

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.