

**MEMORIAL
UNIVERSITY**

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May 9, 2017

TO: Faculty, School of Pharmacy

FROM: Dr. Lisa Bishop
Interim Dean, School of Pharmacy

SUBJECT: Teaching Equivalencies (TEQ) Results

At the April 10, 2017 faculty meeting, we discussed options for assigning teaching equivalencies with regards to Pharmacy 2010: Service Learning Course, and International Student Placements. Faculty were asked to vote on the following statements:

Service Learning Course: I agree with assigning 0.125 TEQ for the Service Learning course in the Pharm.D. curriculum.

International Student Placements: I agree with assigning 1 TEQ for a six- or eight-week rotation for international students. Anything less than a six-week rotation will be given the appropriate portion of the TEQ.

The majority of the votes were in favour of the two above statements.

Based on feedback received during collegial consultation, Pharmacy 2010 will be assigned 0.125 TEQ, and a six- or eight-week rotation for international students will be given 1 TEQ.

Thank you to those who took the time to provide your feedback.



Lisa D. Bishop, B.Sc.Pharm., ACPR, Pharm.D., FCSHP
Associate Professor and Interim Dean

LB/hb

**Teaching Equivalencies
April, 2016**

Dear Faculty,

Please find attached the final version of the School of Pharmacy's Teaching Equivalencies.

The following report includes:

- a. Table of Teaching Categories & TEQ weightings
- b. Brief explanation and rationale for above

Although, this report draws heavily from the report from the Special Committee on Teaching Equivalencies chaired by Dr. Leslie Phillips and from extensive consultation with the ASMs in the School, the final report is fully the responsibility of the Office of the Dean.

Respectfully submitted,



Carlo Marra, PharmD, PhD
Professor and Dean

TEACHING CATEGORIES	COMMENTS/CRITERIA	PROPOSED TEQ WEIGHTING
A) Standard Undergraduate & Graduate Lectures	36 hrs. = 1 TEQ 1 hr. = 1/36 TEQ=0.028	0.028 TEQ / lecture hour
3) Non-Standard Graduate Teaching:		
<i>Special Topics Reading / Seminar Course</i>	Flat Rate	0.25 TEQ
<i>Special Topics Lecture Course</i>	As per standard lecture course	0.028 TEQ / lecture hour
C) Laboratory sessions:		
<i>Science labs</i>	- Flat rate (regardless of whether or not lab is offered in more than session) - Based on weekly 3 hr. lab - ASM must: - Develop labs, and; - Be physically present for the full duration of the lab period for at least 75% of lab sessions in a semester, and; - Be responsible for assessment	0.5 TEQ / course
D) Pharmacy Skills / Pharmacy Practice:		
<i>Pharmacy Skills (BScPharm Program)</i>	- Weekly 6 hr. practical sessions (2x 3 hr. sessions -offered morning and afternoon plus 1 hr. tutorial per week) 84 contact hrs. / course - Does not receive an addition 0.25 TEQ for co-ordination	1.5 TEQ / course Significant involvement of other ASMs during Practical Sessions: Other ASMs may receive 0.014 TEQ per hr. (as an additional TEQ allotment to the course TEQ assigned above). NOTE: the total TEQ allotment for the involvement of all other ASMs must not exceed 0.5 TEQ / course
<i>Pharmacy Practice (EPPD Program)</i>	2 lecture hrs. per week plus weekly 6 hr. practical sessions (2x 3 hr. sessions offered morning and afternoon) 96 contact hrs. / course	2 TEQ / course Significant involvement of other ASMs : a) ASM teaches a Lecture/s: 0.028 TEQ / lecture hr. (to be deducted from total course TEQ assigned above) b) ASM involved in Practical Sessions: Other ASMs may receive 0.014 TEQ per hour (as an additional TEQ allotment to the course TEQ assigned above). NOTE: the total TEQ allotment for the involvement of all other ASMs must not exceed 0.5 TEQ / course
E) Experiential Learning including 500X and APPEs	ASMs spend a minimum of 20 hrs. per week with students – preparing for rounds, working-up patients, attending rounds, interviewing patients, getting drug approvals, providing patient education, providing drug information, etc. The ASM is ultimately responsible	1.0 TEQ per 6 week supervision 1.0 TEQ per 8 week supervision

	and legally liable for patients under students' care	
F) Individual Student Supervision:		
<i>Graduate student and undergraduate honours student</i>	- Includes weekly teaching or lab meetings, rounds, research meetings, journal clubs, seminars, etc. - Co-supervisors shall share the teaching credit equally per student (i.e. 0.25 TEQ / student / year for MSc and PhD students); unless other arrangements are mutually agreed upon & approved by Dean - TEQ allotment is contingent on student being in an SOP degree program but requests for an exemption can be made to the Dean	0.5 TEQ / student per yr. for a maximum of: 1 yr. for Honours student 2 yrs. for MSc student 4 yrs. for PhD student Capped at 1.5 TEQ per year for total student supervision in section F
<i>Summer Student Research Program</i>	- Includes undergraduate students involved in the SOP summer research program - TEQ credit is given at the end of the program after student completes all requirements - Undergraduate student supervision outside of this program must be approved by the Dean	0.125 TEQ per student capped at 0.25 TEQ per year
G) Course Coordination	- Must be ≥ 3 cr hr. course and; - Must have ≥ 3 instructors teaching in the course and; - More than 1/3 of course is taught by individuals other than the coordinator. - Pharmacy Skills (BScPharm)/ Pharmacy Practice (EPPD) are not eligible	0.25 TEQ /course
H) Small group Teaching Sessions/Tutorials	- Must be scheduled within the course $\frac{1}{4} \times 0.028$ TEQ / hr. for facilitation $\frac{1}{2} \times 0.028$ TEQ / hr. for development of new instructional materials - This includes teaching given through IPE (Interprofessional education) that includes pharmacy students	0.007 TEQ for facilitation 0.014 TEQ for development of new instructional materials
I) Clinical Practice	See discussion/rationale	NIL

Key:

ASM = Academic Staff Member

TEQ = Teaching Equivalent

Cr = credit

Hr = hour

A) Standard Undergraduate & Graduate lectures:

The standard TEQ assignment across the University is one 3 Credit Hour (or 36 lecture hours) course equals 1 TEQ. Because many courses within the Pharmacy Program (as with other professional degree programs) are team taught, the Committee broke this down into a per hour TEQ (i.e. **1 lecture hour = $1/36 \times 1\text{TEQ} = 0.028 \text{ TEQ per hour of lecture}$**). The Committee recommends that a form be developed and provided to coordinators of all team taught courses that allows them to record and submit the total number of hours taught by each instructor in their specific course.

B) Non-Standard Graduate Teaching:

The Committee considered two types of courses in this category – special topics reading/seminar courses and special topics lecture-based courses.

In reading/seminar courses, the graduate student does most of the work, with minimal instruction by the ASM supervisor. There is some amount of ASM workload associated with these topics (e.g. coordination, discussion, marking) and as such it was recommended that these courses be assigned a **flat rate of 0.25 TEQ**

In lecture-based courses, the workload was deemed to be comparable to a standard undergraduate or graduate lecture course and therefore a **flat rate of 0.028 TEQ per hour of lecture** is suggested.

C) Laboratory Sessions:

Science labs (regardless of whether there is more than one offering of the same lab session) will be assigned **0.5 TEQ per course with the following proviso**: TEQs will be provided ONLY if there is substantial involvement of the ASM, defined as

- Labs are developed by the ASM, **and**;
- ASM is physically present for the duration of the lab period for at least 75% of scheduled laboratory sessions, **and**;
- ASM is responsible for assessment (i.e. development, marking scheme, clarifying TA/lab instructor questions about the marking scheme if a TA/lab instructor is doing the marking).

This is based on a weekly 3 hr. science lab. Science labs with other frequency deliveries and/or durations have proportional TEQ equivalency.

D) Pharmacy Skills (BScPharm. Program) / Pharmacy Practice (EPPD Program):

There is a significant amount of work involved with coordination, development, delivery, and assessment of student performance in each of the Pharmacy Skills / Pharmacy Practice courses. Multiple activities are often going on simultaneously during the practical sessions that require students to rotate from one activity to another. Multiple ASMs / instructional staff are usually required to deliver these sessions. In addition, extensive feedback is typically required to ensure student mastery of the various skills. Because of the need to return/thoroughly review student work, there is also a need to consistently develop new materials for subsequent course offerings. Certainly the required workload of these courses exceeds that of a typical 3 credit hour course. In the BSc. program, a typical “skills” course with class time and practice-based sessions runs a minimum of 7 hours per week or 84 hours per course. It is recommended that for the current BScPharm. Program (i.e. Pharmacy Skills courses), **a total of 1.5 TEQ be allotted to each course with an additional 0.5 TEQ (max) being available to be assigned to ASMs who participate significantly (assist in the development AND delivery) in practical sessions**. No credit will be assigned to ASMs who assist in student evaluation (e.g., OSCE) only. The general consensus was that the TEQ allotment should be greater for this stream

of courses in the new EPPD program, to account for the increased teaching load. In this instance, 2 TEQ are allotted to each course with an additional 0.5 TEQ (max) being available to be assigned to those ASMs who participate in practical sessions, as noted previously. Note that the 2 TEQ includes classroom teaching time at the standard rate of 0.028 TEQ per lecture hour.

E) Experiential Learning (including 500X & APPEs)

A significant amount of responsibility and a substantial amount of ASM time is required to supervise students during their clinical placements, as the clinical ASM assumes ultimate responsibility/liability for the care of patients followed by their students. It is the ASM's professional license to practice that is at stake and accordingly ASMs must provide due diligence to ensure patient care. ASMs spend a minimum of 20 hours per week in supervisory activities during clinical rotations with some spending 40 hours depending upon the acute/critical care nature of the clinical site. The haphazard or variable nature of the hours is also problematic for these ASMs as the time they are required to be present on the unit must be scheduled around the health care team and the patient's needs (e.g., patient care rounds often to not occur at a scheduled time every day; student/ASM may get called on short notice to provide discharge medication teaching). So it is difficult for ASMs to plan their schedules, as they are essentially "on-call" Monday-Friday while the student is at the site. Accordingly the following TEQ assignment is:

1.0 TEQ per 6 week clinical placement

1.0 TEQ per 8 week clinical placement

One TEQ is assigned for both a 6 week 500X rotation and an 8 week APPE rotation. Due to the greater number of rotations in the EPPD program students will be more independent in their latter APPE rotations. The one TEQ for an 8 week APPE balances the fact that students in early APPEs will require a similar level of supervision as BScPharm. students doing 500X while students in later APPEs will require less supervision.

No TEQ credit is assigned for indirect student supervision.

F) Individual Student Supervision:

The Committee considered three types of student supervision in this category – graduate student supervision, undergraduate honours student supervision and undergraduate student supervision.

Graduate student supervision and honours student supervision includes (but is not limited to) activities such as weekly teaching or laboratory meetings, research meetings, journal clubs, seminars, etc. The Committee recommended an assignment of **0.5 TEQ per graduate student per year, for a maximum of 2 years for M.Sc. student, 4 years for a Ph.D. student, and 1 year for an undergraduate honours student.**

Undergraduate student supervision occurring outside of a formal degree requirement includes summer students and students undergoing research-based teaching in the fall and winter semesters. These students would be required to complete a project and provide suitable output (e.g., project report, abstract, publishable paper, poster). TEQs will not be allocated for supervising a student who is working for an ASM on a project which does not require the student to produce some form of scholarly output. **0.125 TEQ is assigned per student with a cap of 0.25 TEQ per year.**

For all individual student supervision in this category there is a cap set at a maximum 1.5 TEQ per year, regardless of the number of graduate and undergraduate students supervised. TEQ allotment

for undergraduate and graduate students not completing a degree program within the School of Pharmacy require the prior approval of the Dean as s/he has the responsibility to ensure the primary teaching needs of the unit are met first. Co-supervisors will normally share the TEQ assignment equally, unless another arrangement regarding the distribution is mutually agreed upon and approved by the Dean.

G) Course Coordination – team taught courses:

The Committee acknowledges that coordination of team taught courses can be an arduous task when there are multiple instructors. Coordinating topics and instructor availability, soliciting and editing assignment/exam questions, preparing examinations, etc. are more complex and time consuming.

Coordinators for team taught courses receive **0.25 TEQ per course with the following provisos:**

- The course must be at least 3 credit hours and;
- Three or more instructors teach in the course and;
- More than 1/3 of the course is taught by individuals other than the coordinator.

Due the need for multiple instructors to deliver activities in skills and the increased TEQ allotment given to skills courses (see section D), Pharmacy Skills (BScPharm.)/ Pharmacy Practice (EPPD) are not eligible for a course coordination TEQ.

H) Small Group Teaching Sessions/Tutorials:

Small group teaching sessions and/or tutorials that are scheduled within a course are assigned:

- $\frac{1}{4} \times 0.028$ TEQ per hour for facilitation
- $\frac{1}{2} \times 0.028$ TEQ per hour of facilitation if involved in the development of new instructional materials, cases, etc.

Interprofessional education (IPE) teaching that involve pharmacy students and is a part of the Pharmacy program is considered small group teaching.

I) Clinical Practice:

The Committee was asked to consider assigning TEQs for ASMs teaching in the Medication Therapy Services Clinic (MTSC), as a means to offset the lack of remuneration available to them (as compared with clinical ASMs with cross appointments to Medicine/Eastern Health who receive stipends). The expectation is that these ASMs could accept remuneration in lieu of teaching loads that would now exceed the accepted teaching norm. The Committee had a number of concerns with this proposal:

- Some ASMs who already have cross appointments and corresponding stipends will also be working in the clinic, yet would not qualify for TEQs.
- For the amount of the reimbursement to be equitable, ASMs would have to exceed the 4 course norm by 2 courses, as the University reimburses at a per course rate (which is approximately \$5,000 per course). It would be challenging to ensure equity in this regard and concern was expressed as to what might happen when the per course rates increase, but the stipends do not.
- The Committee felt this practice would ultimately be divisive and does **not** recommend nor think it appropriate to assign TEQ for clinical practice. Clinical practice has been traditionally viewed by Promotion and Tenure Committees under Scholarship as a “professional activity appropriate to the rank”, not as teaching.

Finally, other issues of concern that arose during this discussion involved how TEQs would be assigned (for supervision of students completing 500X/APPE rotations in the MTSC) to ASMs who work part time in the clinic, as it is anticipated that these individuals may be sharing in the supervision of students. The Committee did not support assigning TEQ credit to the primary supervisor of the site. Rather a suggestion was made that if an ASM served for 1.5 days per week in the clinic (and was involved in

the direct supervision of 500X/APPE students during that time) that an assignment of 1.5/5 X the recommended TEQ per week, as outlined in section D of this document, be considered.