

Department of Biology Course Equivalence

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Murray H. Colbo, Head, June 22, 2001

Purpose and Process of Derivation

This policy document addresses the requirements of section 3.16c of the collective agreement with respect to determining the equivalencies of non-standard teaching formats for the Department. The current document has been derived from a document developed by a collegial consultation process with the faculty of the Department of Biology. This informed participatory collegial consultation process was directed by an ad-hoc committee who produced drafts which were submitted to faculty in writing and at meetings. A vote approving their final draft was taken at a faculty meeting on May 22, 2001. The following document has been modified to clarify the role of the Head and ASM and the approach to credit for supervision to reflect operation considerations of delivering the Department's teaching program. The terms of this document are subject to review. Changes may arise from collegial consultation and/or from changes made in future collective agreements.

Part 1 Definitions

Definition of "a course" from the Collective Agreement 1.03 (1) [page 2]:

"A 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.

Academic Teaching Norms for Biology, Appendix "E" of the Collective Agreement:

A teaching norm is the normal amount of teaching assigned for an academic year to Biology. The norm for ASM(s) in the Department of Biology is 4 course equivalents per academic year. [Appendix E of the Collective Agreement]. Adjustments to this value for an individual ASM within Biology is possible under Section 3.17 and 3.20 to 3.30 of the collective agreement.

Definition of "a Laboratory course" from the Collective Agreement 1.03 (q) [page 3]:

This is a course for which the delivery is determined by the Administrative Head, in consultation with the ASM(s) delivering the course, to require the ASM(s) to prepare, or to make major revisions to, the laboratory component of a course, or to grade the student's laboratory work, or to be present in the laboratory.

Part 2 Course Equivalencies

Equivalency related to lecture [graduate and undergraduate]:

- 1.a 1.0 course equivalence [a course equivalence is also called a credit] is provided for a three (3) hour lecture course.

Additional credits, or fractions of credits, can be given according to student enrollment. This may be done by taking into account various F values, such as those given in Part 3 of this document. For example F3, F4, and F5 could apply as a result of student numbers. The following scale is provided as a guide.

- 1.b Graduate courses where part of the course involves graduate/undergraduate combined instruction and where credit is given for the undergraduate component, then an additional 0.1 unit for the first graduate student and .05 unit for each additional graduate student.
- 1.c Graduate courses not taught in a three hour lecture format will be credited in relation to the proportion of contact hours over the semester. Additional credit, using the F-values, may be used for larger classes (>5) with extensive non-lecture ASM involvement.

Equivalency related to laboratory [graduate and undergraduate]:

A course with a laboratory would be evaluated as above for lecture courses but may receive additional credit for the laboratory component, depending upon the Administrative Head's assigned ASM involvement in the laboratory. The additional course equivalency credits may be given as follows:

- 2.a A 1.0 course equivalent may be given to an ASM in charge of the total delivery of the laboratory for one lab section of 3 hrs lab / week for a 13 week semester.

An additional equivalency credit of 0.5 units may be given for each additional one semester laboratory section assigned by the Administrative Head to be delivered by an ASM which uses existing set up and methodologies of a previous laboratory.

- 2.b 0.25 course equivalent may be given to an ASM for a laboratory delivery by LI (or IA) and additional demonstrators as required where the ASM is responsible for the overall content and the supervision of revision of the content and attends part of the laboratory sessions.
- 2.c 0.10 course equivalent may be given to an ASM Laboratory with LI (or IA) and demonstrators where the ASM has been assigned responsibility for the laboratory. However the ASM is not present in the laboratory sections and does not have significant duties related to generating new laboratory exercises or revising existing exercises.

Courses taught in other formats:

3. The Department teaches courses in an intensive format [field courses, technique courses and summer courses]. The equivalencies of these courses are subject to discussion between Head and ASM(s) responsible. The basis used are Part 2 above and Part 3 below as related to each course.

Student supervision:[Graduate and Honours students]

Total credits for student supervision will normally be equivalent to 1 lecture course but may be extended by 1/2 to an ASM where other course remissions are not in place and operational considerations allow.

Supervision will be credited as follows: 0.5 credit per student per year. Number of academic years credited for each level is one for an Honours, one for a course Masters, two for a thesis Masters and three for a Doctoral student. Co-supervision will be counted at half of the above.

Note: Other provisions of the collective agreement related to research activity can provide for either a remission or the addition of one to the normal teaching load. In Biology generally supervision is closely tied to scholarly activity and thus in part is an additional way of recognition for student supervision.

Part 3 [A list of F values]

Section 3.13 of the collective agreement outlines a number of factors the Administrative Head of the Department shall take into consideration when assigning teaching assignments. The following outlines how these considerations may be assessed in relation to course equivalencies.

Some of the factors listed below are addressed, to an extent, in the above scheme. The following provide a guide to factors that may result in adjustments to the equivalency value for factors that are not taken into consideration above.

- F1. The number of students: [credit considered for additional office time because of additional students; 0.1 for each 50 students, above the first 50 in the course].
- F2. The number of scheduled contact hours [this is to be prorated].
- F3. The number of hours of preparation, grading and administration [0.1 per 50 students].
- F4. Marking assistance, laboratory assistance, co-teaching.
- F5. The number of hours of academic advising and consulting [see F1 above].
- F6. The level of the course [0.1 per year].
- F7. The type of the course.
- F8. The number of separate courses taught.
- F9. Help centre and advising.
- F10. The number of times the course has been taught [0.5, extra credit for first time taught].
- F11. Academic supervision of undergraduate and graduate students.
- F12. Abilities and expertise of the faculty member. No. of years of teaching experience of a tenure track faculty member in the first year [reduced load for the first year].