

October 2016

OFF-6(NB)
RECEIVED

-11- 22 2018

MUNFA _____

Faculty of Business Administration
Course Equivalencies
October 2016

This document describes the course equivalencies for non-standard teaching formats consistent with Article 3.16 and Article 3.17 of the MUNFA Collective Agreement.

This document is based on recommendations from a Special Committee formed as per Article 3.17 of the MUNFA Collective Agreement and following Collegial Consultation to re-determine course equivalencies consistent with Article 3.17 of the Collective Agreement.

The recommendations of the Special Committee are provided to the Dean as advice. The equivalencies contained in this document are effective immediately.

Appendix A provides a simplified table showing the recommended direct equivalency of each proposed item to one standard course as per the decision of the Dean.

Appendix B provides a table showing the previous equivalencies, the equivalency proposed by the Special Committee and its rationale, and the decision of the Dean.

Course Equivalencies

I. Standard Course Definition:

Throughout this document, the term 'one standard course' is used. This is defined as a 'scheduled undergraduate, Masters or PhD course irrespective of enrolment numbers'. One standard course' is valued at 3 credit hours.

II. Accumulation and utilization of teaching credit:

The following sections specify the proportion of a standard course constituted by each non-standard format. When the accumulation of credits equals one standard course the instructor can request that the accumulated credit be used to replace the scheduled teaching of a standard course. Such a course replacement request shall take place during the normal process of assigning teaching responsibilities. Credits earned from different contributions will be combined. Course replacement requests will be honored wherever possible provided that teaching needs can otherwise be met. Course replacements can be taken as paid overload at any time. Normally course replacements shall be requested within 12 months of the accumulation of credits equal to one standard course. Course replacements earned may be carried forward beyond 12 months on written request and at the discretion of the Dean. Approval to carry forward course replacements will be granted for all full or partial course replacements earned prior to September 1, 2011.

III. Team Taught Courses:

Equivalency for participation in team-taught courses is set as a percentage of the contact hours taught by an individual faculty member.

IV. Harlow Term:

Conducting one course at Harlow is deemed to be equivalent to one standard course. Equivalency for participation in team-taught or partial courses is set as a percentage of the contact hours taught by an individual faculty member.

Other contributions made concurrent with participation in Harlow represent service to the Faculty; any compensation or remission for this service falls outside this policy.

V. PhD and MSc Reading Courses:

When it is deemed that there are insufficient students for the offering of a PhD or MSc Seminar and the course is offered as a reading course, it shall be deemed to be 1/3 of one standard course per student in the reading course. In the case of a cross listed or combined course taken by both MSc and PhD students, any combination of PhD and MSc students shall be counted in determining this equivalency.

VI. Busi 450W

The supervision of each Busi 450W and 750W student is deemed to be equivalent to 1/100 (0.01) of one standard course.

VII. Independent Study/Reading Course:

Instructors providing independent study courses at the undergraduate level will receive a credit equivalent to 1/20 (0.05) of one standard course per student in the independent study course.

VIII. MBA Research Projects:

The supervision of a one-credit research project, involving only secondary research, is deemed to be equivalent to 1/10 (0.10) of one standard course. The supervision of one project involving primary research is deemed to be equivalent to 1/5 (0.20) of one standard course.

IX. EMRE 6030:

The supervision of one completed project involving primary research is deemed to be equivalent to 1/5 (0.20) of one standard course.

X. M. Sc. THESIS SUPERVISION:

The supervision of a successful M. Sc. Thesis be deemed equivalent to ½ (0.50) of one standard course.

XI. PhD in Management – Primary Supervision:

Upon successful dissertation defense by the PhD student, the supervisor will receive one standard course credit.

XII. Interdisciplinary PhD – Primary Supervision:

Upon successful dissertation defense by the PhD student, the supervisor will receive one standard course credit.

XIII. MSc or PhD Supervision – Co-supervision:

In the case of shared or co-supervision, the credit given shall be proportionately reduced.

XIV. Extraordinary Course Development:

Course development is normally considered service. In extraordinary circumstances, however, and at the discretion of the Dean, the development of new courses can be deemed to be equivalent to a maximum of the credit value of a standard course. Extraordinary circumstances can include, for example, the development of new programs.

APPENDIX A

Recommended Equivalencies to 1 Standard Course Table

For the purposes of this report, the term 'one standard course' shall be defined as a scheduled undergraduate, Masters, or PhD course irrespective of enrolment numbers.

		1 Standard Course Equivalent
Team Taught Courses	% of contact hours taught by instructor	When 100% of contact hours is accumulated
Harlow	1 Harlow course = 1 standard course	1 Harlow Course
PhD and MSc Reading Courses	1 PhD or MSc or combined Reading course = 0.33 of a standard course per student	3 PhD or MSc Reading Course students or a combination thereof
Busi 750w	1 student supervision = 0.01 of a standard course	100 Student Supervisions
Independent Study Courses	1 independent study student = 0.05 of one standard course	20 Independent Study Students
MBA Research Projects	1 secondary research project = 0.10 of a standard course per student	10 Secondary Research MBA Projects per student
	1 primary research project = 0.20 of a standard course per student	5 Primary Research MBA Projects per student
EMRE 6030	1 project supervision = 0.20 of a standard course	5 Project Supervisions
M. Sc. Thesis Option	1 M. Sc. Thesis = 0.50 of one standard course	2 M. Sc. Thesis supervised = 1 standard course
PhD - Primary Supervision	1 successful dissertation defense = 1 standard course	1 Successful Dissertation Defense
Interdisciplinary PhD - Primary Supervision	1 successful dissertation defense = 1 standard course	1 Successful Dissertation Defense
Co-Supervision	Proportionate to supervisory responsibility	1 Sole Supervision
Extraordinary Course Development	Proportionate to course development	As deemed by the Dean

UT 16 (WB)

RECEIVED

-01- 03 2019

MUNEA

Faculty of Business Administration
Addendum to the Courses Equivalencies Document
December 2018

Instructors teaching undergraduate courses to classes of 75 students or more will receive a credit equivalent to $\frac{1}{4}$ of one standard course.