



Approved Oct 25, 2001

FACULTY OF SCIENCE
COURSE EQUIVALENCES

DEPARTMENT OF COMPUTER SCIENCE
Course Equivalencies

MUNFA

The Collective Agreement defines the standard teaching task for faculty members in the Department of Computer Science as four courses per academic year. The term "course" refers to a three-hour per week lecture course. Clause 3.16(c) requires departments to determine equivalencies to this three-hour per week course for other modes of teaching.

The following policies will apply for the purpose of course equivalencies.

1. Lecture courses with the number of contact hours per week other than three will be prorated.
2. Required faculty member attendance throughout weekly scheduled three-hour laboratories is considered as $\frac{1}{3}$ of a course. Laboratories with other schedules will be prorated.

Required revisions of the lab materials will be taken into account when assigning teaching loads, and a fair additional credit will be assigned for the work involved.
3. Coordination of multi-section lab courses is considered as $\frac{1}{3}$ of a course.
4. A supervision of an honours student is considered equivalent to $\frac{1}{3}$ of a course.
5. A supervision of a graduate student is considered equivalent $\frac{1}{2}$ of a course per each year of supervision with a limit of two years for M.Sc. students and four years for Ph.D. students. Credit is not given for supervising students who are inactive (e.g., on a leave or "maintaining their program"). A limit on the total credit for student supervision in each year may be established by the Department.
6. A directed reading course is considered equivalent to $\frac{1}{4}$ of the course.
7. One-hour weekly tutorials associated with a course are considered equivalent to $\frac{1}{4}$ of the course credit if the tutorials are given by the instructor.
8. The "normal" class sizes are 50, 40, 30, and 20 students for year-1, year-2, year-3, and year-4 courses. Teaching courses with significantly more students than the "normal" class size increases the course credit by $\frac{1}{10}$ of the course for each $\frac{1}{3}$ of the normal class size above the norm.
9. Teaching an existing course for the first time by a faculty member is considered equivalent to 1.5 courses. Developing and teaching a new course is considered equivalent to two courses.
10. Any adjustment to teaching tasks that may arise due to unforeseen changes in a faculty member's teaching load during the academic year will normally be applied in the following year. At the end of each academic year, all faculty members will be notified in writing about their "carrying forward" teaching credits. Such carried-forward teaching credits cannot exceed one year.

Notes: The above policies were approved at the Department Meeting held March 28, 2002.
The limit for student supervision is 1.0 per academic year. (May 21, 2006 meeting).
Item #5 updated from three to four years for PhD students (September 21, 2006 meeting).

Updated September 21, 2006

Proposed Biochemistry Teaching Load Guidelines 2001

1. The standard course is defined as a three hour per week lecture course (undergraduate or graduate) = 1 unit.
2. Lecture courses with more or less than three hours per week will be pro-rated.
3. Large classes are defined as 1st, 2nd, or 3rd year classes with enrollments greater than 100 and 4th year courses with enrollments greater than 20. Such courses may merit an additional 1/3 unit subject to agreement between the Department Head and Academic Staff Member (s).
4. Courses designated as "Research Writing Courses" will merit an additional 1/4 unit.
5. Required faculty supervision at laboratory classes will merit 1/6 unit for each hour of laboratory time.
6. Required tutorial classes taught by faculty members merit 1/4 unit for each hour.
7. Undergraduate research project courses will merit 1/4 unit for each pair of students supervised.
8. A faculty member teaching a particular undergraduate course for the first time will be credited with an additional 1/2 unit. A faculty member teaching a particular undergraduate course for the first time in four years will merit an additional 1/4 unit.
9. Honours student supervision will merit 1/4 unit per student, per semester.
10. Graduate student supervision will merit 1/4 unit per full-time student per semester. No credit is given for supervision of a part-time student, except that 1/4 unit will be given for one semester of thesis preparation.
11. Total units of teaching credit for supervision of honours and graduate students in the department averaged over two years should not exceed 1.0 times the number of Academic Staff Members in the department. No individual Academic Staff Member may accrue supervision teaching credits in excess of 50% of the normal load averaged over two years.

AS APPROVED BY VOTE AT DEPT. FACULTY MEETING
ON OCT 25/01

Department of Biology Course Equivalence

Murray H. Colbo, Head, June 22, 2001

RECEIVED

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MHFA

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 (l) [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 delivered 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.

4.

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 maybe 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].

Chemistry Teaching Equivalency Guidelines
(Revised May 2010)

The standard teaching task is as defined in rule 1. The “norm” for the Chemistry department is 4 teaching tasks *per annum* (the sum of course tasks and supervision tasks).

1. Lecture courses (undergraduate or graduate) with 150 minutes per week of scheduled lecture time count as one task.
2. Lecture courses of more or less than 150 minutes per week will be pro-rated.
3. Required faculty attendance at laboratories will be considered as one ninth of a task for each hour of laboratory time.
4. A faculty member teaching an undergraduate course for the first time will be credited with an extra half task. A credit of < 0.5 may be assigned, after consulting the faculty member and any others involved, when a course is extensively revised.
5.
 - a. Supervision of an honours student in 490A/B will be considered as equivalent to 0.25 of a teaching task.
 - b. Faculty members who supervise graduate students will be credited with 0.25 of a teaching task per year for each student up to limits of two years for each M.Sc. student and four years for each Ph.D. student (subject to clause 9).
 - c. Supervision of students while the faculty member is on sabbatical or other leave, or supervision which is not part of a Memorial registered degree program, (e.g. summer or contract students, postdoctoral fellows, research associates, visiting students or scientists) will not count towards teaching load; this will be considered scholarly activity.
6. Once a graduate thesis is submitted the following will be credited on a once only basis (normally for the following academic year): -

Internal examiner and/or supervisory committee member (other than supervisor):
- Ph.D 0.1 task, M.Sc. 0.05 task.
7. Any other required teaching duties will be pro-rated on the basis of 1 task = 144 hrs (12hrs per week per semester) following consultation between the head, the faculty member, and any others involved. (E.g. developing new laboratory components; giving tutorials or assistance with marking to faculty members teaching large courses)

8. Credit for student supervisions shall not exceed one half of the faculty member's total teaching tasks except where the terms of appointment explicitly state otherwise. I.e. at least half of a regular faculty member's actual teaching tasks shall be course tasks. (This has been worded to allow for faculty members with administrative responsibilities, research professors, etc.)
9. Any adjustment to tasks that may arise due to unforeseen changes to a faculty member's teaching load during the course of the academic year will normally be applied to the load for the following academic year. (E.g. arrival of a new graduate student, credits under rule 7. etc.)
10. Faculty members will be notified by the head of any credits or debits carried forward into the following academic year when the annual preliminary list of teaching assignments is circulated (3.11(ii) (a)).
11. In the case of disagreement between these guidelines and the current collective agreement the collective agreement has priority. In particular sections 3.13 & 3.14 give the head latitude to make adjustments where strict application of the above guidelines leads to loads that would not be fair and equitable over a two year period.

Fridgen, Travis

From: Earth Sciences Department Head <earthscihead@mun.ca>
Sent: Tuesday, November 12, 2019 2:48 PM
To: Associate Dean of Science (Undergraduate)
Subject: Teaching Workload calculation - Earth Sciences

Hi Travis;

Here is our teaching load metric...

Greg Dunning

TEACHING LOAD is determined by undergrad courses taught PLUS points for grad student supervision PLUS points for undergrad hons supervision

Teaching:

1.0 point for a lecture course with no lab

1.5 points for a lecture course with one lab section

1.5 points for a field course, even when it is co-taught

2.0 points for a lecture course with two lab sections

Student Supervision:

0.25 per semester for first two semesters for MSc and PhD

0.1 per semester for next four semesters for MSc

0.1 per semester for next six semesters for PhD student

0.5 per honours student in 499B (upon completion)

Total for student supervision capped at 2.0 points

Teaching Load should be ca. 4.0, unless the faculty member has a reason to have a lesser load.



Memorial

University of Newfoundland

Department of Mathematics and Statistics

head@math.mun.ca

To: Academic Staff Members
From: Herbert S. Gaskill, Head of Department
Subject: Teaching Load Memo - Re-Draft (For Vote)
Date: September 6, 2001

MEMORANDUM

The material below was discussed at the meeting on August 30. It was agreed to submit the policy as a block to a vote, thereby completing the process of collegial consultation as defined in the *Collective Agreement*.

This memo references the following sections of the new *Collective Agreement*: 3.03, 3.09, 3.10, 3.11, 3.13, 3.14, 3.16(b)(c), 3.17(b), 3.27 and 3.28. Implicit within these articles is the requirement that their application should be "fair and equitable" both within the unit and within the faculty.

Let me start by articulating some principles.

1. Work that is assigned by the department, through the office of the head, must be fully recognized. Such work includes all courses assigned at the initiative of the head.
2. To attempt to deal with amounts of teaching less than .25 units makes no sense.
3. Items set out in 3.13 should be dealt with on the basis of the total over the year, not on the basis of individual course equivalencies as set out in 3.16.

Definition: The basic unit of work is a three-hour lecture course, assigned by the head, in which the course instructor marks all mid-terms and the final exam and for which assignment marking support is available, at the instructor's choice, in the form of a student assistant.

As set out in Appendix E, the teaching norm is the equivalent of four three-hour lecture courses, unless varied by clauses in the *Collective Agreement*, e.g., 3.20, 3.21, or varied by other agreement with the head for administrative reasons.

For purposes of 3.16, the following shall apply.

1. All lecture courses scheduled for three hours per week assigned by the head at his initiative, whether graduate or undergraduate, shall credit the ASM with one unit of teaching for purposes of load calculation under section 3.10 of the *Collective Agreement*.
2. All lecture courses scheduled for four hours per week assigned by the head at his initiative shall credit the ASM with 1.25 units of teaching for purposes of load calculation under section 3.10 of the *Collective Agreement*.



Academic Staff Members

Re: Teaching Load

September 5, 2001

3. A 1.5-hour laboratory period, assigned by the head as part of load, supervised by an ASM who is present for the entire period and who has no other assistance, shall be credited at .25 units of teaching for purposes of load calculation under section 3.10 of the *Collective Agreement*.
4. Academic supervision of students, whether graduate or undergraduate, shall be credited to the supervisor (ASM) at a rate of .25 units per term for purposes of load calculation under section 3.10 of the *Collective Agreement* subject to the following conditions:
 - (a) maximum total credit received for any one student shall be: .5 for an honours student; 1.5 units for a masters student; and 2.25 units for a PhD student;
 - (b) the maximum credit that can be received in any year by an individual for academic supervision shall be 50% of the normal load for that ASM;
 - (c) there will be a global cap on total supervision units in an academic year of one times the number of ASMs on September 1 of that academic year.

In respect to 3.13 the following apply.

1. In each academic year, total enrolment in all classes taught as part of regular load assigned by the head, and conducted in the manner of the definition, will be calculated with the enrolment figure being the average of the number registered at the close of the add period, and the number registered at the end of the term. A credit of .5 teaching units will be registered against the ASM's load in the following year for each increment of 100 students above the base of 200. Fractional amounts may be carried forward for use in the following year.
2. If multiple choice exams are used, or marking support is provided in respect to exams, additional credit will be assigned uniformly on the basis of .25 for each increment of 100 students over 200 rather than as specified in (1) above.
3. All other load adjustments based on items mentioned in 3.13, other than 3.13(d), will occur as a result of consultation between the head and the ASM.

On an annual basis, the head shall calculate the *de facto* teaching load of each individual, as calculated according to the provisions relating to 3.13 and 3.16 set out above. This load shall not include assigned lecture/lab sections totaling more than four teaching units without the expressed consent of the ASM in writing, except by application of 3.17(b).

The following applies in respect to clause 3.17(b) and will have first application in determining the load of ASMs for the 2002-2003 academic year. The standards set out below in respect to 3.17(b) are limited to determining teaching loads under 3.17(b) and have no application to any other process contemplated by the *Collective Agreement*, in particular, promotion and tenure.

Academic Staff Members

Re: Teaching Load

September 5, 2001

An increase in teaching load specified in Clause 3.17(b) will not be invoked provided the ASM satisfies two or more of the conditions (a) - (i) in respect to research, scholarly, creative, and professional activities which ordinarily fall within the discipline, or satisfies condition (j):

- (a) has published (authored/co-authored, not edited) a book within the past six calendar years;
 - (b) has (co)authored a refereed journal article or book chapter within the past three calendar years;
 - (c) has published a refereed conference proceeding within the past three calendar years;
 - (d) has supervised a post-doc within the past three years;
 - (e) has been awarded a grant or contract in support of research by any agency external to the department;
 - (f) has made a presentation at a conference or other venue external to Memorial within the past two calendar years;
 - (g) has served as an internal examiner for a graduate thesis within the past two years;
 - (h) has made a presentation at a departmental seminar or colloquium within the past calendar year;
 - (i) has directed a summer student research project or provided other academic supervision to a student within the past calendar year;
- or
- (j) otherwise satisfies the head, by written application with supporting documentation, that research, scholarly, creative or professional activities are not significantly below expectations, judged over the past three years.

The terms of this document are subject to review at least as often as a new *Collective Agreement* is promulgated.



Dr. Herbert S. Gaskill

:weh



Memorial

University of Newfoundland

Office of the Head
Department of Physics and Physical Oceanography

July 5, 2001

TO: Faculty, Physics and Physical Oceanography

FROM: M. R. Morrow, Head

SUBJECT: Course Equivalency Plan for Physics and Physical Oceanography

At a meeting of the Faculty Committee on April 10, 2001, a draft Equivalency Plan for the Department was approved. This plan, along with those for all other Departments in the Faculty of Science, was then forwarded to the Dean who reviewed the plans and checked for consistency across the Faculty. The one issue on which there seemed to be some variation across the faculty was the equivalence for graduate supervision and the capping of credit for this activity. After consultation with the heads, it was decided that supervision of Honours students in Dissertation courses would be credited at 0.25 units per student per semester and that graduate supervision would be credited using one of two slightly different models. The one which seems most appropriate for this Department is that supervision of a graduate student counts for 0.5 units in his or her first year, 0.25 units in the second year (and for a PhD student 0.1 units in the third year) of a program. This weighting recognizes a department's obligation to supervise honours dissertation students while setting the overall level of credit for supervision at a level which will allow departments to meet their classroom teaching obligations within the constraints of the Academic Unit Teaching Norm as defined in the Collective Agreement.

I have redrafted the Departmental Equivalency plan to be consistent with this change and to incorporate the wording of Faculty guidelines on the capping of credit for supervision, which do not effectively alter the capping provision in the proposal approved in this Department. There will be an opportunity to discuss the plan and undertake Collegial Consultation at the next meeting of the Departmental Faculty Committee.

Michael Morrow

attachment:



Department of Physics and Physical Oceanography
Course Equivalency Plan
July 4, 2001

Article 3.16(c) of the new Collective Agreement between the Faculty Association and the University requires that the Head establish equivalencies for teaching formats, including Laboratory Courses and thesis supervision, relative to a standard course involving three hours per week of lectures over a thirteen week term. From this article, it would appear that the issue of equivalence is only intended to address the weighting of teaching activities which fall outside of the standard three-hour per week lecture course format. According to Article 3.13, other factors including the number of scheduled contact hours per course, the hours of preparation, grading and administration per course, the enrolment per course, the course level, and the availability of teaching assistance are to be taken into account in the determination of assignments by the head. It should be noted that the definitions of "Course" and "Laboratory Course" are given in articles 1.03(l) and 1.03(q) respectively of the Collective Agreement.

Course equivalencies in Physics and Physical Oceanography will be quantified as follows:

1. a course delivered as three hours of lectures per week for 13 weeks shall count as one course.
2. in a lecture course with a laboratory component, credit shall be given for active participation in delivery of the laboratory component to the extent assigned by the head. The equivalency shall be $\frac{1}{2}$ course for every 36 hours of assigned laboratory participation per semester. The actual credit given will be prorated using the actual number of laboratory hours assigned by the head.
3. in a lecture course with a tutorial component, credit shall be given for delivery of the tutorial component to the extent assigned by the head. The equivalency shall be $\frac{1}{9}$ course for every 13 hours of assigned tutorial activity. The actual credit given will be prorated using the actual number of tutorial hours assigned by the head.
4. For attendance in the Physics Help Centre or equivalent drop-in tutorial duty, the equivalency shall be $\frac{1}{9}$ course for every 13 hours of assigned Help Centre or drop-in tutorial activity. The actual credit given will be prorated using the actual number of Help Centre or Drop-in tutorial hours assigned by the head.
5. For laboratory-only courses (P3900 and P3920), the equivalence will be 1 course for every 78 scheduled contact hours per semester. In other words, one section involving two 3-hour sessions per week will count as one course.

6. Graduate thesis supervision will count as 0.5 course per year for the first year of an M.Sc. or PhD program and 0.25 course per year for the second year of an M.Sc. or PhD program. The third year of a PhD program will be credited as 0.1 course.
7. Honours B.Sc. thesis supervision will count as 1/4 course per semester for two semesters.
8. Lecture sections with an enrolment in excess of 150 students will be equivalent to 1.5 normal courses unless, by agreement of the head and the faculty member involved, support services provided are deemed to offset the effect, on workload, of the larger enrolment.
9. Subject to agreement by the head and faculty member involved, special projects assigned by the head and aimed at developing new methods of course delivery or the material needed for new methods of course delivery may be credited as ½ course.
10. To ensure fairness and equity within the Faculty, the total units of teaching credit for supervision of honours and graduate students in any department, when averaged over two consecutive years, should not exceed 1.0 times the number of Academic Staff Members in that department. This sets a global limit to ensure that each department can meet its classroom teaching obligations.
11. Situations not covered by the above points will be decided by the head and instructor concerned. The decision will be communicated to all faculty members in the Department.
12. The terms of this document are subject to review at least as often as a new Collective Agreement comes into effect.

While not part of the quantitative equivalence scheme, factors such as class size, level, and the number of times a faculty member has taught a course would be taken into account by the Head, as per Article 3.13, in an effort to ensure a fair and equitable distribution of teaching effort over the Department. One guideline that the Head should strive to follow is that, in any academic year, a faculty member not be assigned more than two courses which he or she has not previously taught. Another guideline is that a new faculty member will be expected to teach no more than one course per semester in two of his or her first three semesters. This will normally be dealt with as a teaching remission.

Teaching Equivalencies
Department of Psychology
April 28, 2008

1. General Assumptions

- a) The unit of measurement is the lecture course. All lecture courses are scheduled for 3hrs instruction. All courses, including seminar courses, graduate courses, selected topics courses, and research experience courses, are defined as lecture courses unless they have an assigned laboratory period or they are a practicum.
- b) Scheduled, regular deviations from teaching for 3hrs per week must be agreed to in writing by the Head for the course to count towards the calculation of equivalencies.
- c) Only teaching duties will be used in the calculation of equivalencies. Service activities, including serving on committees, undertaking instruction related tasks, or any other type of service, will not be included in the calculation of equivalencies.
- d) It is not feasible to discuss units of less than 0.25 in calculating equivalencies. Clause 3.13 of the Collective Agreement indicates many factors which can be taken into account in the assignment of teaching. There is no requirement that an equivalence be established for each of them.
- e) Only teaching duties assigned by the Head will enter into the calculation of teaching equivalencies.

2. Laboratory Courses

The equivalencies are based on the assumption that there will be ten laboratory sessions per semester. Deviation from that assumption must be discussed with the Head and an agreement made in writing about equivalencies for the course to count towards the calculation of equivalencies.

- a) A laboratory section without a Laboratory Instructor shall count as equivalent to 0.5 of a course at the maximum. This may be made up from the following:
 - i) substantially in attendance at the laboratory session: 0.25 of a course
 - ii) that there are regular laboratory reports/exercises which are graded by the faculty member: 0.25 of a course
- b) A laboratory section with a Laboratory Instructor shall count as equivalent to 0.25 of a course at the maximum, made up from the following:
 - i) substantially in attendance at the laboratory session: 0.25 of a course

3. Supervision

Certain types of student supervision will count towards the calculation of teaching load.

- a) Supervision of a completed honours thesis will count as 0.25 of a course, per semester, for a maximum of two semesters.
- b) Supervision of Doctoral level students in a thesis programme will count as 0.25 of a course, per semester, for a maximum of nine semesters.
- c) Supervision of Master's level students in a thesis programme will count as 0.25 of a course, per semester, for a maximum of four semesters.

Teaching equivalence created by supervision shall count for a maximum of one course in any academic year, may not be used to reduce teaching load below 2 courses, and may not be carried forward.

4. Practicum

Practicum courses associated with the graduate clinical psychology programme are equivalent to 1.0 of a course. This value includes credit for both the practicum course itself as well as clinical supervision.

5. New Course Development

Equivalencies for course development will follow discussion with the Head. Generally, the development of a completely new course, that has not been taught before, that is not a selected topic or research experience or graduate course, will be established as the equivalent of up to one course.