

# INTERIM REPORT

## SPECIAL COMMITTEE ON COURSE EQUIVALENCIES

SUBMITTED TO

MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
AND THE

MEMORIAL UNIVERSITY OF NEWFOUNDLAND  
FACULTY ASSOCIATION

### MEMBERS

Dr. Svetlana Barkanova, School of Science and the Environment  
Dr. Shawn Bugden, Dean, School of Pharmacy  
Dr. Travis Fridgen, Acting Dean, Faculty of Science  
Dr. Lourdes Peña-Castillo, Departments of Computer Science and Biology  
Dr. Greg Naterer, Dean, Faculty of Engineering and Applied Science  
Dr. Michele Piercey-Normore, Dean, School of Science and the Environment  
Dr. Leslie Redmond, Faculty of Education  
Dr. William Schipper, Department of English  
Dr. Gary Paterno (Chair), Faculty of Medicine

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### DEFINITIONS

- **Faculty Member** [*Collective Agreement (CA) clause 1.03(o)*]. An ASM appointed to the rank of Lecturer, Assistant Professor, Assistant Professor (Research), Associate Professor, Associate Professor (Research), Professor or Professor (Research).
- **Course** [*CA clause 1.03(l)*]. “Course” shall be a unit of academic instruction for credit or designated “foundation” normally taught for three (3) or more hours a week over a thirteen-week semester, or an equivalent period for a session, preceded by registration and advising of students and followed by an examination period. Courses may be taught by various methods including, but not limited to, lectures, laboratories, correspondence, teleconferencing, and educational television.
- **3-hour lecture course**. It is a course taught for three (3) hours a week over a thirteen-week semester, or an equivalent period for a session.
- **Laboratory course** [*CA clause 1.03(r)*]. A course for which the delivery is determined by the Administrative Head in consultation with the Faculty Member(s) delivering the course to require the Faculty Member(s) to prepare, or to make major revisions to, the laboratory component of a course, or to grade the students’ laboratory work, or to present in the laboratory.
- **Teaching norm**. The normal amount of teaching (i.e. number of 3-hour lecture course equivalents) assigned for an Academic Year for Faculty Members in each Academic Unit. Teaching norms are defined in *Appendix E* of the CA.
- **Teaching assignment**. The teaching tasks assigned by the Administrative Head for a specific Academic Year to a Faculty Member.
- **Teaching load**. The number of courses or equivalents (i.e. number of 3-hour lecture course equivalents) a Faculty Member has been assigned in a given academic year.
- **Teaching credit**. Teaching duties carried out by a Faculty Member that shall be credited towards the Faculty Member’s teaching load/assignment.
- **Teaching equivalence**. The amount to be credited towards the Faculty Member’s teaching load/assignment for teaching duties other than a 3-hour lecture course carried out by a Faculty Member.
- **Teaching remission** [*CA clauses 3.23/3.24, 3.26, 3.27, 32.36(a.ii)*]. Reductions to the teaching assignment for an Academic Year for a Faculty Member.
- **New course development**. Preparation time dedicated to the design of a course syllabus and the creation of teaching materials (slides/notes, lab material, quizzes, etc.) required to deliver a course which is a new entry to the University Calendar and its content is different from the content of (pre-)existing courses in the corresponding academic unit (note that a change of course numbers does not normally result in new courses).

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### PURPOSE

Propose course equivalencies for all teaching formats at the University relative to a (3) hour lecture course as per the MOU (*Appendix J* of the CA).

### PRINCIPLES

1. Consideration was given to all teaching equivalencies as a range to account for differences in teaching practice across academic units.
2. Development of teaching equivalencies was done through consideration of factors in *clause 3.13* of the CA, other applicable clauses in the CA, and resources required to implement any proposed changes (as per *Appendix J*).
3. Recommendation of teaching equivalencies is only provided for teaching-related activities. A teaching-related activity is associated with a course number or a student program of study, or has been assigned by the Administrative Head.
4. Consideration of a maximum teaching credit capacity (cap) awarded for student supervision (i.e., graduate student supervision, undergraduate student supervision, project-based supervisions, clinical).
5. Teaching assignments shall be made and announced by the Administrative Head (as per *clause 3.13* of the CA).
6. As per *clause 3.10* of the CA “The teaching load of all Faculty Members shall be set at the teaching norm for their Academic Unit except as varied by writing in accordance with this Collective Agreement”.
7. Faculty Members shall claim the credits within two years unless otherwise agreed upon with the Administrative Head in accordance with the CA.

### RECOMMENDATIONS

#### Course Instruction

Teaching credits assigned for teaching that deviates from a 3-hour lecture course shall be proportional to the number of weekly lecture hours. Co-teaching shall also be prorated.

When a Faculty member is responsible for coordinating (all teaching, student evaluation and grading) a course with more than five instructors, and where more than 2/3 of the course is taught by faculty other than the coordinator, the faculty member shall receive 0.25 credits for this coordination.

#### Student Supervision

1. All teaching credits for student supervision (e.g., thesis, honours, project-based, clinical, and others) shall be given during the academic semester when the student is being supervised.
2. All student supervisory activities shall be credited at a rate of 0.33 teaching credits per student or team project, per year (one year includes three semesters). Supervision of

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students for less than three semesters per year (e.g. honours, project-based, clinical, and others) would be prorated. Co-supervision and supervision of part-time students would also be prorated. In the case that the project being supervised is carried out by a group or team of students, student supervision credit will be awarded for the supervision of the project.

3. In order to account for the limitation in academic unit resources, the maximum amount of teaching credits for the supervision of students available for a given unit in an academic year shall be equal to the number of Faculty Members within the unit averaged over the two preceding years. Teaching credits shall be distributed to Faculty Members iteratively. First, student supervision teaching credits will be distributed among all Faculty Members supervising students to a cap of one credit per Faculty Member. If after this first iteration there are unused supervisory teaching credits at the unit level, the unused credits will be allocated among Faculty Members performing supervisory activities above the one teaching credit cap. This process shall be repeated until all the supervisory teaching credits available for a given unit are used or until all Faculty members have received their supervisory credits earned. Supervisory activities shall be capped per Faculty Member at two teaching credits per year.
4. For graduate student supervision, credits would be awarded for a maximum of 2 years for a Master's thesis student and a maximum of 4 years for a PhD student.
5. Assignment of supervisory credits shall be fair, equitable and transparent. Administrative Heads shall circulate yearly teaching assignments to all faculty members (including all teaching credits for student supervision and other teaching activities) as specified in *clauses 3.11 to 3.13* of the CA.

### New Course Development

The Administrative Head shall take into account additional hours of preparation required for new course development which may be credited through a variation from the normal pattern of work on a fair, reasonable and equitable basis (CA clause 3.28).

When a new course development is required by the program such as curriculum change, new program development, or accreditation, and this development is undertaken in agreement with the Administrative Head, the new course development shall be credited at a rate of 0.5 credit per course developed. Other new course development will be considered under CA *clause 3.13* for teaching assignments.

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### Laboratory/Tutorial/Field-Component

This section refers to additional teaching credit given to courses with laboratory/tutorial/field components. Instructional staff support includes laboratory instructor(s), laboratory technologist(s), and teaching/instructional staff, or their equivalent.

1. Faculty Member is entirely responsible for laboratory/tutorial/field content, instruction and delivery for 3 hours per week over 11 to 13 weeks: 0.50 credit.
2. Faculty Member is responsible for laboratory/tutorial/field content, responsible for instruction and delivery, and attends all laboratory/tutorial/field sessions for 3 hours per week over 11 to 13 weeks, with instructional staff support to facilitate the laboratory/tutorial/field content delivery: 0.25 credit.
3. Instructional staff support is provided for laboratory/tutorial/field content and/or delivery: no credit.
4. Laboratory/tutorial/field credit of more or less than 3 hours per week, and/or more or less than 11 to 13 weeks, and/or multiple Faculty Member involvement, shall be prorated.
5. No credit for coordination of multi-laboratory sections/courses.

### Individual Instruction

1. Individual student instruction shall be credited at a rate of 0.11 teaching credits per student per course.
2. Courses requiring individual instruction as listed in the Calendar that require one hour per week of individual instruction (one-on-one instruction) shall be credited at 0.17 credits per student per course.
3. Supervising a student's project or thesis is considered under student supervision, not individual instruction.

### Reading Courses

A reading course is a course that does not require lectures/laboratories where the method of delivery is assigning reading/study/practice material to students, requiring a larger independent learning from the students than a 3-hour lecture course. The Faculty Member will meet regularly with the students to discuss students' progress with respect to the assigned material.

Credit of 0.11 per student is given for a reading course under circumstances including but not limited to:

1. The course is required for a student to finish their program in a timely manner.
2. The course is assigned by the Administrative Head.
3. If the number of students enrolled in the course is less than the minimum enrollment defined by the academic unit, then the teaching credit will be credited (up to one teaching credit) under individual instruction in agreement with the Administrative Head.