**STUDENTS**

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. **Undergraduate AFTE includes AFTEs generated in Business Administration (BUS) and selected Business/Economics courses (BUEC 232, BUEC 384 and BUEC 385).** 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. **Includes Special Arrangement and Exchange Student AFTEs.** **Total Weighted AFTE** is a multiple of the undergraduate and graduate AFTEs, with different weights applied as follows: In Business, lower division and upper division AFTEs receive a weight of 1.50. Graduate Masters, Qualifying and Special AFTEs receive a weight of 3.00. PhDs 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. **Program FTE (PFTE).** An undergraduate program FTE provides a measure of total enrollment by student program. It is equivalent to a normal annual full-time undergraduate load and is calculated by accumulating all undergraduate credits taken by all students in each undergraduate program and dividing by the applicable full-time load for each program. An annual full-time load is 30 credits, with the exception of Engineering Science (35.75 credits) and Engineering thesis students in ENSC 498 and 499 (12 credits). Graduate program FTE is calculated as the sum of the Summer, Fall, and Spring semester program FTEs. Where each semester program FTE is calculated as (full-time students + 1/3 part-time students)/3. On-leave students are excluded. Ministry definition of full-time student is one that is a) enrolled in a doctorate program OR b) enrolled in a thesis, extended essay or project course OR c) enrolled in more than one course in a semester OR d) a co-op student. (starting in 2010/11). All other students (excluding on-leave students) are defined as part-time. **Source:** Institutional Research and Planning SFU Enrollment Plan, Graduate PFTE database.

3. **Undergraduate Headcount (Fall).** Undergraduate Fall headcounts are not available at the departmental level, but are provided here at the Faculty level only. **Source:** Institutional Research and Planning oasis2, oasis2_histfix.

4. **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.*

5. **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.*

6. **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.*

7. **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).*

### STUDENT SUCCESS

8. **Credentials Awarded.** The number of credentials awarded by fiscal year. 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 faculty and 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).*

9. **Graduation Rate of Undergraduates.** Both the 4 year and 7 year graduation rates are provided. The methodology is the same for each year, but using 2006/07 as an example, the following applies: the cohort under consideration consists of all new undergraduate students admitted in the 2006/07 fiscal year (term 1064, 1067, or 1071), who were in a degree program in their first term (exchange and irregular students are excluded). The graduation rate is the percentage of these students who graduated with an SFU undergraduate degree by the end of their follow-up year (based on completion term, not convocation
date). So for a 4-year graduation rate, students are followed to the end of term 12 following admission. For example, undergraduate degree students who were admitted in Fall of 2006 (1067) will count as “graduated within 4 years” if they graduated with an SFU undergraduate degree by Summer 2010 (completion term). Source: IRP

10. 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).

11. 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. Special Arrangements students are excluded.

12. 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

13. Undergraduate Year over Year Retention Rates. The retention rate of students from 1st year to 2nd year, and from 1st year to 3rd year is provided. The methodology is the same for each year, but using 2006/07 as an example, the following applies: the cohort under consideration for each faculty consists of all new undergraduate students admitted in the 2006/07 fiscal year (term 1064, 1067, or 1071), who were in a degree program in that faculty in their first term (exchange and irregular students are excluded). Students in degree programs in multiple faculties in their first term are counted under each applicable faculty. The retention rate is the percentage of these students who either registered at SFU during their follow-up year (in any faculty), or graduated with an SFU undergraduate degree by the end of their follow-up year (from any faculty; based on completion term, not convocation date). So for a year-1-to-year-2 retention rate, the follow-up year consists of terms 4, 5 and 6 following admission. For example, undergraduate degree students who were admitted in Fall of 2006 (1067) will count as “retained to year 2” if they either registered again in Fall 2007 (1077), Spring 2008 (1081) or Summer 2008 (1084), OR graduated with
an SFU undergraduate degree by Summer 2008 (completion term). Registration data are taken at the official end-of-week-3 reporting date each term. Source: IRP

14. 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. Special Arrangements students are excluded.

INSTRUCTIONAL RESOURCES

15. FTE CFL. CFL faculty includes professors, associate professors, assistant professors, instructors, senior lecturers & lecturers, and lab instructors. Full-time equivalent (FTE) Filled positions includes faculty with CFL positions, as at September 1 (see Table 15) in the university budget (i.e., continuing base in the operating budget) or externally funded. Academic positions of Deans, VPs and the President are excluded. FTE Budgeted positions includes those CFL positions funded from the university budget. Fiscal year is April 1st to March 31st. Source: Institutional Research and Planning – Faculty Renewal Planning Database.

16. Faculty Age Distribution. Information is as of September 1st each year. Includes CFL faculty only (professors, associate professors, assistant professors, 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 Renewal Planning Database.

17. FTE CFL by Rank. FTE filled positions includes faculty with CFL positions, as at September 1. 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 Renewal Planning Database.

18. New CFL Hire Activity. The number of FTE new CFL appointments, by rank. Data is available at the departmental level since 2003/04. New hires are counted on an academic year basis, from September to September. For example, new hires in 2008/09 include all new hires from September 2, 2008 to September 1, 2009. Source: Institutional Research and Planning – Faculty Renewal Planning Database.

19. 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. Includes contact hours delivered in BUEC 232, 384 and 385 and graduate BUEC courses. Source: Institutional Research and Planning - IRP Website, Table FS-02, Table FS-08, SICnt.Prg, FACnt.prg, OthCnt.prg. Please note that for the 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.

20. **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. Includes TA contact hours in BUEC 232, 384 and 385 and graduate BUEC courses. Source: Institutional Research and Planning - IAA Database (TACnt.Prg); Payroll - TA Base Units.

21. **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. Includes BUEC 232, 384 and 385 and graduate BUEC courses. Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).

22. **% of Course Sections Taught by CFL Faculty and Lab Instructors.** This table looks at the proportion of sections reported in Table 20 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. **Includes BUEC 232, 384 and 385 and graduate BUEC courses.** *Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).*

**23. 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 20). 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. **Includes BUEC 232, 384 and 385 and graduate BUEC courses.** *Source: Institutional Research and Planning - IAA Database (InstrDlvry.Prg).*

**24. % Distribution of Faculty of Business Administration 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 Faculty of Business Administration 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.*

**25. 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.

**26. 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: Articles from the Web of Science.*

**STAFF AND FINANCE**

**27. FTE Support Staff in Academic Units.** Information is as of April 1st each year. *Source: Institutional Research and Planning – Faculty & Staff Renewal Database.*

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

**29. 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.


### RATIOS

a. **WAFTE Enrollment / Filled FTE CFL.** See notes for Tables 1 and 15.

b. **WAFTE Enrollment / FTTE.** See notes for Tables 1 and 19.

c. **AFTE Enrollment / Filled FTE CFL.** See notes for Tables 1 and 15.

d. **AFTE enrollment / FTTE.** See notes for Tables 1 and 19.

e. **FTE Support Staff in Academic Units / FTTE.** See notes for Tables 25 and 19.

f. **CFL FTE/FTTE.** See notes for Tables 13 and 19.

g. **Academic Expenditures / AFTE Enrollment.** See notes for Tables 28 and 1.

h. **Operating Budget / WAFTE Enrollment.** See notes for Tables 29 and 1.

i. **Normalized Budget/ WAFTE Enrollment.** See notes for Tables 29 and 1.

j. **Research Grants & Contracts / FTE CFL.** See notes for Tables 30 and 15.

k. **Research Grants & Contracts/ Tenure Track FTE.** See notes for Table 30 and Table 17, Tenure Track Faculty consist of Professors, Associate Professors, Assistant Professors, and Instructors.

l. **Faculty Shares.** The percentage distribution of the total weighted AFTE enrollment by faculty is shown along with the percentage distribution of the total normalized university operating budget by faculty. See notes for Tables 1 and 29.