staff member has two degrees, the most recent of which is at a lower level than the first**, e.g., M.D. obtained in 1965, M.S. in 1972, please report the year of the higher degree, in this case 1972.

If a staff member has a degree which is higher than a bachelor's degree, it is expected that the year of highest earned degree will be later than the element 16: "Year of First Degree".

**Codes:**                                A **four digit** code indicating the year when the highest earned degree was obtained.

**9998.** If code 8 was used in element 18, then code 9998 should be shown for element 19.

**9999.** Unknown.

<b>Element 20: Province or Country of Highest Degree</b>
--

**Description:** A five digit code to report the province or country of the highest earned degree (as reported in element 18).

**Notes:** Please report the province in which the highest earned degree that was specified in element 18 was obtained. If outside of Canada, please report country.

**Codes:** The list of province and country codes is given in element 15 (pages 30 to 35).

**99899.** If code 8 was used in element 18, then report code 99899.

**99999.** Unknown. If code 9 was used in element 18, please report code 99999

FOR INFORMATION ONLY

<b>Element 21: Country of Citizenship at Time of Appointment</b>
--

**Description:** A five digit code to report the staff member's country of citizenship at the time that they were appointed to the institution (as reported in element 26).

**Codes:** The list of country codes is given in element 15 (pages 30 to 35).

**99999.** Unknown

FOR INFORMATION ONLY



<b>Element 22: Rank</b>
-------------------------

**Description:** A one digit code to report the staff member's current rank.

- Codes:**
1. Full professor
  2. Associate professor
  3. Assistant professor
  4. Ranks/level below assistant professor: includes lecturers, instructors, and other teaching staff
  5. Other: includes staff that do not fit in the categories described above (ungraded).

FOR INFORMATION ONLY

<b>Element 23:      Year of Appointment to Present Rank</b>
---

**Description:** A four digit element, to report the year in which the staff member attained his or her current rank (as reported in element 22).

**Notes:** Please note the following when deciding what year to report:

- (a) The service between the year of appointment to the current rank (as indicated in this element) and the present year must be both uninterrupted and full-time. It is recognized that leave can be granted without interrupting the continuous service.
- (b) If the period of employment at the current rank has been interrupted (i.e., the staff member has severed his or her connection with the institution), the year of reappointment should be reported.
- (c) It is quite possible that the year reported in this element will be the same as that reported in element 20 ("Year of Appointment to Institution"). This would occur when the staff member has not had a change in rank since his or her appointment (or reappointment) to the institution.
- (d) The year should only change when a staff member has been promoted from one rank to the next. The year does not change when the administrative responsibilities change.

**Codes:** Four digits of the year in which the staff member attained his or her present rank.

9999. Unknown

## Element 24: Type of Appointment

**Description:** A one digit element to report the type of appointment held by the staff member at the institution.

**Notes:** Those teachers who have been granted tenure should be coded 1.

Teachers for whom, in the normal course of events, e.g., after a certain period of time and, in some cases, upon completion of their doctorate, a tenure review is required by university policy are to be coded 2.

Staff for whom no tenure review is required should be coded 3. This category includes teachers hired for one year or more, with no formal commitment on the part of the university to renew their contract, although the contract may in fact be renewed (or have been renewed).

Those reported as code 4, visiting staff, should also have been reported as code 6 or 8 in Element 10 "Senior Administrative Responsibilities".

**Codes:**

1. Tenured
2. Leading to tenure, probationary
3. Non-tenured staff. This could include annual, sessional or other definite term contracts. Other terms used to describe staff in this category are "full-time term employees", "limited term positions", and other contractual staff whose contracts are greater than 12 months.
4. Visiting staff, i.e., staff with a permanent affiliation to another university or organization.
5. Other staff: staff that are not classified as 1, 2, 3 or 4 above

## Element 25: Medical or Dental Appointment Category

**Description:** A one digit element, to report the appointment category of the staff in the faculties of medicine (including veterinary medicine) and/or dentistry.

**Notes:** Medical/dental teaching staff is defined as those who are **teaching in department/programs which typically award/train students for either an MD or DDS degree (or post Md/DDS degrees)**. These staff should be coded as “0”, “1” or “2”. Please do not report other teaching staff who may be in the Faculty of Medicine or Dentistry who do not focus on the training of students in these fields (i.e. Nursing, Occupational Therapy etc). All other teaching staff should be coded as “9” (non medical /dental).

**Code 0:** Regular full-time (12 months) academic staff

**This is a regular academic appointment similar to that in any other faculty.** The appointee receives his full salary from the institution. This category usually applies to all basic medical science departments and to other medical or dental staff who are not engaged in private practice. It also includes those staff who are supported by research grants but whose income is administered by the university. These staff are expected to hold some teaching responsibilities.

**Code 1:** Geographic full-time(12 months) academic staff

This category applies to all medical and dental staff who are engaged in the practice of medicine as well as teaching (i.e. clinicians). Geographic full-time staff members usually receive an established percentage of their regular salary from the university and the remaining portion from provincial medical care institutions (e.g., hospitals) and/or medical care plans. In addition, they are entitled to earn an income (limited by a ceiling) for service to patients. The staff members are usually assigned to a specific hospital. Although they may receive only a percentage of their income from the university, they are counted as full-time members of the institution.

**Please include all clinicians in this category.**

**Code 2:** Full-time (12 months)joint appointments

This category includes medical and dental staff who have received a letter of appointment from both the university and one of the teaching hospitals. Salaries are paid by both institutions at an agreed upon ratio.

**Exclusions:**

The following categories of medical staff are to be **excluded** from the survey:

a) Major part-time

These staff members spend approximately 50% of their time in a teaching hospital. Their offices are not located in the hospital and there is no ceiling on the income they earn from outside patients although there is a ceiling on earnings made through the clinical teaching units.

b) **Part-time**

These staff members are usually community practitioners who do not receive a formal letter of appointment from the institution but rather are engaged by department heads as demonstrators or teaching assistants. These casual staff members may teach both graduate and undergraduate students, on an average of several hours per week, and also may be involved in clinical research.

**Codes:**

0. Regular full-time academic staff member
1. Geographic full-time academic staff member
2. Full-time joint appointment
9. Not applicable (staff member is not in a faculty of medicine or dentistry)

## Element 26: Year of Appointment to Institution

**Description:** A four digit element to report the year of appointment (or reappointment) to a full-time position.

**Notes:** Please note that the service between the year reported in this element and the present year must be both full-time and **uninterrupted** (i.e., the staff member has not severed his or her connection with the institution during this period). Leave (sabbatical, leave of absence, etc.) should **not** be interpreted as interrupting the continuous service, i.e., when a staff member goes on leave, he does not change his or her year of appointment to the institution. Similarly, if a staff member assumes a **non-academic** position in the university for a time and then returns to teaching, the period spent in that position should not be interpreted as interrupting continuous service. However, during the time the person holds such a position he or she should not be reported as a full-time teacher.

It does not matter whether the staff member's appointment was originally temporary, probationary or permanent or has been a series of one-year contracts. As long as the employment has been **continuous from year to year and full-time in each year**, the year of appointment should be reported as the earliest year in which the staff member joined the institution on a full-time basis. For example, in year 1, a staff member held a full-time probationary appointment which was made permanent in year 2. Year 1 would be reported as the year of appointment.

For the staff member who was employed full-time (12 months) during some past period, then, (1) severed his or her connection with the institution, or (2) he or she obtains a teaching position which is other than full-time (12 months), and was later re-hired to a full-time (12 months) position, the year of **reappointment** is the one that should be reported in this element.

Please note that the year of appointment to the institution (as reported in this element) cannot be later than the year of appointment to the present rank (element 23).

**Code:** **Four digits** of the year the staff member was appointed (or reappointed) to the institution.

<b>Element 27:      Principal Subject Taught</b>
--

**Description:**                      A four digit element describing the principal subject taught of the staff member.

**Notes:**                                Please report using CIP (“Classification of Instructional Programs) at the 4 digit level. A listing is provided on the following pages. Please code this element **according to the subject in which the staff member spends the largest portion of their teaching time.**

For a more detailed description of each of the subject codes, please consult the full version of the CIP coding manual.

For staff members, who are on leave, please report the subject that they would have taught had the staff member been teaching.

**Codes:**                                The list of 4 digit CIP codes is given on the following pages.

**9998.**    Not applicable (researchers).

FOR INFORMATION ONLY

**Table 5: CIP Codes**

CIP Code	Name
0100	Agriculture, General
0101	Agricultural Business and Management
0102	Agricultural Mechanization
0103	Agricultural Production Operations
0104	Agricultural and Food Products Processing
0105	Agricultural and Domestic Animal Services
0106	Applied Horticulture/Horticultural Business Services
0107	International Agriculture
0108	Agricultural Public Services
0109	Animal Sciences
0110	Food Science and Technology
0111	Plant Sciences
0112	Soil Sciences
0199	Agriculture, Agriculture Operations and Related Sciences, Other
0301	Natural Resources Conservation and Research
0302	Natural Resources Management and Policy
0303	Fishing and Fisheries Sciences and Management
0305	Forestry
0306	Wildlife and Wildlands Science and Management
0399	Natural Resources and Conservation, Other
0402	Architecture (BArch, BA/BSc, MArch, MA/MSc, PhD)
0403	City/Urban, Community and Regional Planning
0404	Environmental Design/Architecture
0405	Interior Architecture
0406	Landscape Architecture (BSc, BSLA, MIA, MS, A, MIA, PhD)
0408	Architectural History and Criticism
0499	Architecture and Related Services, Other
0501	Area Studies
0502	Ethnic, Cultural Minority and Gender Studies
0599	Area, Ethnic, Cultural and Gender Studies, Other
0901	Communication and Media Studies
0904	Journalism
0907	Radio, Television and Digital Communication
0909	Public Relations, Advertising and Applied Communication
0910	Publishing
0999	Communication, Journalism and Related Programs, Other
1101	Computer and Information Sciences and Support Services, General
1102	Computer Programming
1104	Information Science/Studies
1105	Computer Systems Analysis/Analyst
1107	Computer Science
1108	Computer Software and Media Applications
1109	Computer Systems Networking and Telecommunications
1110	Computer/Information Technology Administration and Management
1199	Computer and Information Sciences and Support Services, Other
1301	Education, General
1302	Bilingual, Multilingual and Multicultural Education
1303	Curriculum and Instruction



**Table 5: CIP Codes (continued)**

<b>CIP Code</b>	<b>Name</b>
1304	Educational Administration and Supervision
1305	Educational/Instructional Media Design
1306	Educational Assessment, Evaluation and Research
1307	International and Comparative Education
1309	Social and Philosophical Foundations of Education
1310	Special Education and Teaching
1311	Student Counselling and Personnel Services
1312	Teacher Education and Professional Development, Specific Levels and Methods
1313	Teacher Education and Professional Development, Specific Subject Areas
1314	Teaching English or French as a Second or Foreign Language
1315	Teaching Assistants/Aides
1399	Education, Other
1401	Engineering, General
1402	Aerospace, Aeronautical and Astronautical Engineering
1403	Agricultural/Biological Engineering and Bioengineering
1404	Architectural Engineering
1405	Biomedical/Medical Engineering
1406	Ceramic Sciences and Engineering
1407	Chemical Engineering
1408	Civil Engineering
1409	Computer Engineering
1410	Electrical, Electronics and Communications Engineering
1411	Engineering Mechanics
1412	Engineering Physics
1413	Engineering Science
1414	Environmental/Environmental Health Engineering
1418	Materials Engineering
1419	Mechanical Engineering
1420	Metallurgical Engineering
1421	Mining and Mineral Engineering
1422	Naval Architecture and Marine Engineering
1423	Nuclear Engineering
1424	Ocean Engineering
1425	Petroleum Engineering
1427	Systems Engineering
1428	Textile Sciences and Engineering
1431	Material Science
1432	Polymer/Plastics Engineering
1433	Construction Engineering
1434	Forest Engineering
1435	Industrial Engineering
1436	Manufacturing Engineering
1437	Operations Research
1438	Surveying Engineering
1439	Geological/Geophysical Engineering
1499	Engineering, Other
1515	Engineering/Industrial Management
1599	Engineering Technologies/Technicians, Other

**Table 5: CIP Codes (continued)**

<b>CIP Code</b>	<b>Name</b>
1601	Linguistic, Comparative and Related Language Studies and Services
1602	African Languages, Literatures and Linguistics
1603	East Asian Languages, Literatures and Linguistics
1604	Slavic, Baltic and Albanian Languages, Literatures and Linguistics
1605	Germanic Languages, Literatures and Linguistics
1606	Modern Greek Language and Literature
1607	South Asian Languages, Literatures and Linguistics
1608	Iranian/Persian Languages, Literatures and Linguistics
1609	Romance Languages, Literatures and Linguistics
1610	Aboriginal Languages, Literatures and Linguistics
1611	Middle/Near Eastern and Semitic Languages, Literatures and Linguistics
1612	Classics and Classical Languages, Literatures and Linguistics
1613	Celtic Languages, Literatures and Linguistics
1614	Southeast Asian and Australasian/Pacific Languages, Literatures and Linguistics
1615	Turkic, Ural-Altaic, Caucasian and Central Asian Languages, Literatures and Linguistics
1616	Sign Language
1617	Second Language Learning
1699	Aboriginal and Foreign Languages, Literatures and Linguistics, Other
1900	Work and Family Studies
1901	Family and Consumer Sciences/Human Sciences, General
1902	Family and Consumer Sciences/Human Sciences Business Services
1904	Family and Consumer Economics and Related Services
1905	Foods, Nutrition and Related Services
1906	Housing and Human Environments
1907	Human Development, Family Studies and Related Services
1909	Apparel and Textiles
1999	Family and Consumer Sciences/Human Sciences, Other
2200	Non-professional General Legal Studies (Undergraduate)
2201	Law (LLB, JD, BCL)
2202	Legal Research and Advanced Professional Studies (Post-LLB/JD)
2299	Legal Professions and Studies, Other
2301	English Language and Literature, General
2304	English Composition
2305	English Creative Writing
2307	Canadian and American Literature
2308	English Literature (British and Commonwealth)
2310	English Speech and Rhetorical Studies
2311	English Technical and Business Writing
2399	English Language and Literature/Letters, Other
2401	Liberal Arts and Sciences, General Studies and Humanities
2501	Library Science/Librarianship
2599	Library Science, Other
2601	Biology, General
2602	Biochemistry/Biophysics and Molecular Biology
2603	Botany/Plant Biology
2604	Cell/Cellular Biology and Anatomical Sciences
2605	Microbiological Sciences and Immunology
2607	Zoology/Animal Biology

**Table 5: CIP Codes (continued)**

<b>CIP Code</b>	<b>Name</b>
2608	Genetics
2609	Physiology, Pathology and Related Sciences
2610	Pharmacology and Toxicology
2611	Biomathematics and Bioinformatics
2612	Biotechnology
2613	Ecology, Evolution, Systematics and Population Biology
2699	Biological and Biomedical Sciences, Other
2701	Mathematics
2703	Applied Mathematics
2705	Statistics
2799	Mathematics and Statistics, Other
2805	Reserve Entry Scheme for Officers in the Armed Forces
2901	Military Technologies
3001	Biological and Physical Sciences
3005	Peace Studies and Conflict Resolution
3006	Systems Science and Theory
3008	Mathematics and Computer Science
3010	Biopsychology
3011	Gerontology
3012	Historic Preservation and Conservation
3013	Medieval and Renaissance Studies
3014	Museology/Museum Studies
3015	Science, Technology and Society
3016	Accounting and Computer Science
3017	Behavioural Sciences
3018	Natural Sciences
3019	Nutrition Sciences
3020	International/Global Studies
3021	Holocaust and Related Studies
3022	Classical and Ancient Studies
3023	Intercultural/Multicultural and Diversity Studies
3024	Neuroscience
3025	Cognitive Science
3099	Multicultural/Interdisciplinary Studies, Other
3101	Parks, Recreation and Leisure Studies
3103	Park, Recreation and Leisure Facilities Management
3105	Health and Physical Education/Fitness
3199	Parks, Recreation, Leisure and Fitness Studies, Other
3801	Philosophy, Logic and Ethics
3802	Religion/Religious Studies
3899	Philosophy and Religious Studies, Other
3902	Bible/Biblical Studies
3903	Missions/Missionary Studies and Missiology
3904	Religious Education
3905	Religious/Sacred Music
3906	Theological and Ministerial Studies
3907	Pastoral Counselling and Specialized Ministries
3999	Theology and Religious Vocations, Other

**Table 5: CIP Codes (continued)**

<b>CIP Code</b>	<b>Name</b>
4001	Physical Sciences, General
4002	Astronomy and Astrophysics
4004	Atmospheric Sciences and Meteorology
4005	Chemistry
4006	Geological and Earth Sciences/Geosciences
4008	Physics
4099	Physical Sciences, Other
4201	Psychology, General
4202	Clinical Psychology
4203	Cognitive Psychology and Psycholinguistics
4204	Community Psychology
4205	Comparative Psychology
4206	Counselling Psychology
4207	Developmental and Child Psychology
4208	Experimental Psychology
4209	Industrial and Organizational Psychology
4210	Personality Psychology
4211	Physiological Psychology/Psychobiology
4216	Social Psychology
4217	School Psychology
4218	Educational Psychology
4219	Psychometrics and Quantitative Psychology
4220	Clinical Child Psychology
4221	Environmental Psychology
4222	Geropsychology
4223	Health/Medical Psychology
4224	Psychopharmacology
4225	Family Psychology
4226	Forensic Psychology
4299	Psychology, Other
4301	Criminal Justice and Corrections
4302	Fire Protection
4399	Security and Protective Services, Other
4400	Human Services, General
4402	Community Organization and Advocacy
4404	Public Administration
4405	Public Policy Analysis
4407	Social Work
4499	Public Administration and Social Service Professions, Other
4501	Social Sciences, General
4502	Anthropology
4503	Archeology
4504	Criminology
4505	Demography and Population Studies
4506	Economics
4507	Geography and Cartography
4509	International Relations and Affairs
4510	Political Science and Government

**Table 5: CIP Codes (continued)**

CIP Code	Name
4511	Sociology
4512	Urban Studies/Affairs
4599	Social Sciences, Other
5001	Visual and Performing Arts, General
5002	Crafts/Craft Design, Folk Art and Artisanry
5003	Dance
5004	Design and Applied Arts
5005	Drama/Theatre Arts and Stagecraft
5006	Film/Video and Photographic Arts
5007	Fine Arts and Art Studies
5009	Music
5099	Visual and Performing Arts, Other
5100	Health Services/Allied Health/Health Sciences, General
5101	Chiropractic (DC)
5102	Communication Disorders Sciences and Services
5104	Dentistry (DDS, DMD)
5105	Advanced/Graduate Dentistry and Oral Sciences (Cert., MSc, PhD)
5106	Dental Support Services and Allied Professions
5107	Health and Medical Administrative Services
5109	Allied Health Diagnostic, Intervention and Treatment Professions
5110	Clinical/Medical Laboratory Science and Allied Professions
5111	Health/Medical Preparatory Programs
5112	Medicine (MD)
5114	Medical Scientist (MSc, PhD)
5115	Mental and Social Health Services and Allied Professions
5116	Nursing
5117	Optometry (OD)
5118	Ophthalmic and Optometric Support Services and Allied Professions
5119	Osteopathic Medicine (Osteopathy (D.O.))
5120	Pharmacy, Pharmaceutical Sciences and Administration
5121	Podiatric Medicine/Podiatry (DPM)
5122	Public Health
5123	Rehabilitation and Therapeutic Professions
5124	Veterinary Medicine (DVM)
5125	Veterinary Biomedical and Clinical Sciences (Cert., MSc, PhD)
5127	Medical Illustration and Informatics
5131	Dietetics and Clinical Nutrition Services
5132	Bioethics/Medical Ethics
5133	Alternative and Complementary Medicine and Medical Systems
5134	Alternative and Complementary Medical Support Services
5135	Somatic Bodywork and Related Therapeutic Services
5136	Movement and Mind-Body Therapies
5137	Energy-based and Biologically-based Therapies
5199	Health Professions and Related Clinical Sciences, Other
5201	Business/Commerce, General
5202	Business Administration, Management and Operations
5203	Accounting and Related Services
5204	Business Operations Support and Assistant Services

**Table 5: CIP Codes (concluded)**

<b>CIP Code</b>	<b>Name</b>
5205	Business/Corporate Communications
5206	Business/Managerial Economics
5207	Entrepreneurial and Small Business Operations
5208	Finance and Financial Management Services
5209	Hospitality Administration/Management
5210	Human Resources Management and Services
5211	International Business/Trade/Commerce
5212	Management Information Systems and Services
5213	Management Sciences and Quantitative Methods
5214	Marketing
5215	Real Estate
5216	Taxation
5217	Insurance
5218	General Sales, Merchandising and Related Marketing Operations
5219	Specialized Sales, Merchandising and Marketing Operations
5220	Construction Management
5299	Business, Management, Marketing and Related Support Services, Other
5401	History
5501	French Language and Literature, General
5503	French Composition
5504	French Creative Writing
5505	French Canadian Literature
5506	French Literature (France and the French Community)
5507	French Speech and Rhetorical Studies
5508	French Technical and Business Writing
5599	French Language and Literature/Letters, Other
6001	Dental Residency Programs
6002	Medical Residency Programs
6003	Veterinary Residency Programs
9998	Not applicable - <b>Researchers</b>