1. **Annualized Activity FTE (AFTE) Enrollment.** One fiscal year undergraduate activity full-time equivalent (AFTE) = 30 credits. Includes all credit hours taken by undergraduate students at the undergraduate level. The undergraduate AFTE calculation is based on credits delivered in on- and off-campus courses. Includes directed studies, distance education, challenge and practicum/co-op courses with credit hours, but excludes audit sections and practicum/co-op sections with additive credit hours. Fiscal year graduate AFTE is the sum of graduate AFTEs in the Summer, Fall and Spring semesters. Since Spring 2004 (1041) Graduate AFTE for a semester = Full fee students + ½ Continuing fee students +(credits taken by Credit fee students)/24. (Note that prior to Spring 2004 (1041), Graduate AFTE for a semester = (full-time + 1/3 * part-time) / 3). Full-time/part-time status for graduate students is determined by the tuition fees paid. Total Weighted AFTE is a multiple of the undergraduate and graduate AFTEs, with different weights applied as follows: In Environment, lower division AFTEs receive a weight of 1.00 and upper division AFTEs receive a weight of 1.50 (exceptions are Environmental Science and Resource & Environmental management courses which receive a weight of 2.0). Graduate Masters, Qualifying and Special AFTEs receive a weight of 3.00 for Geography MA and 4.0 for Geography MSc and Resource & Environmental Mg. Doctoral Degrees receive a weight of 6.00. There are some exceptions to these weights: All lower division distance education courses receive a weight of 1.00 and all upper division distance education courses receive a weight of 1.50. *Source: Institutional Research and Planning – Undergraduate AFTE database (UG_AFTE_DB), Graduate AFTE database.*

2. **Undergraduate Majors & Minors.** Undergraduates major and minor figures at the department level represent unique headcounts for the full fiscal year. Students who withdraw during the semester are excluded. Majors include approved honors, joint honors, majors and joint majors. Minors include minors and extended minors. The total majors and minors across each department and summed up at the Faculty and University level is not an undergraduate student headcount, since students are counted in each of their respective majors/minors. Undergraduate student headcounts by faculty are available in Table 3. *Note: prior to 2003/04 students were classified as being intended or approved majors or minors. Source: Institutional Research and Planning Undergraduate plan database (plan_db), oasis2, oasis2_histfix.*

3. **Annualized Graduate Headcount.** Graduate headcount includes PhDs, Masters, Graduate Diploma, Qualifying and Special students. The annualized figure is the sum of graduate students in the Summer, Fall and Spring semesters (i.e. the fiscal year) divided by three. Since headcounts are calculated this way, headcounts may be fractional; however the decimal portion is not displayed. A Special student is a person who has at least a Bachelors degree, or equivalent, and wishes to take specified courses but is not seeking a degree from SFU. A Qualifying student is a person who is working either to improve CGPA averages in order to meet the minimum SFU requirement, or to make up deficiencies in his/her background to satisfy the Graduate Program Committee in his/her area of interest. *Source: Institutional Research and Planning Graduate AFTE database.*
4. **Gender Distribution (% Female).** The proportion of females at the undergraduate and graduate level. See notes for Tables 2 and 4 above. *Note:* prior to 2003/04 students were classified as being intended or approved majors or minors. *Source:* Institutional Research and Planning oasis2, oasis2_histfix, Graduate AFTE database.

5. **Age Distribution.** **Undergraduates.** The age distribution of undergraduate students registered in the Fall semester is shown. Average age calculations exclude students without a birth date on the student registration system. A student pursuing credentials in more than one Faculty is counted fractionally in each Faculty. **Graduates.** The average age of Masters and Doctorate students is provided at the program level, as at the Fall semester each year. The overall average age for graduate students includes Masters, Doctorate, Graduate Diploma, Special and Qualifying students. A student registered in more than one graduate credential is included in each credential. *Source:* Institutional Research and Planning oasis2, oasis2_histfix.

6. **Co-op Education Placements.** Counts are for the fiscal year (Summer, Fall and Spring) and each count represents a 4 month placement. *Source:* Undergraduate Co-op – Institutional Research and Planning - IRP Website, Table ST-27a. Graduate Co-op – Institutional Research and Planning (coop.qts).

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**STUDENT SUCCESS**

7. **Credentials Awarded.** The number of credentials awarded by fiscal year based on date of convocation. If a student graduates with more than one major, that student is counted once under each major. Students awarded joint majors or joint honors from multiple departments are counted in each department, but only once in the university totals. Students awarded joint majors or joint honors from multiple faculties are counted in each faculty, but only once in the university total. *Source:* Institutional Research and Planning – Credentials Awarded Database (credawrd2, credawrd2_histfix).

8. **Time to SFU Baccalaureate Degree Completion.** Includes students admitted to SFU direct from Secondary as well as Post-Secondary, who have since graduated from SFU with at least one undergraduate degree. Students are assigned to departments and Faculties based on their majors and programs at graduation. If a student graduates from BUS, but also has a joint major in ECON, they will appear in both departments (BUS and ECON), and also in both Faculties (BUS and ARTS), but only once in the University summary. Time to completion is measured as the number of terms that pass from first admission to SFU to completion (inclusive). Data are grouped by fiscal year. This is the fiscal year of convocation, not the fiscal year of the completion term. However, the data are grouped based on completion term (that is, the convocation date is inferred from the completion term). For example, fiscal year 2010/11 means convocation in June 2010 or October 2010, which corresponds to completion terms 1097, 1101, and 1104. *Source:* Institutional Research and Planning - Retention Database (deg_comp_time.prg).

9. **Time to SFU Graduate Degree Completion.** The number of semesters to complete the degree is a simple count of the semesters from admission to graduation, including semesters of non-registration. For students who transferred between masters and doctoral programs within the same department, the time to
completion is calculated based on entry into the earlier program. Completion year is based on fiscal year in which the degree was awarded.

10. Average grade Awarded for Undergraduate Courses. The average grade awarded for undergraduate courses. Grouping is based on the department/faculty of the course not of the student. Source: Extract from Institutional Research and Planning – Grades Report.

11. Year over Year Retention Rates. Due to Faculty Restructuring, the data is not currently available.

12. Graduate Retention Statistics (by year of Admission to Program, 3-year Average). Data excludes students who withdrew from their programs before the end of the third week of classes of their first term. Early withdrawals are students who withdrew from their program after the third week of classes, but before completing their second term. Masters degree statistics exclude students who transferred to a doctoral program within the same department.

INSTRUCTIONAL RESOURCES

13. FTE CFL. CFL faculty includes professors, associate professors, assistant professors, instructors, lab instructors, senior lecturers & lecturers, and lab instructors. Full-time equivalent (FTE) filled positions includes faculty with CFL positions, as at March 31. Academic positions of Deans, VPs and the President are excluded. Fiscal year is April 1st to March 31st. Source: Institutional Research and Planning – Faculty & Staff Renewal Planning Database.

14. Faculty Age Distribution. Information is as of March 31st of each year. Includes CFL faculty only (professors, associate professors, assistant professors, instructors, lab instructors, senior lecturers & lecturers, and lab instructors). Counts faculty members in their primary (home) department only. Excludes faculty serving as Deans, Vice-Presidents or the President. Excludes faculty on post-retirement contracts. Excludes faculty on 100% long-term disability. Source: Institutional Research and Planning – Faculty & Staff Renewal Planning Database.

15. FTE CFL by Rank. FTE filled positions includes faculty with CFL positions, as at March 31st. Academic positions of Deans, VPs and the President are excluded. Lecturers includes both lecturers and senior lecturers. Faculty on 100% long-term disability are excluded. Source: Institutional Research and Planning – Faculty & Staff Renewal Planning Database.

16. New CFL Hire Activity. The number of FTE new CFL appointments, by rank. Data is available at the departmental level since 2005/06. New hires are counted on a fiscal year basis, from April 1 to March 31st. Source: Institutional Research and Planning – Faculty & Staff Renewal Planning Database.

17. Full-Time Teaching Equivalent Resources. One full-time teaching equivalent (FTTE) is equivalent to 1 FTE Tenure-Track Faculty member (professor, associate professor, assistant professor, instructor) or 1/2 FTE Lecturers (lecturer, senior lecturer) or 1 FTE Lab Instructor (lab instructor I, II), 16 Sessional/Visiting/
Limited Term instructor contact hours (visiting, limited term, sessional lecturers, sessional instructors, sessional language instructors), or 16 instructor contact hours for Faculty Associates and Other instructors (professors emeriti, retired faculty, adjunct professors, associate members). Thus the total FTTE = (1 * Tenure-Track Faculty FTE) + (2 * Lecturer FTE) + (1 * Lab Instructor FTE) + (Sessional/Visiting/Limited Term contact hours / 16) + (Faculty Associate contact hours / 16) + (Other instructor contact hours / 16). The FTE Tenure-Track Faculty and FTE Lecturers are obtained from Table 13 above. Sessional/Visiting/Limited Term, Faculty Associate, & Other contact hours are based on face-to-face instructor contact hours in ALL sections taught by these instructors, not just sections at the .00 level. Contact hours from directed studies courses are excluded. In 2000/01, a significant proportion of the Lab Instructor positions were converted to Lecturers. As such, there are relatively few faculty with Lab Instructor ranks presently. Source: Institutional Research and Planning – Faculty & Staff Renewal Planning Database, SICnt.Prg, FACnt.prg, OthCnt.prg. Please note that since 2007/08 update, the FTTE for lecturers was calculated based on policy AD 12.01 which states that normal annual teaching workload for lecturers is twice that of tenure track faculty, previously the computation had been based on lecturer workload being 1.5 times that of tenure track faculty.

18. Teaching Assistants. Teaching Assistants include graduate teaching assistants, external teaching assistants and undergraduate teaching assistants. One full-time equivalent teaching assistant (1 FTE TA) is equivalent to eight contact hours of teaching assistant instruction. The FTE calculation is based on face-to-face instructor contact hours in ALL sections taught by TAs, not just sections at the .00 level. Contact hours delivered in directed studies courses are excluded. TA base units were derived from a snapshot of the payroll disbursements paid to TAs at one point in time in each semester in the fiscal year and derived from the TA rank category and the payment amount. The department to which TA base units are allocated is determined by the department entered on the TA appointment form, which in some cases may be the Dean’s Office, in which case the TA base units would be included in the Faculty total. Source: Institutional Research and Planning - IAA Database (TACnt.Prg); PeopleSoft HAP data - TA Base Units.

INSTRUCTIONAL DELIVERY

19. Number of Course Sections Taught. Only sections at the primary (.00) section level are included. Excludes directed studies, distance education, challenge, practicum/co-op, open labs and field sections. Courses taught together (i.e. concurrent) are counted as one section. The section level is determined by the course section with the higher enrollment. Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).

20. % of Course Sections Taught by CFL Faculty and Lab Instructors. This table looks at the proportion of sections reported in Table 17 that are taught by CFL (professors, associate professors, assistant professors, instructors, senior lecturers and lecturers) or lab instructors (lab instructor I and lab instructor II). If a course section is taught by both a CFL/lab instructor and non-CFL/lab instructor, the section is counted as a CFL/lab instructor section. Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).
21. **Average Class Size.** The average class size is calculated from course sections at the primary (.00) section level (i.e. those sections reported in Table 17). This calculation excludes directed studies, distance education, challenge, practicum/co-op and field sections. For courses taught together, enrollment in the sections are combined and the section level is determined by the course section with the higher enrollment. *Source: Institutional Research and Planning - IAA Database (InstrDlvry.Prg).*

22. **% Distribution of Department of Archaeology FTEs by Program of Course Registrants.** Depending upon pre-requisites and registration restrictions, students may take courses within their own program, or they may take courses outside of their program. This table shows the % distribution of annualized undergraduate Department of Archaeology course FTEs by the program status of course registrants (approved majors/minors in the program, approved in some other program or undeclared). The last line of this table, “% of All FTEs consumed by own Maj+Min+Grad Students”, indicates the proportion of the total undergraduate and graduate annualized FTEs generated by the department that are consumed by the department’s own students. The department’s own students include graduate students and undergraduates with an approved major/minor in the program. *Source: Institutional Research and Planning - ICLM Database iclmemplid, iclmemplid_histfix.*

23. **Publications.** The number of publications in a calendar year. For example, for 2011/12 it is total publications from Jan. 1, 2011 through to Dec. 31, 2011. *Source: InCites from Thomson Reuters.*

24. **Citations.** The number of publications associated with citations is the total number of publication in the calendar year five years prior to the reporting year. For example for 2011/12, it is the total publications in 2006 (Jan. 1, 2006-Dec. 31, 2006). The count of citations is the number of times those publications were cited from the time of publication up to and including Dec. 31, 2011. *Source: InCites from Thomson Reuters.*

**STAFF AND FINANCE**

25. **FTE Support Staff in Academic Units.** FTE filled positions of continuing staff as at March 31st. *Source: Institutional Research and Planning – Faculty & Staff Renewal Planning Database.*

26. **Academic Expenditures.** *Source: Extracts from Peoplesoft FINS system as of March 31 of each fiscal year.*

27. **Operating Budget.** The operating budget is provided along with a normalized budget figure. Operating budget amounts prior to 2002/03 are unavailable. Benefits budgets were decentralized from central university to faculties/departments in 2005/06. Figures are inclusive of use of carryover amounts. Operating Budgets have been “normalized” to improve the comparability of differential financial realities across the faculties. The normalization was achieved by the following means: CFL complement salaries have been normalized to remove the effect of age and rank structure differences between faculties and the presence of market differentials in some departments;
the operating budgets for the Faculties of Education and Business Administration have been augmented by special funds and tuition fees (net overhead) received from TEE, AHCOTE, MEd, GDB, MOT, MPP, URB, NEMBA and WEMBA programs; and the instructional budgets from Continuing Studies in support of extension credit courses have been appropriately distributed to Faculty budgets.  

Source: Extracts from Peoplesoft FINS system as of March 31 of each fiscal year.

28. **Research Grants & Contracts.** External sources include national granting councils, federal government departments, B.C. government departments and agencies, Canadian firms, foundations and individuals, and U.S. and other foreign agencies. Internal sources include operating budget, endowment funds and donations.  

Source: Research Services.

**RATIOS**

a. **WAFTE Enrollment / Filled FTE CFL.** See notes for Tables 1 and 13.

b. **WAFTE Enrollment / FTTE.** See notes for Tables 1 and 17.

c. **AFTE Enrollment / Filled FTE CFL.** See notes for Tables 1 and 13.

d. **AFTE enrollment / FTTE.** See notes for Tables 1 and 17.

e. **FTE Support Staff in Academic Units / FTTE.** See notes for Tables 25 and 17.

f. **CFL FTE/FTTE.** See notes for Tables 13 and 17.

g. **Academic Expenditures / AFTE Enrollment.** See notes for Tables 26 and 1.

h. **Operating Budget / WAFTE Enrollment.** See notes for Tables 27 and 1.

i. **Normalized Budget/ WAFTE Enrollment.** See notes for Tables 27 and 1.

j. **Research Grants & Contracts / FTE CFL.** See notes for Tables 28 and 11.

k. **Research Grants & Contracts/ Tenure Track FTE.** See notes for Table 28, and 15 (Tenure Track Faculty consist of Professors, Associate Professors, Assistant Professors, and Instructors).