

**Full-Time Equivalent (FTE) Faculty and Staff**  
based on  
**OPERATING BUDGET / OPERATING FUND**  
**Fiscal Year – 1 May to 30 April**

**TERMINOLOGY**

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**Operating Budget** – previous to May 1, 2005  
- includes only 2-ledger accounts  
- includes base-budget funds only

**Operating Fund** - effective May 1, 2005  
- defined by the CFOAPAL chart and fund elements  
- includes all funds where the chart code is equal to 1  
- includes all funds where first digit of fund is equal to 1  
- includes base-budget and non-base budget funds

**DEFINITIONS**

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**PC (Permanent Complement)**

- FTE of permanent positions for Deans, Associate Deans, Assistant Deans, Department Heads, Professorial ranks and Lecturers  
- calculated by: Deans/Dept Heads + Academic-With-Rank + Leaves, and Vacancies (for same categories)

**CC (Current Complement)**

- FTE of actual positions for Deans, Associate Deans, Assistant Deans, Department Heads, Professorial ranks and Lecturers, plus Sessionals, Fellowships and Other Instructional ranks  
- calculated by: Deans/Dept Heads + Academic-With-Rank + Academic-Without-Rank + Replacements (for same categories) + Other Instructional (for same categories)

**Deans/Dept Heads**

Deans - FTE of Deans  
Assoc Deans - FTE of Associate Deans  
Assist Deans - FTE of Assistant Deans  
Dept Heads - FTE of Heads of Departments, includes Directors of Departments

**Academic-With-Rank-Instruction**

Profs - FTE of faculty with Professor status  
Assoc Profs - FTE of faculty with Associate Professor status  
Assist Profs - FTE of faculty with Assistant Professor status  
Lecturers - FTE of faculty with Lecturer status

**Academic-Without-Rank-Instruction**

Sessional Lecturers - FTE of Sessional Lecturers, includes Off-Campus Lecturers and Applied Music Instructors  
- based on 27CU/year teaching load  
Teaching & Service Fellowships

- FTE of Teaching and Service Fellowships
- calculated by taking the # hours worked, over the fiscal year, from Earnings Component only, and dividing by the required # hours for full-time employment in that position or job

Post Doc & Senior Fellowships

- FTE of Post Doctoral and Senior Fellowships
- calculated by taking the # hours worked, over the fiscal year, from Earnings Component only, and dividing by the required # hours for full-time employment in that position or job

## Other Instruction

- Other Instructional - FTE of instructors that do not categorize into one of the above groups  
e.g. Librarians, Extension Specialists, Subject Matter Specialists and other non-tenurable positions

## Clinical

- Clinical - FTE of Medical Health Clinicians  
e.g. Clinical Resident & Interns, Clinical Research Assistants, Clinical Associates, Postgrad Medical Residents, Physicians, Pharmacists, Audiologists and Outpatient Nurses

## Research

- Research - FTE of Researchers, includes Senior Research Scientists, Research Scientists, Professional Associates, Professional Research Associates, Visiting Researchers and Visiting Professors

## Other

- Other - FTE of non-academic, non-administrative persons  
e.g. Editorial Assistants, Resident Assistants, Recreational Assistants, Interior Designers, Graphic Designers, Models, Language Monitors and Artists in Residence

## Admin/Support

- Senior Admin - FTE of Senior Administrative and Supervisory Personnel  
e.g. President, Vice Presidents, Associate Vice Presidents, Assistant Vice Presidents, University Secretaries, Assistant Provosts, University Librarians, Associate Librarians, Registrars and Assistants to the Vice Presidents
- Gen Admin - FTE of non-senior Administrative and Supervisory Personnel
- UG Stds - FTE of Undergraduate Students, includes Student Scholarships with Service  
- calculated by taking the # hours worked, over the fiscal year, from Earnings Component only, and dividing by the required # hours for full-time employment in that position or job
- Grad Stds - FTE of Graduate Students  
- calculated by taking the # hours worked, over the fiscal year, from Earnings Component only, and dividing by the required # hours for full-time employment in that position or job
- Clerical Support - FTE of Canadian Union of Public Employee (CUPE) clericals
- Non-Clerical Support - FTE of CUPE non-clericals  
e.g. support positions in the areas of Animal & Poultry, Caretaking, Data Processing, Printing & Duplicating, Fitness, Food & Vending, Horticulture, Library Support, Maintenance, Security, Steam Plant and Technical Support

## **Replacement**

Deans/Dept Heads & Academic-With-Rank

- FTE of Deans/Dept Heads and academic-ranked employees hired to replace Deans/Dept Heads and academic-ranked employees on leave

Academic-Without-Rank

- FTE of non-academic-ranked persons hired to replace non-academic-ranked employees on leave

Admin/Support

- FTE of administrative and support personnel hired to replace admin/support staff on leave

## **Leave**

Deans/Dept Heads & Academic-With-Rank

- FTE of Deans/Dept Heads and academic-ranked employees on leave

Academic-Without-Rank

- FTE of non-academic-ranked persons on leave

Admin/Support

- FTE of administrative and support personnel on any type of leave

## **Vacancy**

- The vacant / unfilled portion of a budgeted position
- Leaves are not considered a vacancies, even if a replacement is in the position
- Source is combination of University budget FTE data and Human Resources actual FTE data
- calculated by: (budgeted FTE for a position, assigned to an employee) minus (actual FTE for the position assigned to that employee )

## **Changes from Historical Stats Book**

- Historically, FTE reports were restricted to include permanent employees from only certain bargaining units: ASPA, CUPE 1975, CUPE 3287, and USFA. Now FTE reports include all employees from all bargaining units.
- Part-time Union FTEs is no longer a separate category. FTEs relating to part-time positions are captured in the other existing categories.
- Historic TBA Definition: The case where there is a permanent position which has not yet been filled at a permanent level *although a replacement may have been hired until the vacancy can be filled.* (this historic def'n and category is no longer used)
- **Vacancy (new category): Any unfilled portion of a permanent budgeted position.** *A replacement may have been hired until the vacancy can be filled.*
- Historically, a Replacement was a person having term status (or tenure status in some special cases) in a position-managed position, but not the owner of that position. Now, the combination of having tenure status and being in a position-managed position is no longer considered a Replacement. Now a Replacement is a person, having term status, in a position-managed position, where the original employee in that position is permanent in that position, but is not active for a period of time.
- Historically, Leaves were only captured for the Faculty positions. Now Leaves are captured for all budgeted positions.
- Historically, Student FTE calculations were based on *budgeted dollars for* students divided by cost of paying a 3<sup>rd</sup> year student for *one full year's work*. No differentiation was made between “earnings component” and “scholarship component” of employment. Now, calculations are based only on the “earnings component” of *actual hours worked*.
- Historically, the Teaching Fellowship category only included Graduate Teaching Fellows. This category has been renamed “Teaching & Service Fellowships” and now includes Graduate Service Fellowships as well. There is a new category, “PostDoc & Senior Fellowships”, for Senior Fellows and Post Doctoral Fellows. In both fellowship categories only the earnings component is captured. Historic FTE calculations were based on the budgeted dollars for fellowships divided by the cost of paying a teaching fellow to teach 4 full classes per year. Now the FTE calculations are based on *actual # hours worked*, over the fiscal year, divided by required # hours for full-time employment in that position or job.

- Historically, Sessional FTE calculations were based on budgeted dollars for sessionals divided by the cost of paying a sessional to teach 4 full classes over the winter session (8 months). Now, sessional FTE calculations are based on 12 months of activity and 27 CU/year teaching workload equals 1 FTE.

## Annualized Full-Time Equivalencies (FTEs) for Academic, Administrative & Support Staff

FTEs Supported from Operating Ledger (May 1, 2000 to April 30, 2005)

All Years refer to Fiscal Years - May 1st through to April 30th

PC (Permanent Complement) = Deans/Dept Heads + Academic-With-Rank Instruction + Leaves and Vacancies and TBAs (for same categories).

CC (Current Complement) = Deans/Dept Heads + Academic-With-Rank Instruction + Academic-Without-Rank Instruction + Replacements (for same categories).

Vacancy = the vacant or unfilled portion of a budgeted position. Includes ALL positions, not just academic vacancies.

Excludes Deceased, Retired, Retired with Pay and Terminated persons.

### Categories:

**Dean / Dept Heads** include all levels of Deans, Faculty in Dean level positions, Clinical Faculty in Dean level positions, and Dept Heads.

**Academic-With-Rank-Instruction** includes Faculty and Clinical Faculty

**Academic-Without-Rank-Instruction** includes Sessional Lecturers, Post Doctoral & Senior Fellows, and Teaching & Service Fellowships

**Other Instruction** includes Extension Specialists, Librarians, Instructors, Instructional Staff, Subject Matter Specialists and Clinical Other Instructional staff.

**Clinical** includes Audiologists, Clinical Associates, Dental Hygienists, Physicians, Outpatient Nurses, Pharmacists, Clinical Residents, Post Grad Medical Residents and Clinical Research Assistants.

**Other** includes Editorial Assist, Interior Designers, Graphic Designers, Recreational Assist, Models, Language Monitors, and Artist in Residence.

**Research** includes Professional Associates, Professional Research Associates, Research Scientists and Visiting Researchers.

**Senior Admin** includes President, Vice Presidents, Assoc VPs, Assist VPs, University Secretary, Registrar, Assoc Librarian University Librarian and Assist Provost.

**General Admin** includes Confidential Secretaries, Accountants, Admin Assistants, Buyers, Business Analysts, etc.

**Clerical Support** includes Clerks, Clerk Stenos, Postal Clerks, Post Office Supervisors, Purchasing Clerks, Payroll Clerks, Switchboard Operators, Clerical Services Workers, etc.

**Non-Clerical Support** includes support positions for Animal & Poultry, Caretakers, Technical, Printing, Data Processing, Maintenance, Food & Vending, etc.

### IMPORTANT NOTES:

1) Sessional FTE calculations are now based on a 27CU teaching load per year instead of the 12CU teaching load per winter session.

2) Fellowship, Fellow and Student FTEs now reflect actual FTEs (instead of derived FTEs based on budgeted \$s for certain levels of employment within these categories)

3) Dept of Natural Sciences existed only in 2000/2002. It held employees that were in Dept of Mathematics and Statistics in 2000/2001.

As of 2002/2003 these employees were moved into Dept of Computer Science and Dept of Natural Sciences was discontinued.

4) Dept of Health, Safety and Environment was part of Human Resources for 2000/2001 and 2001/2002. The Dept was moved under the VP Finance & Resources for 2002/2003 and 2003/2004.

In 2004/2005 Health, Safety & Environment became a distinct administrative unit on its own.

5) 2000/2001 and 2001/2002 Sessional FTEs are attributed to their work location, which may not be the same as their funding source. 2002/03 and onward, Sessional FTEs are attributed to their funding source.

Example: College of Arts & Science Sessional FTEs are lower in 2002/03, 2003/04 and 2004/05 because starting in 2002/03, the intersession and summer session Sessional activity in the College of Arts & Science is attributed to Central Research and Scholarship Work -- the funding source for the Sessional activity. P

































