

## **4. INPUT MEASURES**

Definitions of input measures are provided as follows:

Laboratory Weekly Student Contact Hours

FTE Faculty

Other Research Appointments

FTE Students

FTE Non-Academic Office Staff

The definition of the library materials input measure, expressed as equivalent volumes, is provided in the standards document under Category 5: Library Facilities and Study Space.

### **4.1 LABORATORY WEEKLY STUDENT CONTACT HOURS**

The definition is the total weekly student contact hours of laboratory instruction offered by a university as part of a program of studies leading to a degree or diploma. The contact hours are computed as the product of the course enrolment and the hours of scheduled instruction received by each enrolled student during a typical academic week.

Laboratory weekly student contact hours of laboratory instruction pertains to those contact hours of courses or portions of courses in which the instructional activity is facilitated by demonstration or experimentation requiring additional equipment not ordinarily available in classrooms.

Normally included are courses requiring the use of language laboratories; the subject classrooms of faculties of education, visual arts and other studios; the teaching of musical instruments; and didactic practice of a sport activity; as well as the traditional engineering, physical and biological science laboratories.

A contact hour is the time that the instructor or lab assistant for the course is supervising a formal laboratory session in a specialized teaching facility. Make up hours or project time over and above formal instruction time are not counted (e.g. studio or musical practice where no instruction is given).

### **4.2 FTE FACULTY**

The university's faculty count includes all persons up to and including department heads or chairs, holding an academic appointment and involved in teaching, who receive remuneration via the university from all salary funding sources.

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The university may designate each faculty member as full-time or part-time, but such designation should be made with consideration of the expected contribution of the member's time required to fulfil assigned responsibilities.

The full-time equivalent of part-time faculty is derived by dividing the total salary paid to part-time faculty by the average salary of all university full-time faculty.

The term academic appointment will normally be limited to those persons who are in or above the category "Rank below Assistant Professor" (this rank includes lecturers and instructors, and teachers with comparable faculty status) as stated in Statistics Canada reporting. Not included are teachers below the rank of lecturer or equivalent, and ungraded staff.

Included are visiting appointments and faculty on sabbatical or study leave of at least three months' duration.

Excluded are post-doctoral fellows, clinical staff with full- or (the part-time portion of) part-time hospital appointments and faculty on unpaid leaves of absence, deans, vice-presidents and presidents.

### **4.3 OTHER RESEARCH APPOINTMENTS**

Other research appointments are generators of research who are not regular faculty as defined in FTE Faculty, but who have similar research space requirements. This category includes post-doctoral fellows at any salary, and other equivalent-to-faculty research appointments, only if the annualized salary paid via the university (irrespective of the funding source) is normally equal to or higher than an academic appointment. The count date should be November 1<sup>st</sup>. Since researchers who are at the university for a short time will normally not require separate space, the count should be limited to appointments of at least three months' duration.

Excluded are individuals already under others categories, such as faculty, graduate students and administrative staff.

### **4.4 FTE STUDENTS**

The definition of FTE Students is the one used in the BC Universities Database.

### **4.5 FFTE (FALL FTE) UNDERGRADUATE STUDENTS**

The definition of FFTE Undergraduate Students is the one used in the BC Universities Database.

### **4.6 FTE GRADUATE STUDENTS**

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The definition of FTE Graduate Students is the one used in the BC Universities Database.

Note: the number of FTE students reported is the sum of:

1. FFTE undergraduate students x 2,
2. FTE graduate students.

### **4.7 FTE PROFESSIONAL UNDERGRADUATE STUDENTS**

Enrolments for professional programs (used as an input measure for the generation of library study space) are the count of students in post-baccalaureate programs leading to a professional degree. Eligible programs are: Dentistry, Education, Law, Medicine, and Pharmacy.

### **4.8 FTE NON-ACADEMIC OFFICE STAFF**

The full-time equivalent of all filled established positions for secretarial, clerical, professional and management staff with appointments of at least three months' duration as of October 1<sup>st</sup>. Included are non-academic office staff in teaching and research units, library, central computing and data processing, physical planning and plant operations, student services, academic services and administration, not included in other categories. Staff of ancillary operations are excluded. Technicians are also excluded because their office space is generated in the laboratory categories

This definition is based on the instructions for the annual reporting of data on non-academic employees, except that staff paid via the university from all funding sources, rather than operating funds only will be included. Positions that are full-time for 8 months are counted as 0.67. Similarly, half-time positions for 12 months are counted as 0.50.

Staff with offices inventoried in Categories 4 (Academic Departmental Office) or 10 (Administrative Office) are included but reported separately. Staff with offices inventoried in Categories 5 (Library and Study facilities), 8 (Bookstore and other Merchandising facilities), 13 (Health Service) and 17 (Residential Space) are excluded. Academic administrators or professionals already counted as FTE faculty or as other research appointments are also excluded.