

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