

Teaching Equivalencies

Faculty of Engineering and Applied Science

The teaching equivalencies for lectures and non-standard forms of teaching in the Faculty of Engineering and Applied Science are given as follows, effective January 1, 2016.

Lectures:

36 hours of assigned lectures plus lecture preparation, out-of-class student contact, and quiz / midterm / exam preparation, invigilation and marking per term, is equivalent to one 3-hour lecture course. Courses with fewer or more assigned lectures have pro-rated teaching credit.

Laboratories:

36 hours of assigned in-lab contact per term is equivalent to 0.27 of a 3-hour lecture course. Fewer or more contact hours have pro-rated teaching credit.

Tutorials:

12 hours (1 hour per week) of assigned tutorial contact per term is equivalent to 0.14 of a 3-hour lecture course. Fewer contact hours have prorated teaching credit.

Graduate Student Supervision:

subject to the approval of the Associate Dean (Graduate Studies) each full-time graduate student supervised is equivalent to 0.14 of a 3-hour lecture course per year. Co-supervisions result in a sharing of the teaching credit. The credit is limited to 2 years of credit for a masters student and 3 years of credit for a doctoral student. Teaching credit for (co-)supervision of each part-time graduate student is a total of 0.21 (masters) or 0.32 (doctoral) upon convocation.

Student Project Supervision:

teaching credit for supervision of final-year undergraduate project students or course-based graduate project students (non-research programs) by faculty members is determined by the appropriate Department Head on a course-by-course basis. Undergraduate project course coordination is equivalent to 0.5 and senior project supervision of a group of 4 students is equivalent to 0.125 of a 3-hour lecture course per year.

Notes:

1. Teaching credit above the teaching norm will be compensated as per the Collective Agreement and may be carried forward for up to 5 years.
2. Teaching credit for development / revision of courses or laboratories (where the development / revision is deemed to be required by the Department responsible for the course) will be assessed by the appropriate Department Head on a course-by-course basis. Teaching credits for laboratories and tutorials are provided in accordance with the course description in the University Calendar.
3. While the teaching norm in the Faculty is four 3-hour lecture course equivalents per Academic Year, full-time faculty members are normally required to teach at least two 3-credit courses per Academic Year in their normal teaching load, so 2 credits at most per Academic Year for graduate student supervision.
4. A teaching equivalency data sheet will be requested with each Annual Activity Report, including the list of courses taught, hours of assigned lectures, labs and tutorials (excluding those conducted by a TA), undergraduate / graduate student (co-)supervisions, and current teaching credit balance.

November, 2015