

STATISTICS CANADA
CULTURE, TOURISM AND THE CENTRE
FOR EDUCATION STATISTICS

FULL-TIME UNIVERSITY
TEACHING STAFF DATA ELEMENTS MANUAL

(Revised 1998)

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**UNIVERSITY FULL-TIME
TEACHING STAFF SYSTEM**

I. INTRODUCTION

The format of this manual is similar to the one used in previous years.

II. COVERAGE

For this survey, data should be submitted for all full-time teaching staff employed in public or private degree-granting institutions as of October 1 of the reporting year. Also include full-time research staff who have an academic rank and a salary scale similar to teaching staff. The affiliated and other related colleges or other institutions may be reported by the parent institution or independently as in the past.

Full-time include:

1. Staff appointed on a full-time basis whose term of appointment is not less than twelve months. (Include any staff member on leave).
2. New appointees hired on a full-time basis whose term of contract is twelve months but for the first year he/she can only be at the institution for less than twelve months.
3. Staff who were appointed to teach full-time (12 months or more) and at a later date have entered into a formal agreement with the institution to work on a reduced load basis. This situation usually arises with staff member who are approaching retirement.

Teaching staff for the purpose of this survey, should include, all academic staff within faculties (colleges, schools, etc.) who are teachers, researchers (meeting with above criteria), and/or senior academic staff, i.e., Deans, Chairperson, Directors etc.

Teaching staff include:

1. All teachers within faculties, whether or not they hold an academic rank. Those teachers not having an academic rank are referred to as "ungraded" in this survey.
2. Academic staff in teaching hospitals (see element 13 for more detail).
3. Visiting academic staff in faculties (colleges, schools, etc.).

4. Research staff who have an academic rank and a salary scale similar to teaching staff.

Staff not included in this survey are:

1. Administrators solely responsible for university administration, i.e., president, vice-president, registrar, comptroller, etc.
2. Administrative assistants within faculties (colleges, schools, etc.).
3. Librarians.
4. Non-academic support staff both in faculties (college, school, etc.) and other university departments.
5. Markers, demonstrators, lab assistants, etc.
6. Graduate teaching assistants.
7. Postdoctoral fellows.
8. Academic staff within faculties (colleges, schools, etc.) who have been hired as researchers without academic rank and/or whose salary scales are different from teaching staff.

III. REPORTING OPTIONS

Data may be submitted in three ways:

- A. Individual teacher records on hard copy, in the form of pre-printed computer print-outs.
- B. Individual teacher records on floppy disk.
- C. Individual teacher records on cartridge.

The definitions set out in the elements should be followed for all the options. Those choosing the pre-printed document option may report either (a) by using the codes given in these elements or (b) by providing the data required, in uncoded form, for coding by Statistics Canada. Those institutions using reporting options B (floppy disk) or C (cartridge) should, if at all possible, use the codes given in the elements. Whenever codes other than these are used, please provide a decoding list.

The following are additional comments relating to the reporting options:

Reporting Option A - Pre-Printed Document

Statistics Canada will provide, in duplicate, a computer printout which shows the information reported by the institution the previous year. The original (after updating) is to be returned to Statistics Canada; a copy is to be retained by the institution.

In the printout, the data for each teacher is shown on a separate page.

For reporting to Statistics Canada, the procedures should be:

1. For Continuing Staff

For staff included in last year's survey and to be included again this year, please check and correct the pre-printed information as follows:

- (a) When the data are correct, no changes need be made.
- (b) When the information is incorrect (and thus needs updating), please cross it out and write the correct information in the space provided for that purpose.

2. For Terminated Staff

For staff included in last year's survey but not to be included this year (due to their not being employed by the reporting institution as of October 1 of the survey year, or their being transferred to a non-teaching area of the institution prior to that date, please complete element 07 only.

3. For New Appointments

For staff not included in last year's survey but to be included this year (e.g., people hired prior to October 1 of the survey year), each institution receives a sufficient number of blank pages on which the information required should be entered and the documents returned to Statistics Canada.

Reporting Options B, & C

A record layout is provided in the Appendix.

IV REPORTING DATE

Each institution is asked to submit data by October 15, of the survey year. It should be possible to submit data by that date on all continuing staff as well as data on new appointments. This submission will be considered final, unless indicated by the institution.

Please send your data to:

Ms. Teresa Omiecinski
Analyst
Postsecondary Education and Adult Learning Section
Culture, Tourism and the Centre for Education Statistics
JT 1 B-21 Statistics Canada
Ottawa, Ont. K1A 0T6

V ELEMENTS IN THE SYSTEM

The following pages describe the elements in the University Full-Time Teaching Staff System. To make the presentation as clear as possible, each data element begins on a new page.

ELEMENT: Reporting Institution

DESCRIPTION: This six-digit element is to be used to identify the reporting institution.

Digits 1-2: identifies the province in which the institution is located.

Digits 3-4: identifies the institution complex.

Digits 5-6: identifies the affiliated and/or associated institution.

CODES: Please see the following pages for a list of institutional codes.

FOR INFORMATION ONLY

CODES**ELEMENT NO. 00**

UNIVERSITIES AND COLLEGES

ATLANTIC PROVINCES

1100111 Memorial University of Newfoundland, St. John's Campus
 1110111 University of Prince Edward Island
 1120111 Acadia University
 1120112 Acadia Divinity College
 1120211 Atlantic School of Theology
 1120311 Université Sainte-Anne - Établissement mère
 1120411 Dalhousie University - Parent Institution
 1120511 Mount St. Vincent University
 1120611 Nova Scotia College of Art and Design
 1120811 St. Francis Xavier University
 1120911 Saint Mary's University
 1121011 University of King's College
 1121211 Cape Breton University - Parent Institution
 1124111 Nova Scotia Agricultural College
 1130111 Mount Allison University
 1130211 University of New Brunswick - Parent Institution
 1130311 Université de Moncton - Parent Institution
 1130313 Université de Moncton - Campus de Shippagan
 1130314 Université de Moncton - Campus d'Edmundston
 1130411 St. Thomas University

QUEBEC

1240111 Bishop's University - Parent Institution
 1240211 McGill University
 1240412 Université de Montréal - Parent Institution
 1240413 École Polytechnique
 1240414 École des hautes études commerciales
 1240612 Université du Québec à Chicoutimi
 1240613 Université du Québec à Montréal
 1240614 Université du Québec en Abitibi-Témiscamingue
 1240615 Université du Québec à Trois-Rivières
 1240616 Université du Québec en Outaouais
 1240617 École nationale d'administration publique
 1240618 Institut national de la recherche scientifique
 1240619 Université du Québec à Rimouski
 1240620 École de technologie supérieure
 1240621 Télé-université
 1240711 Université Laval
 1240811 Université de Sherbrooke
 1240911 Concordia University/Université Concordia

CODES**ELEMENT NO. 00**ONTARIO

1350111 Brock University
 1350113 Concordia Lutheran Theological College
 1350211 Carleton University
 1350311 University of Guelph
 1350411 Lakehead University
 1350511 Laurentian University
 1350512 Algoma University College
 1350514 Université de Hearst
 1350520 Huntington University
 1350530 Université de Sudbury
 1350540 Thorneloe University
 1350611 McMaster University
 1350711 University of Ottawa / Université d'Ottawa
 1350712 Université Saint-Paul
 1350811 Queen's University
 1350812 Queen's Theological College
 1350911 University of Toronto
 1350915 Saint Augustine's Seminary
 1350920 University of Saint Michael's College
 1350930 University of Trinity College
 1350940 Victoria University
 1350950 Knox College
 1350960 Wycliffe College
 1350980 Regis College
 1351011 Trent University - Parent Institution
 1351111 University of Waterloo
 1351112 St. Jerome's University
 1351113 Conrad Grebel University College
 1351115 Renison College
 1351211 University of Western Ontario
 1351212 Brescia University College
 1351213 Huron University College
 1351214 St. Mary's University College
 1351311 University of Windsor
 1351411 York University
 1351611 Wilfrid Laurier University
 1351711 Royal Military College of Canada
 1351811 Collège Dominicain de Philosophie et Théologie
 1351911 Tyndale College
 1351912 Tyndale Seminary
 1352011 Ryerson University
 1352611 Redeemer University College
 1352711 Nipissing University
 1352811 Ontario Institute of Technology
 1355011 Ontario College of Art and Design

CODES**ELEMENT NO. 00**MANITOBA

1460111 Brandon University
 1460311 University of Manitoba
 1460312 Collège Universitaire de Saint-Boniface
 1460313 Saint Andrew's College - University of Manitoba
 1460511 University of Winnipeg - Établissement mère
 1460811 Canadian Mennonite University - Parent Institution

SASKATCHEWAN

1470111 University of Saskatchewan
 1470112 College of Emmanuel & Saint Chad
 1470113 Lutheran Theological Seminary
 1470114 United Church St. Andrew's College
 1470115 St. Thomas More College
 1470118 Central Pentecostal College
 1470211 University of Regina
 1470212 Campion College
 1470213 Luther College

ALBERTA

1480111 University of Alberta
 1480211 University of Calgary
 1480311 Canadian University College
 1480411 University of Lethbridge
 1480511 Newman Theological College
 1480711 Athabasca University
 1481011 King's University College
 1481111 Concordia University College of Alberta
 1481511 Ambrose University College

BRITISH COLUMBIA

1590111 University of British Columbia
 1590511 Seminary of Christ the King
 1590611 Simon Fraser University
 1590711 University of Victoria
 1590811 Vancouver School of Theology
 1590911 Trinity Western University
 1591011 University of Northern British Columbia
 1591211 Royal Roads University

ELEMENT NO. 01

ELEMENT: Permanent Identification Number

DESCRIPTION: In this nine-digit element, please report an identification number which should remain the same from year to year for an individual staff member. The majority of institutions use the Social Insurance Number, and is considered most practical since it guarantees uniqueness. If this is not possible, some other identifier (such as a payroll number) should be reported.

CODES: Social Insurance Number or some other permanent identification number providing it is unique and will never be re-assigned.

NOTE: Please do not leave this element blank.

FOR INFORMATION ONLY

ELEMENT NO. 02

ELEMENT: Department (Optional)

DESCRIPTION: In this element, report the department to which the staff member is appointed.

For cross-appointments, please report only the department in which the staff member spends the major portion of his or her time.

CODE: For hard copy reporting, write in the name of the department for new staff.

Institutions reporting on disk or cartridge may use their own codes. If this option is chosen, would you please supply a decoding list. In the past, the first digit of the 4-digit department code distinguished between institute, school, centre or department. This will no longer be required. Only a three digit code will be valid.

FOR INFORMATION ONLY

ELEMENT NO. 03

ELEMENT: Salary Status

DESCRIPTION: This one-digit element provides information on the salary status of the staff member.

CODES:

1. All lay or religious staff paid according to lay (or regular) salary scales.
2. All religious and military personnel or similar staff paid according to salary scales lower than those applying to lay staff.

FOR INFORMATION ONLY

ELEMENT NO. 04

ELEMENT: Actual Salary

Description:

In this six-digit element, please report the actual gross salary (including vacation pay) the staff member is expected to receive during the salary year. Stipends or other honoraria for administrative duties are to be excluded from the reported salary. (Refer to Element 06). Payments for summer employment and extension work should also be excluded when extra payments are made for these. The reported actual salary should reflect new negotiated settlements applicable as of October 1 and should not include expected increases or adjustments which may become effective at a later date. Where salaries are not negotiated by that date, please still report the new negotiated settlements applicable to October 1, when they become known.

For medical/dental staff, it is understood that, in most cases, the institution itself, provincial medical care institutions (e.g. hospitals) and/or medical care plan contribute to the staff member's salary at an agreed upon ratio. In some institutions, staff receive all their remuneration directly from the university and the university bills the hospital (or medical care plan) for the latter's share. In other cases, the staff member receives remuneration from the university, the hospitals and/or medical care plan. In order to keep the actual salary reported as comparable as possible among institutions, please include, for medical/dental staff, both the university contribution and the contribution by hospitals and/or medical care plans (excluding special grants, fees for services to patients, guarantee, etc.).

If a staff member is on leave without pay for the full salary year or if he or she does not receive an allowance or salary (as is the case for some teachers in religious institutions), please report 00000 for this element. For a staff member on leave for only part of the year (and full-time at the institution the rest of the year), the salary reported should be the total paid for the salary year (i.e., the leave portion, if any, plus the amount paid during his or her period at the institution). For a staff member on reduced load for part of the year or for the full year, the salary reported should be the total paid for the salary year.

ELEMENT NO. 04 (Cont.)

ONTARIO ONLY: The portion, if any, of the salary derived from non-operating funds should be included in the actual salary figure. The reported actual salary should relate to an institution's normal salary year, and should not be adjusted to reflect the academic year (i.e. July 1 to June 30).

CODES: The actual gross salary paid during the salary year, right justified and zero filled. 000000: Staff on leave without pay for the whole salary year or staff who do not receive an allowance or salary.

FOR INFORMATION ONLY

ELEMENT NO. 05

ELEMENT: Annual Rate of Salary

DESCRIPTION: In this six-digit element, please report the annual rate of salary (including vacation pay) paid to the staff member during the salary year. Stipends or other honoraria for administrative duties are to be excluded from the reported salary. (Refer to Element 06). Payments for summer employment and extension work should also be excluded when extra payments are made for these.

The reported annual rate of salary should reflect new negotiated settlements applicable as of October 1 and should not include expected increases or adjustments which may become effective at a later date. Where salaries are not negotiated by that date, please still report the new negotiated settlements applicable to October 1, when they become known.

For non-medical/dental staff employed full-time for the full salary year, and not on leave or on reduced load during the year, the annual rate of salary (reported in this element) will be the same as the actual salary (reported in element 04).

For certain types of staff (those employed full time but on reduced load or on leave for part or all of the salary year), the figures reported in element 04 will be less than the annual rate of salary. For salary analysis purposes, it is the annual rate which is important and this is to be reported in element 05.

For staff employed full-time with less than a full load, please convert the salary reported in element 04 to annual gross rate of pay. For example, suppose a teacher was hired to carry 75% load and paid a gross salary of \$24,000. This is the amount which would be reported in element 04.

For element 05, this amount would be converted to annual rate and a figure of \$32,000 reported.

$$(\$24,000 \times \frac{100}{75}).$$

For those staff on sabbatical leave or other paid or unpaid leave, (for part, or all, of the salary year) please report the annual gross salary that would have been paid had the staff member not gone on leave.

For staff who do not receive an allowance for salary, please report 000000.

ELEMENT NO. 05 (Cont.)

In addition to the above, there is a further adjustment for medical/dental staff. In element 05, please report (on an annual rate basis), the staff member's income from all sources including such as the operating and trust funds of the university, hospitals and/or medical care plans, and special grants from health or research agencies but excluding fees for service to patients and guarantees. The reported income should relate to the university appointment and not to outside activities unrelated to this appointment.

ONTARIO ONLY: The portion, if any, of the salary derived from non-operating funds should be included in the annual rate of salary figure. The reported annual rate of salary should relate to an institution's normal salary year and should not be adjusted to reflect the academic year (i.e. July 1 to June 30).

CODES: The annual rate of gross salary for the salary year, right justified and zero filled. Please report the salary even if it is the same as that reported in element 04.

000000. Staff who do not receive an allowance or salary and staff on other-than-sabbatical leave for whom an annual rate of salary cannot be easily determined.

ELEMENT NO. 06

ELEMENT: Administrative Stipends

DESCRIPTION: Please report annual stipends or other honoraria for administrative duties paid to the staff member.

CODES: Five digit numeric value, right justified and zero filled. Leave this element blank if the staff member does not have administrative duties.

99999. If a staff member have administrative duties but receives no stipend.

FOR INFORMATION ONLY

ELEMENT NO. 07

ELEMENT: Year of Termination (for hard copy reporting only)

DESCRIPTION: This **four-digit** element is to be used to indicate those staff members who were included in last year's survey but who are to be excluded in the current year, due to such reasons as (a) they are no longer employed by the reporting institution as of October 1, or (b) they have transferred to a non-teaching area of the institution prior to that date.

CODES: **Four digits** of the year the staff member ceased to be included in the survey.

If this element is not applicable (i.e., the staff member is still to be included in the survey), please leave it blank.

FOR INFORMATION ONLY

ELEMENT NO. 08

ELEMENT: Gender

DESCRIPTION: This one-digit element is to be used to report the sex of the staff member.

CODES: 1. Male
2. Female

FOR INFORMATION ONLY

ELEMENT NO. 09

ELEMENT: Year of Birth

DESCRIPTION: This **four-digit** element is to be used to report the staff member's year of birth.

CODES: **Four digits** of the year of birth.

9999: Unknown.

FOR INFORMATION ONLY

ELEMENT NO. 10

ELEMENT: Year of Appointment to Institution

DESCRIPTION: In this **four-digit** element, the year of appointment (or reappointment) to a full-time position in a faculty at the institution is to be reported.

Please note that the service between the year reported in this element and the present year must be both full-time and uninterrupted (i.e., the staff member has not severed his or her connection with the institution during this period). Leave (sabbatical, leave of absence, etc.) should not be interpreted as interrupting the continuous service, i.e., when a staff member goes on leave, it does not change his or her year of appointment to the institution. Similarly, if a staff member assumes a non-academic position in the university for a time and then returns to teaching, the period spent in that position should not be interpreted as interrupting continuous service. However, during the time the person holds such a position he or she should not be reported as a full-time teacher.

It does not matter whether the staff member's appointment was originally temporary, probationary or permanent or has been a series of one-year contracts. As long as the employment has been continuous from year to year and full-time in each year, the year of appointment should be reported as the earliest year in which the staff member joined the institution on a full-time basis. For example, in year 1, a staff member held a full-time probationary appointment which was made permanent in year 2. Year 1 would be reported as the year of appointment.

For the staff member who was employed full-time (12 months) during some past period, then, (1) severed his or her connection with the institution, (2) he or she obtains a teaching position which is other than full-time (12 months), and was later re-hired to a full-time (12 months) position, the year of reappointment is the one that should be reported in this element.

The year of appointment to the institution (as reported in this element) cannot be later than the year of appointment to the present rank (element 22).

CODES: **Four digits** of the year the staff member was appointed (or reappointed) to the institution.

9999: Unknown

ELEMENT NO. 11

ELEMENT: Previous Employment

DESCRIPTION: In this two-digit element, please report the staff member's previous employment (or occupation) immediately prior to his or her appointment (or reappointment) to the institution, i.e., the employment (occupation) immediately prior to the appointment year specified in element 10.

- CODES:**
01. Teaching position at a university or affiliated college, where teaching is defined as set out in the introduction to this manual
 02. Non-teaching position at a university or affiliated college
 03. Teaching position at other educational institution (including community colleges)
 04. Non-teaching position at other educational institution (including community colleges)
 05. Student (including postdoctoral fellows)
 06. Employment in a hospital, clinic or other organized health care unit (regardless of proprietor)
 07. Military, including both civil and military personnel but excluding hospital personnel (which are coded 06)
 08. Employment in government department or agency (excluding hospital and military personnel which are coded 06 or 07)
 09. Employment in industry and commerce
 10. Self-employed (including people in private practice)
 11. Other
 99. Unknown

ELEMENT NO. 12

ELEMENT: Province or Country of Previous Employment

DESCRIPTION: Please report the province in which the staff member held the position of his employment (occupation) immediately prior to being appointed (reappointed) to the institution. If outside of Canada, report country.

CODES: The list of province and country codes is given on following pages.

Report only a five digit code.

99999: Unknown

FOR INFORMATION ONLY

ALPHABETICAL LISTING OF COUNTRIES

742	AFGHANISTAN	13644	CHINA
900	OUTSIDE CANADA	13762	CHRISTMAS ISLAND
1353	ALBANIA	13962	COCOS (KEELING) ISLANDS
1611	ALGERIA	14231	COLOMBIA
1962	AMERICAN SAMOA	14512	COMOROS
2253	ANDORRA	14812	CONGO
2512	ANGOLA	14912	CONGO, DEMOCRATIC REPUBLIC OF
2623	ANGUILLA	15112	ZAIRE
2823	ANTIGUA & BARBUDA	15462	COOK ISLANDS
2923	ARUBA	15722	COSTA RICA
3131	ARGENTINA	15853	CROATIA
3253	ARMENIA	16023	CUBA
3461	AUSTRALIA	16341	CYPRUS
3752	AUSTRIA	16552	CZECH REPUBLIC
3853	AZORES	16652	CZECHOSLOVAKIA
3953	AZERBAIDJAN	16912	CHAD
4023	BAHAMAS	17012	BOUDET ISLAND (IS.)
4341	BAHRAIN	17251	DENMARK
4542	BANGLADESH	17523	DOMINICA
4623	BARBADOS	17823	DOMINICAN REPUBLIC
5052	BELARUS	18131	ECUADOR
5551	BELGIUM	18422	EL SALVADOR
5821	BERMUDA	18512	EQUATORIAL GUINEA
6142	BHUTAN	18651	ESTONIA
6431	BOLIVIA	18712	ETHIOPIA
6512	BOTSWANA	18812	ERITREA
6653	BOSNIA	19051	FAEROE ISLANDS
6731	BRAZIL	19331	FALKLAND ISLANDS
7322	BELIZE	19662	FIJI
7662	SOLOMON ISLANDS	19951	FINLAND
8223	BR. WEST INDIES BRITISH INDIAN OCEAN	20251	FRANCE
8342	TERRITORY	20831	FRENCH GUIANA
8543	BRUNEL	21162	FRENCH POLYNESIA
8853	BULGARIA	21212	FRENCH SOUTHERN TERRITORIES
9113	MYANMAR (BURMA)	21412	DJIBOUTI
9412	BURUNDI	22012	GABON
9713	KAMPUCHEA	22312	GAMBIA
10011	CANARY ISLANDS	22553	GEORGIA
10312	CAMEROON	22652	GERMANY, FED. REP (WEST)
10922	CANAL ZONE	23252	GERMANY, DEM. REP (EAST)
11212	CAPE VERDE ISLANDS	23812	GHANA
11523	CAYMAN ISLANDS	24153	GIBRALTAR
11812	CENTRAL AFRICAN REPUBLIC	24462	TUVALU
12111	CEUTA	24753	GREECE
12442	SRI LANKA	25021	GREENLAND
12712	CHAD	25323	GRENADA
12851	CHANNEL ISLANDS	25623	GUADELOUPE
13031	CHILE	25962	GUAM

26222	GUATEMALA	37623	MARTINIQUE
26512	GUINEA	37912	MAURITANIA
26631	GUYANA	38212	MAURITIUS
26712	GUINEA-BISSAU	38312	MAYOTTE
26823	HAITI	38511	MELILLA
26912	HEARD ISLAND AND MCDONALD ISLANDS	38822	MEXICO
27722	HONDURAS	38962	MICRONESIA, FEDERATED STATES OF
28044	HONG KONG	39052	MOLDOVA, REPUBLIC OF
28352	HUNGARY	39151	MONACO
28651	ICELAND	39444	MONGOLIA
29242	INDIA	39723	MONTSERRAT
29543	INDONESIA	40011	MOROCCO
29841	IRAN	41212	MOZAMBIQUE
30141	IRAQ	41541	OMAN
30451	IRELAND/EIRE	41862	ONAN
30651	ISLE OF MAN	42142	NEPAL
30741	ISRAEL	42441	NETHERLANDS
31053	ITALY	42723	NETHERLANDS ANTILLES
31312	COTE D'IVOIRE(IVORY COAST)	43062	NEW CALEDONIA
31623	JAMAICA	43622	VANUATU
31944	JAPAN	43962	NEW ZEALAND
32241	JORDAN	44041	NEUTRAL ZONE
32342	KAZAKHSTAN	44222	NICARAGUA
32512	KENYA	44512	NIGER
32662	KIRIBATI	44812	NIGERIA
32844	KOREA,SOUTH	45162	NIUE
33144	KOREA, NORTH	45462	NORFOLK ISLAND
33441	KUWAIT	45662	NORTHERN MARIANA ISLANDS
33542	KYRQYZSTAN	46051	NORWAY
33743	LAOS	46362	OTHER PACIFIC ISLANDS
33851	LATVIA	46642	PAKISTAN
34041	LEBANON	46741	PALESTINE
34323	LEEWARD ISLAND	46862	PALAU
34412	LESOTHO	46922	PANAMA
34612	LIBERIA	47262	PAPUA-NEW-GUINEA
34911	LILYA	47531	PARAGUAY
35052	LIECHTENSTEIN	47831	PERU
35351	LITHUANIA	48143	PHILIPPINES
35551	LUXEMBOURG	48462	PITCAIRN ISLANDS
35841	MACAU	48752	POLAND
35953	MACEDONIA (FYROM)	49053	PORTUGAL
36112	MADAGASCAR	49312	GUINEA-BISSAU
36212	MALAWI	49943	PORTUGUESE TIMOR
36443	MALAYSIA	50223	PUERTO RICO
36742	MALDIVE ISLANDS	50541	QATAR
37012	MALI	50812	REUNION
37353	MALTA	51112	ZIMBABWE
37462	MARSHALL ISLANDS	52653	ROMANIA

52912	RWANDA	65551	UNITED KINGDOM
53052	RUSSIAN FEDERATION	65642	UZBEKISTAN
53244	RYUKYU ISLANDS	65851	ENGLAND
53512	ST. HELENA	66151	NORTHERN IRELAND
53823	ST. KITTS, NEVIS, ANGUILLA	66451	SCOTLAND
54123	ST. LUCIA	66551	WALES
54421	ST. PIERRE AND MIQUELON	66721	UNITED STATES UNITED STATES MINOR OUTLYING IS.
54723	ST. VINCENT & THE GREDADINES	66962	IS.
55053	SAN MARINO	67012	BURKINA FASO
55312	SAO TOME & PRINCIPAL ISLANDS	67331	URUGUAY
55941	SAUDI ARABIA	67553	VATICAN CITY
56212	SENEGAL	67631	VENEZUELA
56512	SEYCHELLES	67943	VIETNAM, REPUBLIC OF
56812	SIERRA LEONE	68243	VIETNAM
56952	SLOVAK REPUBLIC	68523	BRITISH VIRGIN ISLANDS
57053	SLOVENIA	68823	VIRGIN ISLANDS, U.S.A.
57443	SINGAPORE	69162	WAKE AND MIDWAY ISLANDS
57712	SOMALIA	69262	WALLIS & FORTUNA IS
58312	SOUTH AFRICA SOUTH GEORGIA/SOUTH SANDWICH IS.	69311	WESTERN SAHARA
58412	IS.	69362	WESTERN SAMOA
58612	NAMIBIA	69721	WINDWARD ISLAND
58741	SOUTHERN YEMEN	70041	YEMEN
58953	SPAIN	70253	YUGOSLAVIA
59511	WESTERN SAHARA	70512	ZAMBIA
59812	SUDAN	71010	AFRICA (COUNTRY N.R.)
60131	SURINAME	72020	AMERICA (COUNTRY N.R.)
60251	SVALBARD AND JAN MAYEN ISLANDS	73040	ASIA (COUNTRY N.R.)
60412	SWAZILAND	74050	EUROPE (COUNTRY N.R.)
60751	SWEDEN	75060	OCEANIA (COUNTRY N.R.)
61052	SWITZERLAND	76030	SOUTH AMERICA (COUNTRY NR)
61341	SYRIA	80021	CANADA
61442	TAJIKISTAN	81021	NEWFOUNDLAND
61544	TAIWAN	81121	PRINCE EDWARD ISLAND
61612	TANZANIA	81221	NOVA SCOTIA
61943	TERRITORIES	81321	NEW BRUNSWICK
62212	TOGO	82421	QUEBEC
62562	TOKELAU	83521	ONTARIO
62862	TONGA	84621	MANITOBA
63123	TRINIDAD AND TOBAGO	84721	SASKATCHEWAN
63441	UNITED ARAB EMIRATES	84821	ALBERTA
63711	TUNISIA	85921	BRITISH COLUMBIA
64041	TURKEY	86021	YUKON
64323	TURKS AND CAICOS ISLANDS	86121	NORTHWEST TERRITORIES
64441	TURKMENISTAN	86221	NUNAVUT
64612	UGANDA	99899	COUNTRY NOT APPLICABLE
64752	UKRAINE	99988	STATELESS
64971	U.S.S.R.	99997	PART-TIME OF NEW BRUNSWICK
65211	EGYPT	99998	STUDENT OF N.S. OR P.E.I.
		99999	COUNTRY NOT REPORTED

ELEMENT NO. 13

ELEMENT: Medical or Dental Appointment Category

DESCRIPTION: In this one-digit element, the appointment category of the staff in the faculties of medicine (including veterinary medicine) and/or dentistry is to be reported. For those institutions not having either a faculty of medicine or a faculty of dentistry, all staff will be coded 9 (not applicable) for this element. The following three appointment categories are to be used:

- (a) Regular full-time (12 months) academic staff
- Code 0

This is a regular academic appointment similar to that in any other faculty. The appointee receives his full salary from the institution.

This category usually applies to all basic medical science departments and to other medical or dental staff who are not engaged in private practice. It also includes those staff who are supported by research grants but whose income is administered by the university. These staff are expected to hold some teaching responsibilities.

- (b) Geographic full-time(12 months) academic staff
- Code 1

This category applies to all medical and dental staff who are engaged in the practice of medicine as well as teaching. Geographic full-time staff members usually receive an established percentage of their regular salary from the university and the remaining portion from provincial medical care institutions (e.g., hospitals) and/or medical care plans. In addition, they are entitled to earn an income (limited by a ceiling) for service to patients. The staff members are usually assigned to a specific hospital. Although they may receive only a percentage of their income from the university, they are counted as full-time members of the institution.

For the most part, clinical staff will be included in this category.

- (c) Full-time (12 months)joint appointments
- Code 2

This category includes medical and dental staff who have received a letter of appointment from both the university and one of the teaching hospitals. Salaries are paid by both institutions at an agreed upon ratio.

ELEMENT NO. 13 (Cont.)

Since this survey covers only full-time teaching staff in faculties (colleges, schools, etc.), the following categories of medical staff are to be excluded from the survey:

- a) Major part-time
These staff members spend approximately 50% of their time in a teaching hospital. Their offices are not located in the hospital and there is no ceiling on the income they earn from outside patients although there is a ceiling on the earnings made through the clinical teaching units.
- b) Part-time
These staff members are usually community practitioners who do not receive a formal letter of appointment from the institution but rather are engaged by department heads as demonstrators or teaching assistants. These casual staff members may teach both graduate and undergraduate students, on an average of several hours per week, and also may be involved in clinical research.

CODES:

0. Regular full-time academic staff member
1. Geographic full-time academic staff member
2. Full-time joint appointment
9. Not applicable (staff member is not in a faculty of medicine or dentistry)

ELEMENT NO. 14

ELEMENT: Year of First Degree

DESCRIPTION: In this **four-digit** element, the year in which the staff member obtained his or her first university degree, postsecondary diploma or professional designation should be reported.

CODES: **Four digits** of the year in which the first university degree, postsecondary diploma or professional designation was obtained.

9998: No degree, diploma or professional designation.

9999: Unknown.

FOR INFORMATION ONLY

ELEMENT NO. 15

ELEMENT: Province or Country of First Degree

DESCRIPTION: Please report the province in which the staff member's first university degree, postsecondary diploma or professional designation was obtained. If outside of Canada report country.

CODES: The list of province and country codes is given in element 12.

99899: If code 9998 was used in element 14, then code 99899 should be reported for element 15.

99999: Unknown

FOR INFORMATION ONLY

ELEMENT: Level of Highest Earned Degree.

DESCRIPTION: In this one-digit field, the level of the staff member's highest earned degree, diploma or professional designation is to be reported. Please note that it is the highest degree, not the most recent, which is required. Exclude all anticipated and all honorary degrees.

- CODES:
1. PhD., Ed.D., D.Sc., D.S.W. or any other equivalent doctoral degree.
 2. Professional degrees (but not including masters or bachelors degrees). This code refers to medical and para-medical degrees only. For example, the following degrees would be coded 2: M.D., D.D.S., D.D.M., D.V.M. Please do not include the masters of social work (code 3) or the bachelors of laws and letters (code 5) degrees in this category.
 3. Masters degree and equivalent license (e.g., M.A., M.S.W., M.B.A., etc).
 4. Graduate diploma.
 5. Bachelors degree (e.g., LL.B., B.A., B.S, B.Ed., etc).
 6. Professional designation other than a degree (e.g., C.A., C.G.A., R.I.A., teaching certificate but no degree, etc.).
 7. Undergraduate diploma.
 8. No degree, diploma or professional designation.
 9. Unknown.

ELEMENT NO. 17

ELEMENT: Year of Highest Earned Degree

DESCRIPTION: This **four-digit** element is to be used to report the year in which the highest earned degree, diploma or professional designation (specified in element 15) was obtained.

If the staff member has two or more degrees (diplomas or professional designations) at the same level, report the year of the most recent degree.

For example, if the staff member has two doctorate degrees, one obtained in 1960 and the other in 1965, report 1965 for this element.

Similarly, if the staff member has two degrees, the most recent of which is at a lower level than the first, e.g., M.D. obtained in 1965, M.S. in 1972, please report the year of the higher degree, in this case 1965.

CODES: **Four digits** of year when the highest earned degree (diploma or professional designation) was obtained.

9998: If code 8 was used in element 16, then code 9998 should be shown for element 17.

9999: Unknown

FOR INFORMATION ONLY

ELEMENT NO. 18

ELEMENT: Province or Country of Highest Degree

DESCRIPTION: Please report the province in which the highest earned degree, diploma or professional designation (specified in element 16) was obtained. If outside of Canada, report country.

CODES: The list of province and country codes is given in element 12.

99899: If code 8 was used in element 16, then code 99899 should be reported for element 18.

99999: Unknown

FOR INFORMATION ONLY

ELEMENT NO. 19

ELEMENT: Country of Citizenship

DESCRIPTION: In this element, the staff member's current country of citizenship is to be reported.

CODES: The list of country codes is given in element 12.

99999: Unknown

FOR INFORMATION ONLY

ELEMENT: Immigration Status

DESCRIPTION: The staff member's current visa status is to be reported in this one-digit element.

CODES: Continuing Staff

1. Permanent Resident
3. Employment Visa (including other temporary visas)
5. Not applicable (Canadian citizens)
9. Unknown

New Staff

1. Permanent Resident now who was a permanent resident prior to offer of employment
2. Permanent Resident now but not a permanent resident at the time offer was made
3. Employment Visa (including other temporary visas)
5. Not applicable (Canadian citizens)
9. Unknown

FOR INFORMATION ONLY

ELEMENT NO. 21

ELEMENT: Rank and Responsibilities

DESCRIPTION: In this two-digit, two-dimensional element, the staff member's rank and responsibilities are to be reported.

There are two series of one-digit codes in this element. A code from each series must be selected when reporting for this element.

The first series indicates the staff member's current rank (full professor, associate professor, etc.)

The second series of codes indicates whether the staff member's responsibilities are teaching, research or senior administration and, if the latter, what position is held (dean, director, etc.)

When selecting a code from the second series please note the following:

- a) All visiting staff are to be coded 6 or 8 regardless of their responsibilities. They should be coded 4 in element 26 "Type of Appointment".
- b) All staff members holding senior administrative positions (including those in an acting capacity) are to be coded according to the position they hold (code 1-5).
- c) All research staff who have an academic rank and are paid according to regular salary scales, should be coded 7 or 8.

CODES: First series (staff member's current rank)

1. Full professor
2. Associate professor
3. Assistant professor
4. Next rank below assistant professor
5. Next rank below the one in code 4
6. Other (ungraded, etc.)

ELEMENT NO. 21 (Cont.)

Second series (staff member's responsibilities)

0. Teacher with no senior administrative duties
1. Dean
2. Assistant dean, associate dean, vice-dean
3. Director whose responsibilities and salary are equivalent to those of a dean. Those directors not equivalent to deans would be coded as 4
4. Director, department head, coordinator
5. Chairperson
6. Visitor with teaching responsibilities (e.g., staff with a permanent affiliation to another university or organization)
7. Researchers - non-visitors
8. Researchers - visitors
9. Assistant and associate director, department head, coordinator, chairperson and any other.

Some examples will help clarify the coding of element 21:

- (a) Full professor who is a dean would be coded 11.
- (b) Associate professor who is a department head would be coded 24.
- (c) Assistant professor who has teaching responsibilities but is not a senior administrator would be coded 30.
- (d) A visiting associate professor would be coded 26.
- (e) Full professor who is an acting chairperson would be coded 15.

ELEMENT NO. 22

ELEMENT: Year of Appointment to Present Rank

DESCRIPTION: In this **four-digit** element, the year in which the staff member attained his or her current rank (as indicated in the first series of element 21) should be reported

Please note the following when deciding what year to report:

- (a) The service between the year of appointment to the current rank (as indicated in this element) and the present year must be both uninterrupted and full-time. It is recognized that leave can be granted without interrupting the continuous service.
- (b) If the period of employment at the current rank has been interrupted (i.e., the staff member has severed his or her connection with the institution), the year of reappointment should be reported.
- (c) It is quite possible that the year reported in this element will be the same as that reported in element 10. This would occur when the staff member has not had a change in rank since his or her appointment (or reappointment) to the institution.
- (d) The year should only change when a staff member has been promoted from one rank to the next. The year does not change when the administrative responsibilities change.

CODES: **Four digits** of the year in which the staff member attained his or her present rank.

9999: Unknown

ELEMENT NO. 23

ELEMENT: Principal Subject Taught

DESCRIPTION: This is a five-digit element describing the principal subject taught by the staff member. The complete listing is provided on the following pages.

As in the past, for staff members who are on leave, report the subject he/she would have taught had the staff member been teaching.

The use of the code 9.99.99 (subject not reported) is not recommended except in instances where the subject has not yet been determined or reported and in the case of researchers.

CODES: The list of codes for principal subject taught is given on the following pages.

FOR INFORMATION ONLY

CODES FOR PRINCIPAL SUBJECT TAUGHT

Code Numbers

1.XX.XX	Education
2.XX.XX	Fine and Applied Arts
3.XX.XX	Humanities and Related
4.XX.XX	Social Sciences and Related
5.XX.XX	Agricultural and Biological Sciences (excluding Health Professions)
6.XX.XX	Engineering and Applied Sciences
7.XX.XX	Health Professions and Occupations
8.XX.XX	Mathematics and the Physical Sciences
9.99.99	Not reported

FOR INFORMATION ONLY

EDUCATION, PHYSICAL EDUCATION, RECREATION
AND LEISURE

1.18.00 ELEMENTARY/SECONDARY
TEACHER TRAINING

Include:

- art education
- commercial education
- business education
- special education (teaching the blind/deaf education, physically handicapped,
- home economic education
- industrial arts (technical, vocational)
- music education
- family, sex life education
- teaching of hygiene
- intermediate education
- religious education
- adult, continuing, extension education
- other teaching fields

1.23.00 HIGHER EDUCATION,
POSTSECONDARY TEACHER TRAINING

1.36.00 KINDERGARTEN, PRE-SCHOOL
TEACHER TRAINING

NON-TEACHING FIELDS

1.38.01 SCHOOL LIBRARIANSHIP

1.38.02 EDUCATION ADMINISTRATION

1.38.03 EDUCATION PSYCHOLOGY

1.38.05 GUIDANCE AND COUNSELLING

EDUCATION, PHYSICAL EDUCATION, RECREATION
AND LEISURE

		Inclusions & Exclusions
1.38.06	CURRICULUM SPECIALIZATION	
1.38.07	MEASUREMENTS AND EVALUATION	
1.38.08	EDUCATION FOUNDATIONS	
1.38.99	OTHER NON-TEACHING FIELDS <u>Include:</u>	<ul style="list-style-type: none"> - comparative education - educational sociology - other
1.39.00	PHYSICAL EDUCATION	
1.40.00	KINESIOLOGY, HUMAN KINETICS AND KINANTHROPOLOGY	
1.41.00	RECREATION	<u>Include:</u> <ul style="list-style-type: none"> - leisure, recreology, and administration
1.99.99	EDUCATION, NOT ELSEWHERE SPECIFIED	

FINE AND APPLIED ARTS

		Inclusions & Exclusions
2.03.00	FINE ART	<u>Include:</u> - general art studies - fine art appreciation - aesthetics - fine art - printing - sculpture
2.05.00	MUSIC	<u>Do not include:</u> - music education, it should be included with education
2.08.00	OTHER PERFORMING ARTS	<u>Include:</u> - dance drama, theatre
	<u>APPLIED ARTS</u>	
2.14.01	INDUSTRIAL DESIGN	
2.14.99	OTHER APPLIED ARTS	<u>Include:</u> - graphic arts - drawing - graphic design - engraving - photography - lithography - printing - ceramics - jewellery design - fashion design - interior design <u>Do not include:</u> - creative writing, it should be included with English language and/or literature or French language and/or literature.
2.99.99	FINE AND APPLIED ARTS, N.E.S.	

HUMANITIES AND RELATED

Inclusions & Exclusions

3.03.00 CLASSICS, CLASSICAL
AND DEAD LANGUAGES

Include:

- classics
- greek
- hebrew
- latin
- sanskrit
- pali
- akkadian
- aramaic
- other

3.05.00 ENGLISH LANGUAGE
AND/OR LITERATURE

Include:

- creative writing

3.06.00 FRENCH LANGUAGE
AND/OR LITERATURE

Include:

- creative writing

3.09.00 HISTORY

Include:

- specific area or period history
- ancient history
- medieval history
- modern history
- other history

3.10.00 JOURNALISM
LANGUAGES AND/OR
LITERATURES, OTHER

Include:

- only programmes with a concentration in the humanities i.e. languages, philosophy and history. Programmes with a concentration in the social sciences i.e. languages, political science and economics should be included under other area studies

HUMANITIES AND RELATED

		Inclusions & Exclusions
3.11.01	COMPARATIVE LITERATURE	
3.11.02	MEDIEVAL LANGUAGES	
3.11.03	ASIAN LANGUAGES AND LITERATURES	
3.11.04	SLAVIC LANGUAGES AND LITERATURES	
3.11.99	OTHER LANGUAGES AND LITERATURES	
3.12.00	LIBRARY SCIENCE	
3.13.00	OTHER RECORDS SCIENCE	<u>Include:</u> - medical records science - archive maintenance - museology - art gallery administration - museum curatorship - other records science
3.14.00	LINGUISTICS	
3.17.00	OTHER MASS COMMUNICATION STUDIES	<u>Include:</u> - cinematography - film - radio broadcasting/television - public relations - other media
3.2.00	PHILOSOPHY	<u>Include:</u> - ancient, medieval, modern, other philosophy - epistemology - ethics - history of philosophy - logic - history and philosophy of science and technology

HUMANITIES AND RELATED

		Inclusions & Exclusions
3.24.00	RELIGIOUS STUDIES	<u>Include:</u> - comparative religion - canon law <u>Do not include:</u> - religious education
3.25.00	THEOLOGICAL STUDIES (professional programme, preparation for the ministry)	<u>Include:</u> - pastoral theology - practical theology - systematic theology, etc.
3.27.00	TRANSLATION AND INTERPRETATION	
3.99.99	HUMANITIES AND RELATED, N.E.S.	

FOR INFORMATION ONLY

SOCIAL SCIENCES AND RELATED

		Inclusions & Exclusions
4.03.00	ANTHROPOLOGY	<u>Include:</u> - anthropological linguistics - anthropometry - cultural, social anthropology - ethnography - ethnology - other
4.06.00	ARCHAEOLOGY	<u>Include:</u> - archaeological field techniques - archaeological prehistory - laboratory techniques in archaeology - stratigraphy of archaeological sites - other
4.08.00	CANADIAN STUDIES	<u>Include:</u> - native Canadian studies - Inuit and Eskimo studies - American Indian studies
	<u>AREA STUDIES, OTHER</u>	Multidisciplinary approach to the study of a particular region or period. Do not include programmes primarily concerned with the languages and/or literatures of an area.
4.09.10	MEDIEVAL STUDIES	
4.09.20	ASIAN STUDIES	
4.09.40	SLAVIC STUDIES	
4.09.99	OTHER AREA STUDIES	
4.12.00	COMMERCE, MANAGEMENT, BUSINESS ADMINISTRATION, ADMINISTRATIVE STUDIES/ SCIENCES	<u>Include:</u> - accounting - finance - industrial relations - labour relations - marketing - retailing - personnel management - other

SOCIAL SCIENCES AND RELATED

		Inclusions & Exclusions
4.13.00	CRIMINOLOGY	<u>Include:</u> - penology and related - correctional administration
	<u>SPECIALIZED ADMINISTRATION STUDIES</u>	
4.14.01	PUBLIC ADMINISTRATION	
4.14.02	HEALTH ADMINISTRATION	
4.14.03	HOTEL AND FOOD ADMINISTRATION	
4.14.99	OTHER SPECIALIZED ADMINISTRATION STUDIES	
4.15.00	DEMOGRAPHY	
4.27.00	ECONOMICS	<u>Include:</u> - agricultural economics
4.30.00	GEOGRAPHY	<u>Do not include:</u> - earth sciences elsewhere specified
4.33.00	LAW AND JURISPRUDENCE	
	<u>MAN/ENVIRONMENT STUDIES</u>	
4.40.08	REGIONAL, RURAL, URBAN, CITY PLANNING AND COMMUNITY DEVELOPMENT	<u>Do not include:</u> - architecture - landscape architecture - pre-professional programmes in architecture
4.40.10	RESOURCE MANAGEMENT, ENVIRONMENTAL STUDIES	

SOCIAL SCIENCES AND RELATED

		Inclusions & Exclusions
4.43.00	POLITICAL SCIENCE	<p><u>Include:</u></p> <ul style="list-style-type: none"> - comparative politics - government - international relations - political history - political thought - urban politics, etc. <p><u>Do not include:</u></p> <ul style="list-style-type: none"> - public administration
4.46.00	PSYCHOLOGY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - abnormal psychology - pathological psychology - behavioural psychology - child and adolescent psychology - child study - cognitive development - comparative psychology - history of psychology - learning theory - physiological psychology - psychometrics, psychology statistics - social psychology - vocational counselling - clinical psychology - other <p><u>Do not include:</u></p> <ul style="list-style-type: none"> - educational psychology. It should be included with education
4.47.00	SECRETARIAL STUDIES	
4.49.00	SOCIAL WORK AND SOCIAL WELFARE	

SOCIAL SCIENCES AND RELATED

		Inclusions & Exclusions
4.52.00	SOCIOLOGY	<u>Include:</u> <ul style="list-style-type: none"> - folklore - sociology of the family - sociology of industry and work - sociology of the professions - sociology of religion - social theory and social structure - women studies - other
4.55.00	MILITARY STUDIES	<u>Include:</u> <ul style="list-style-type: none"> - naval/air force/army studies - strategy and tactics - war, military history - other - Military Leadership and Applied Psychology
4.57.00	OTHER SOCIAL SERVICES	<u>Include:</u> <ul style="list-style-type: none"> - day care workers programmes - vocational and family counselling <u>Do not include:</u> <ul style="list-style-type: none"> - programmes leading to teaching, nursing and medical certification
4.99.99	SOCIAL SCIENCES & RELATED, N.E.S.	

AGRICULTURAL AND BIOLOGICAL SCIENCES

		Inclusions & Exclusions
<u>AGRICULTURE</u>		
5.03.10	ANIMAL SCIENCE	<u>Include:</u> - animal husbandry - poultry science
5.03.22	PLANT SCIENCE	<u>Include:</u> - crop science - horticulture - plant protection - weed science
5.03.26	SOIL SCIENCE	<u>Include:</u> - soil physics - soil chemistry - soil genesis, etc.
5.03.99	OTHER AGRICULTURE	<u>Include:</u> - agricultural entomology - agricultural genetics - agricultural microbiology - agricultural parasitology and virology - agricultural science - apiculture - dairy science - food science - other <u>Do not include:</u> - agricultural economics - agricultural engineering - landscape architecture - environmental horticulture
5.03.00	BIOCHEMISTRY	<u>Include:</u> - molecular biology. Biochemistry teachers in medicine should be reported under basic medical sciences.
<u>BIOLOGY</u>		
5.09.10	GENETICS	
5.09.12	MICROBIOLOGY	
5.09.99	OTHER BIOLOGY	

AGRICULTURAL AND BIOLOGICAL SCIENCES

		Inclusions & Exclusions
5.12.00	BIOPHYSICS	<u>Do not include:</u> - medical biophysics
5.15.00	BOTANY	<u>Include:</u> - bryology - mycology - phycology - plant biochemistry - plant breeding - plant ecology - plant environment - plant evolution - plant genetics - plant morphology - plant nutrition - plant pathology - plant taxonomy - plant physiology - other <u>Do not include:</u> - palaeobotany. It should be included in geology and related.
5.16.00	FISHERIES AND WILDLIFE MANAGEMENT	
<u>HOUSEHOLD SCIENCE AND RELATED</u>		
5.18.08	FOOD SCIENCE AND NUTRITION	
5.18.99	OTHER HOUSEHOLD SCIENCE AND RELATED	<u>Include:</u> - clothing and textiles - consumer studies - family studies <u>Do not include:</u> - interior design

5.21.00 VETERINARY MEDICINE
AGRICULTURAL AND BIOLOGICAL SCIENCES

Inclusions & Exclusions

5.22.00 VETERINARY SCIENCES

Include:

- veterinary anatomy
- veterinary bacteriology
- veterinary biochemistry
- veterinary embryology
- veterinary genetics
- veterinary histology
- veterinary immunology
- veterinary microbiology
- veterinary mycology
- veterinary obstetrics
- veterinary parasitology
- veterinary pathology
- veterinary pharmacology
- veterinary serology
- virology
- other

5.23.00 VETERINARY MEDICINE
SPECIALTIES

Include:

- veterinary surgery

5.24.00 ZOOLOGY

Include:

- animal anatomy
- animal ecology
- animal histology
- entomology
- ichthyology
- invertebrate zoology
- mammalogy
- marine biology
- ornithology
- protozoology
- vertebrate zoology
- other

Do not include:

- palaeontology; it should be included with geology

5.25.00 TOXICOLOGY

Do not include:

- medical toxicology

5.99.99 AGRICULTURE & BIOLOGICAL SCIENCES, N.E.S.

ENGINEERING AND APPLIED SCIENCES

		Inclusions & Exclusions
6.03.00	ARCHITECTURE	<u>Do not include:</u> - regional planning - urban and city planning
6.05.00	AERONAUTICAL AND AEROSPACE ENGINEERING	
6.06.00	CHEMICAL ENGINEERING	
6.07.00	CIVIL ENGINEERING	
6.08.00	DESIGN, SYSTEMS ENGINEERING	
6.09.00	ELECTRICAL ENGINEERING	<u>Include:</u> - electronics
6.10.00	INDUSTRIAL ENGINEERING	
6.11.00	MINING ENGINEERING	
6.12.00	MECHANICAL ENGINEERING	
6.13.00	METALLURGICAL ENGINEERING	<u>Include:</u> - ceramics engineering
6.14.00	OTHER ENGINEERING	<u>Include:</u> - biomedical engineering - computer engineering - environmental engineering - geological engineering - ocean engineering - petroleum engineering - agricultural engineering - surveying engineering - other
6.15.00	ENGINEERING SCIENCE	<u>Include:</u> - engineering physics - engineering chemistry
6.16.00	ENGINEERING GENERAL	

ENGINEERING AND APPLIED SCIENCES

		Inclusions & Exclusions
6.20.00	FORESTRY	<u>Include:</u> <ul style="list-style-type: none">- dendrology- forest ecology- forest harvesting- logging- forest management- forest protection- forest wildlife management- silviculture- wood science and technology- forestry engineering
6.22.00	LANDSCAPE ARCHITECTURE	<u>Include:</u> <ul style="list-style-type: none">- garden design- landscape design and construction- landscape materials- landscape planning
6.99.99	ENGINEERING & APPLIED SCIENCES, N.E.S.	

HEALTH PROFESSIONS AND OCCUPATIONS

		Inclusions & Exclusions
7.03.00	DENTISTRY (professional programme)	
7.04.00	DENTAL SPECIALTIES	<u>Include:</u> - oral biology - oral surgery - orthodontics - periodontics - other
7.05.00	MEDICINE (professional programme)	
	<u>BASIC MEDICAL SCIENCES</u>	
7.06.04	ANATOMY	
7.06.06	BIOCHEMISTRY	
7.06.08	BIOPHYSICS	
7.06.10	EMBRYOLOGY	
7.06.12	ENDOCRINOLOGY	
7.06.14	GENETICS	
7.06.16	HISTOLOGY	
7.06.22	NEUROPHYSIOLOGY	
7.06.26	PHARMACOLOGY	
7.06.28	PHYSIOLOGY	
7.06.99	OTHE BASIC SCIENCES	<u>Include:</u> - medical toxicology

HEALTH PROFESSIONS AND OCCUPATIONS

		Inclusions & Exclusions
7.08.00	MEDICAL SPECIALTIES	<u>Include:</u> - allergology - anaesthesiology - cancer - cardiology - dermatology - family, general practice - gastroenterology - haematology - infectious diseases - internal medicine - internal medicine - internal medicine - investigative and experimental medicine - nephrology - neurology - paediatrics - psychiatry - radiology - respirology - rheumatology - tropical medicine - other
	<u>PARACLINICAL SCIENCES</u>	
7.10.06	IMMUNOLOGY	
7.10.10	MICROBIOLOGY	<u>Include:</u> - bacteriology - parasitology
7.10.14	PATHOLOGY	
7.10.99	OTHER PARACLINICAL SCIENCES	

HEALTH PROFESSIONS AND OCCUPATIONS

		Inclusions & Exclusions
7.12.00	SURGICAL SPECIALTIES	<p><u>Include:</u></p> <ul style="list-style-type: none"> - brain surgery - heart surgery - cardiovascular and cardiothoracic - neurosurgery - obstetrics and gynaecology - ophthalmology - orthopaedic surgery - otorhinolaryngology - plastic surgery - restorative surgery - urology - other
7.15.00	NURSING	<p><u>Include:</u></p> <ul style="list-style-type: none"> - disabled persons - geriatric nursing - medical surgery - hospital nursing - obstetric nursing - outpost nursing - paediatric nursing - psychiatric nursing and mental health care - public health and community nursing
7.18.00	OPTOMETRY	
7.21.00	PHARMACY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - medicinal pharmacy - pharmaceuticals - pharmaceutical chemistry - therapeutics - pharmacognosy - physical pharmacy - radiopharmacy, bio-nucleonics pharmaceutical applications of nuclear medicine - clinical pharmacy, hospital pharmacy - other <p><u>Do not include:</u></p> <ul style="list-style-type: none"> - pharmacology, it should be included with basic medical sciences

HEALTH PROFESSIONS AND OCCUPATIONS

		Inclusions & Exclusions
7.24.00	EPIDEMIOLOGY AND PUBLIC HEALTH	<p>Science of promotion, protection and restoration of health by organized community action</p> <p><u>Include:</u></p> <ul style="list-style-type: none"> - community medicine and hygiene - environmental health and hygiene - medical public health - preventive medicine - public health inspection - social medicine - other
	<u>REHABILITATION MEDICINE</u>	
7.27.02	AURAL AND ORAL REHABILITATION	<p><u>Include:</u></p> <ul style="list-style-type: none"> - audiology and speech pathology - human communication disorders - rehabilitation of children with hearing and speech impediment
7.27.04	OCCUPATIONAL THERAPY	
7.27.06	PHYSICAL THERAPY	
7.27.99	OTHER REHABILITATION	
7.36.00	MEDICAL TECHNOLOGY	<p><u>Include:</u></p> <ul style="list-style-type: none"> - medical laboratory and science - radiologic technology - other
7.99.00	OTHER HEALTH PROFESSIONS AND OCCUPATIONS	<p><u>Include:</u></p> <ul style="list-style-type: none"> - art as applied to medicine - dental hygiene - other
7.99.99	HEALTH PROFESSIONS, N.E.S.	

MATHEMATICS AND PHYSICAL SCIENCES

		Inclusions & Exclusions
8.06.00	COMPUTER SCIENCE	
8.12.00	MATHEMATICS	<u>Include:</u> - actuarial science - statistics
8.15.00	CHEMISTRY	<u>Do not include:</u> - geochemistry - biochemistry
8.18.00	GEOLOGY AND RELATED	<u>Include:</u> - crystallography - geochemistry - geophysics - palaeontology - other
8.21.00	METALLURGY, MATERIALS SCIENCE	<u>Do not include:</u> - metallurgical engineering
	<u>METEOROLOGY</u>	
8.24.04	CLIMATOLOGY	
8.24.99	OTHER METEOROLOGY	
8.27.00	OCEANOGRAPHY AND WATER STUDIES	<u>Include:</u> - ocean biology - ocean chemistry - ocean geology and geophysics - physical oceanography - other <u>Do not include:</u> - subjects given under geography

MATHEMATICS AND PHYSICAL SCIENCES

Inclusions & Exclusions

PHYSICS

8.30.01 ASTRONOMY

8.30.02 AEROSPACE SCIENCES

8.30.99 OTHER PHYSICS

Include:

- atomic physics
- chemical physics
- electricity, magnetism
- mathematical physics
- mechanics
- molecular physics
- nuclear physics
- optics
- physical acoustics
- physics of fluids
- quantitative physics
- quantum mechanics
- solid state physics
- theoretical physics
- thermal physics
- thermodynamics and statistical mechanics
- wave theory
- other

Do not include:

- geophysics
- biophysics

8.99.99 MATHEMATICS & PHYSICAL SCIENCES, N.E.S.

ELEMENT: Number of Months Employed and on Approved Leave* During Current Academic Year

DESCRIPTION: In this 8 digit element, the number of months not on leave reported in sub-element (a) and the number of months on different types of leave reported under sub-element (b) through (d).

CODES: AABBCDD

where:

AA: is the Number of months not on leave.

BB: is the Number of months on sabbatical leave during the academic year.

CC: is the Number of months on other paid leave.

DD: is the Number of months on unpaid leave.

At all times, $AA + BB + CC + DD = 12$

Examples:

A staff member on sabbatical for 6 months: 06060000

A staff member with a 12 month contract and no leave: 12000000

A staff member on sabbatical leave for 6 months and other paid leave for 6 months: 00060600

* As approved by the time institution reports to Statistics Canada.

ELEMENT NO.26

ELEMENT: Type of Appointment

DESCRIPTION: In this one-digit element please report the type of appointment held by the staff member at the institution.

Those teachers who have been granted tenure should be coded 1. Teachers for whom, in the normal course of events, e.g., after a certain period of time and, in some cases, upon completion of their doctorate, a tenure review as required by university policy are to be coded 2. Staff for whom no tenure review is required should be coded 3. This category includes teachers hired for one year or more, with no formal commitment on the part of the university to renew their contract, although the contract may in fact be renewed (or have been renewed). Those reported as code 4, visiting staff, should also have been reported as code 6 or 8 in the second series of element 21.

CODES:

1. Tenured
2. Leading to tenure, probationary
3. Annual, sessional or other definite term contract
4. Visiting staff, i.e., staff with a permanent affiliation to another university or organization.
5. Continuing staff, i.e., staff neither on tenure stream nor on definite term contract.

ELEMENT NO. 27

ELEMENT: Reduced Load

DESCRIPTION: This two-digit element applies to all full-time (12 months) staff members who have entered into a formal agreement with the institution to carry his/her duties on a reduced load, for the whole year or that part of the year not on leave.

For staff members on reduced load, the annual salary (element 04) must be lower than the annual rate of salary (element 05). For example, if the intensity of the load is 75% for 12 months, we would expect the actual salary to be 75% of the annual rate of salary.

For staff members not on reduced load, use code 00.

CODES: Report the intensity of the load.

Example: If, according to contract terms, a staff member is on 75% work load, indicate 75 in this element.

Valid codes: 10 to 95 (Work Load)
00 (Full Load)

FOR INFORMATION ONLY

ELEMENT NO. 28

ELEMENT: Salary Source (ONTARIO ONLY)

DESCRIPTION: This two-digit element is to be used to indicate if part of the actual salary (element 04) is being paid from other than operating funds.

Example: A staff member

- a) paid wholly from operating funds, please enter 00 in this element;
- b) paid 60% from operating funds, please enter 40 (that portion not paid from operating funds).

CODES: A two-digit code.

FOR INFORMATION ONLY

ELEMENT NO. 29

ELEMENT: Final Annual Rate of Salary (ONTARIO ONLY)

DESCRIPTION: In this six-digit element, please report the final annual rate of salary for the staff member (including vacation pay). Stipends or other honoraria for administrative duties are to be included in the reported salary. Payment for summer employment and extension work should be excluded when extra payments are made for these.

The reported final annual rate of salary should reflect salary rate at end of institutions's normal salary year and it shall be reported after the contract has been negotiated.

CODES: The final annual rate of salary for the salary year. Please report the salary even if it is the same as that reported in element 05.

FOR INFORMATION ONLY

APPENDIX

FOR INFORMATION ONLY

RECORD LAYOUT

Data set name: UCASS.INPUT

Size	Position	Type	Title
6	1-6	N	Reporting Institution
9	7-15	AN	Permanent Identification Number
3	16 - 18	N	Department
5	19 -23	N	Principal Subject Taught
1	24	N	Gender
4	25-28	N	Year of Birth
4	29-32	N	Year of Appointment to Institution
2	33-34	N	Previous Employment
5	35-39	N	Province or Country of Previous Employment
4	40-43	N	Year of First Degree
5	44-48	N	Province or Country of First Degree
1	49	N	Level of Highest Earned Degree
4	50-53	N	Year of Highest Earned Degree
5	54-58	N	Province or Country of Highest Degree
5	59-63	N	Country of Citizenship
1	64	N	Immigration Status

Size	Position	Type	Title
2	65-66	N	Rank and Responsibilities
4	67-70	N	Year of Appointment to Present Rank
1	71	N	Medical or Dental Appointment Category
1	72	N	Type of Appointment
1	73	N	Salary Status
6	74-79	N	Actual Salary
6	80-85	N	Annual Rate of Salary
5	86-90	N	Administrative Stipends
2	91-92		Filler
2	93-94	N	Number of Months Not on Leave
2	95-96	N	Number of Months on Sabbatical Leave
2	97-98	N	Number of Months on Other Paid Leave
2	99-100	N	Number of Months on Unpaid Leave
2	101-102	N	Reduced Load
2	103-104	N	Salary Source (Ontario Only)
6	105-110	N	Final Annual Rate of Salary (Ontario Only)
10	111-120		Filler