All data in this section are reported based on the fiscal year, which consists of the summer, fall and spring terms. Unless otherwise stated, data are as of the end of the third week of classes each term, except for enrolments in the summer session, which are as of the end of the first week of summer session classes. Prior to 2007/08, graduate data are as of the end of the seventh week of classes.

1. Annualized Activity FTE (AFTE) Enrolment.

Undergraduate:
Includes AFTE for each Communication, Art and Technology department. Also includes AFTE generated in TechOne (TECH) courses.

- **Non Co-op AFTE for a course**
  
  \[
  \frac{(# \text{ of units}) \times (# \text{ of undergraduate students enrolled})}{30}
  \]

- **Co-op AFTE for a course**
  Each co-op enrolment generates 0.5 AFTE per term

- **Total Department AFTE**
  The total AFTE for a department is the sum of the AFTE for the courses (co-op and non co-op) offered by that department.
  
  - The course department is based on the academic organization associated with each course in goSFU.
  - Some courses are reported under an alternate department to reflect arrangements regarding funding and/or administration of the course. These exceptions are based on information provided to IRP by the affected departments.

Notes:
- Includes undergraduate student enrolment in graduate level courses.
- Excludes graduate students in undergraduate courses and audit enrolments.
- Co-op AFTE are normally excluded for reports relating to planning, and included for all other reports.

Changes to definition:
- Prior to Summer 2012, undergraduate student enrolments in graduate level courses generated 0.0 AFTE.
- From Spring 2007 to Spring 2011, each co-op enrolment generated 0.1 AFTE.
- Prior to Spring 2007, co-op enrolments generated 0.0 AFTE.

Graduate:
Includes students in each Communication, Art and Technology department, except Digital Media, which is excluded. Also includes special arrangements student PFTE.

- **Non Co-op AFTE**
  The calculation is based on the type of tuition charged for a graduate student’s program.
  1. Term fee programs, full fee
     \[
     \frac{(# \text{ of graduate students})}{3}
     \]
  2. Term fee programs, continuing fee
     \[
     \frac{(# \text{ of graduate students})}{6}
     \]
  3. Students enrolled only in a graduate certificate program
     \[
     \frac{(Total \text{ units taken by graduate students})}{18}
     \]
4. Unit fee programs (excluding #3 above)
   (Total units taken by graduate students) / 24

                        • Total non co-op graduate AFTE for a term
                        Sum of the four tuition type groups above

• **Co-op AFTE**
  Each co-op enrolment generates 1/3 AFTE per term.

• **Total Department AFTE**
  The total AFTE for a department is the sum of the co-op and non co-op AFTE generated by
  students enrolled in academic programs offered by that department. A student registered
  in programs in more than one department is split between the departments.

**Notes:**

• AFTE for students in unit fee programs include enrolment in undergraduate
  program courses.
• Excludes undergraduate students in graduate courses, audit enrolments and on-
  leave students.
• Co-op AFTE are normally excluded for reports relating to planning, and included for
  all other reports.

**Changes to definition:**

• Prior to Summer 2011, there was no separation of non co-op and co-op AFTE. All
  AFTE were calculated using the formulas listed above for non co-op AFTE. As most
  co-op courses were 0 units, co-op enrolments by students in unit fee programs
  typically generated 0.0 AFTE.

*Source: Institutional Research and Planning - undergraduate AFTE database, graduate
AFTE/PFTE database.*

2. **Program FTE (PFTE).**

**Undergraduate:**

• **Non Co-op PFTE for a student**
  The calculation is based on the number of units.
  \((# \text{ of units taken by the student}) / (\text{annual undergraduate full-time load})\)
  The definition of annual full-time load is 30 units for most programs.
  Exceptions are:
  
  o Engineering Science and Mechatronic Systems Engineering non-thesis students - 35.75 units
  o ENSC 498 and 499 thesis students - 10 units
  o MSE 498 and 499 thesis students - 12 units

• **Co-op PFTE**
  Each co-op enrolment generates 0.5 PFTE per term.

• **Total Faculty PFTE**
  The total PFTE for a faculty is the sum of the co-op and non co-op PFTE generated by
  students enrolled in academic programs offered by that faculty. A student registered in
  programs in more than one faculty is split between the faculties. Note that PFTE are
  not reported at the department level for undergraduate students.

**Notes:**

• Excludes audit enrolments.

**Changes to definition:**
Prior to Summer 2017, the annual full-time load for thesis students in ENSC 498 and 499 was 12 units.
From Spring 2007 to Spring 2011, each co-op enrolment generated 0.1 PFTE.
Prior to Spring 2007, co-op enrolments generated 0.0 PFTE.

Graduate:

- **Non Co-op PFTE**
The calculation is based on a student’s status as full-time or part-time, as defined by the Ministry.
  1. Full-time students 
     
     (# of graduate students) / 3 
  2. Part-time students 
     
     (# of graduate students) / 9 

- **Total non-co-op graduate PFTE for a term** 
  Sum of the full-time and part-time students above 

- **Co-op PFTE**
  Each co-op enrolment generates 1/3 PFTE per term.
  Includes students in each Communication, Art and Technology department, except Digital Media, which is excluded. Also includes special arrangements student PFTE.

**Ministry Full-time/Part-time Definition:**

- A full-time graduate student is one who meets at least one of the following criteria:
  - Enrolled in a doctoral program
  - Enrolled in 2 or more courses in the term (undergraduate program or graduate program)
  - Enrolled in at least 1 designated full-time course in the term (designated full-time courses: thesis, extended essay, project, capstone, internship)

- A part-time graduate student is one who meets the following criteria:
  - Does not fall into the criteria for full-time as defined above
  - Is not on leave

- **Total Department PFTE**
The total PFTE for a department is the sum of the co-op and non co-op PFTE generated by students enrolled in academic programs offered by that department. A student registered in programs in more than one department is split between the departments.

**Notes:**

- Excludes on-leave students.

**Changes to definition:**

- Prior to Summer 2010, there was no separation of non co-op and co-op PFTE. All PFTE were calculated using the formula listed above for non co-op PFTE, and a co-op term was treated as a regular course in the calculation.

*Source: Institutional Research and Planning - undergraduate PFTE database, graduate AFTE/PFTE database.*

**3. Undergraduate Headcount.** The unduplicated count of the number of undergraduate students who enrolled in at least one term in the fiscal year. A student pursuing a credential in more than one faculty is split between the faculties.

*Source: Institutional Research and Planning - oasis2.*
4. **Annualized Graduate Headcount.** The annualized graduate headcount is the sum of graduate students in the summer, fall and spring semesters divided by three. Since headcounts are calculated this way, headcounts may be fractional. A Special student is a person who has at least a Bachelor’s 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. A student pursuing a credential in more than one faculty is split between the faculties. 

*Source: Institutional Research and Planning - graduate AFTE database.*

5. **Gender Distribution (% Female).** The proportion of females, based on the headcounts reported in tables 3 and 4. Excludes students with unknown gender.

*Source: Institutional Research and Planning - oasis2, graduate AFTE database.*

6. **Co-op Education Placements.** The number of four-month placements. Data are as of the end of each term, as some students secure placements partway through the term.

*Source: CSRPT.*

**STUDENT SUCCESS**

7. **Credentials Awarded.** The number of credentials awarded by fiscal year, based on the date of convocation. If a student graduates with more than one credential within the same faculty, that student is counted once for each credential. For master’s degrees, the non-thesis option includes other types of capstones (e.g. project, examination, portfolio, extended essay) as well as non-capstone programs.

*Source: Institutional Research and Planning - credentials awarded database.*

8. **Undergraduate 4-Year Graduation Rate (by Admission Year).** The methodology is the same for each year, but using 2013/14 as an example: the cohort for each faculty consists of all new undergraduate students admitted in the 2013/14 fiscal year (term 1134, 1137, or 1141), who were in an undergraduate degree program or major-level plan in that faculty in their first term (exchange, visiting and irregular students are excluded). Students may be in more than one faculty. The graduation rate is the percentage of these students who graduated with an SFU undergraduate degree (from any faculty) by the end of their fourth year (term 12 following admission; based on completion term, not convocation date). For example, undergraduate degree students who were admitted in Fall of 2013 (1137) into the Faculty of Science will count as “graduated within 4 years” if they graduated with an SFU undergraduate degree from any faculty by the end of Summer 2017 (completion term). Registration data are taken at the official reporting date (generally end-of-week-3) each term. Where possible, faculty is adjusted to current faculty structure. *Source: IRP.*

9. **Undergraduate 7-Year Graduation Rate (by Admission Year).** The methodology is the same for each year, but using 2010/11 as an example: the cohort for each faculty consists of all new undergraduate students admitted in the 2010/11 fiscal year (term 1104, 1107, or 1111), who were in an undergraduate degree program or major-level plan in that faculty in their first term (exchange, visiting and irregular students are excluded). Students may be in more than one faculty. The graduation rate is the percentage of these students who graduated with an SFU undergraduate degree (from any faculty) by the end of their seventh year (term 21 following admission; based on completion term, not convocation date). For example, undergraduate degree students who were admitted in Fall of 2010 (1107) into the Faculty of Science will count as “graduated within 7 years” if they graduated with an SFU
undergraduate degree from any faculty by the end of Summer 2017 (completion term). Registration data are taken at the official reporting date (generally end-of-week-3) each term. Where possible, faculty is adjusted to current faculty structure. Source: IRP.

10. **Time to Baccalaureate Degree Completion.** Includes students completing their first SFU undergraduate degree. Time to completion is measured as the number of terms that pass from first undergraduate SFU admission to completion (inclusive). Students are assigned to departments and faculties based on their programs and major-level plans at graduation. Students may belong to more than one department or faculty. Data are grouped by fiscal year of convocation. Analysis is restricted to students admitted since 1990, who were in an undergraduate degree program in their first term (at official reporting dates). Source: IRP.

11. **Time to Graduate Degree Completion.** The number of semesters to complete the degree is a simple count of the semesters from program start to graduation, including semesters of non-registration. For students who transferred between a diploma and a master’s or a master’s and a doctoral program within the same department, Special Arrangements students are excluded. The time to completion is calculated based on entry into the first program. For students who transferred from a different program, the time to completion is based on the first semester in the new program. Completion year is based on the fiscal year in which the degree was awarded. For master’s degrees, the non-thesis option includes other types of capstones (e.g. project, examination, portfolio, extended essay) as well as non-capstone programs. Special Arrangements students are excluded. Source: Institutional Research and Planning - graduate retention database.

12. **Average grade Awarded for Undergraduate Courses.** The average grade awarded in undergraduate courses. Only includes grades with a numeric equivalent; where they could be identified, courses graded as pass-fail have been excluded. The grades data for each fiscal year are based on a snapshot taken the middle of the following summer term. Grouping is based on the department/faculty of the course, not of the student. Course grades are mapped to a department based on the funding department on record as of official reporting dates (generally end of week 3) in the term the course was offered. Where no funding department was specified, or where no match could be made between snapshot course information and official reporting date course information, department was assigned based on the subject-faculty combination. Starting in term 1184, all class sections that start with A or N are reported under First Nations Languages Program. Source: IRP.

13. **Undergraduate Retention Rate: Year 1 to Year 2 (by Admission Year).** The methodology is the same for each year, but using 2013/14 as an example: the cohort for each faculty consists of all new undergraduate students admitted in the 2013/14 fiscal year (term 1134, 1137, or 1141), who were in an undergraduate degree program or major-level plan in that faculty in their first term (exchange, visiting and irregular students are excluded). Students may be in more than one faculty. The retention rate is the percentage of these students who either registered in an undergraduate degree program at SFU (in any faculty) during year 2 (terms 4, 5 or 6 following admission), or graduated with an SFU undergraduate degree (from any faculty) by the end of their second year (term 6 following admission; based on completion term, not convocation date). For example, undergraduate degree students who were admitted in Fall of 2013 (1137) into the Faculty of Science will count as “retained to year 2” if they either registered again (in an undergraduate degree program in any faculty) in Fall 2014 (1147), Spring 2015 (1151) or Summer 2015 (1154), OR graduated with an SFU undergraduate degree from any faculty by the end of Summer 2015 (completion term). Registration data are taken at the official reporting date (generally
end-of-week-3) each term. Where possible, faculty is adjusted to current faculty structure. 
**Source:** IRP.

14. **Undergraduate Retention Rate: Year 1 to Year 3 (by Admission Year).** The methodology is the same for each year, but using 2013/14 as an example: the cohort for each faculty consists of all new undergraduate students admitted in the 2013/14 fiscal year (term 1134, 1137, or 1141), who were in an undergraduate degree program or major-level plan in that faculty in their first term (exchange, visiting and irregular students are excluded). Students may be in more than one faculty. The retention rate is the percentage of these students who either registered in an undergraduate degree program at SFU (in any faculty) during year 3 (terms 7, 8 or 9 following admission), or graduated with an SFU undergraduate degree (from any faculty) by the end of their third year (term 9 following admission; based on completion term, not convocation date). For example, undergraduate degree students who were admitted in Fall of 2013 (1137) into the Faculty of Science will count as “retained to year 3” if they either registered again (in an undergraduate degree program in any faculty) in Fall 2015 (1157), Spring 2016 (1161) or Summer 2016 (1164), OR graduated with an SFU undergraduate degree from any faculty by the end of Summer 2016 (completion term). Registration data are taken at the official reporting date (generally end-of-week-3) each term. Where possible, faculty is adjusted to current faculty structure. 
**Source:** IRP.

15. **Graduate Retention Statistics (by year of Admission to Program).** 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 of their first term and before completing their second term. Withdrawals include students who transferred to another program at SFU, except students who transferred from a master’s to a doctoral program within the same department, who are only reported under the doctoral program. Percentages may not add up to 100% due to students who withdraw or complete in more than the specified number of years (6 for masters, 8 for doctorates). Data is reported based on elapsed time since starting the program, including semesters of non-registration. 
**Source:** Institutional Research and Planning - graduate retention database.

### INSTRUCTIONAL RESOURCES

16. **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 March 31st (see Table 16) 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.

17. **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 Renewal Planning Database.

18. **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 - 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.

19. 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); Payroll - TA Base Units.

INSTRUCTIONAL DELIVERY

20. 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 enrolment. Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).

21. % 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. Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).

22. 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, enrolment in the sections are combined and the section level is determined by the course section with the higher enrolment. Source: Institutional Research and Planning - IAA Database (InstrDlvry.Prg).


### STAFF AND FINANCE

25. FTE Support Staff in Academic Units. Information is as of March 31st each year. Source: Institutional Research and Planning - Faculty & Staff Renewal Database.

26. Academic Expenditures. Source: Extracts from Peoplesoft FINS system as of March 31 of each fiscal year. This includes any academic expenditures from endowments; only interest earned from endowments are available and used for spending as stipulated by the endowment and are recorded as a cost recovery.

27. Original Budget. The original budget is provided along with a normalized budget figure. Original 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. Original 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 original 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 31st of each fiscal year.

28. Research Grants & Contracts. Research funding listed includes all grants, contracts, and contribution agreements processed through the Office of Research Services. External sources refer to any research funding sponsored by external bodies, including the federal granting councils, federal government departments, provincial bodies, non-profit organizations, and companies or individuals, within or outside of Canada. Internal sources are research funding awards adjudicated and administered by SFU. Source: Research Services.

### RATIOS

a. AFTE Enrolment / Filled FTE CFL. See notes for Tables 1 and 16.

b. AFTE enrolment / FTTE. See notes for Tables 1 and 18.

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

d. CFL FTE / FTTE. See notes for Tables 16 and 18.
e. Academic Expenditures / AFTE Enrolment. See notes for Tables 26 and 1.

f. Original Budget / AFTE Enrolment. See notes for Tables 27 and 1.

g. Normalized Budget / AFTE Enrolment. See notes for Tables 27 and 1.

h. Research Grants & Contracts / FTE CFL. See notes for Tables 28 and 16.

i. Research Grants & Contracts / Tenure Track FTE. See notes for Table 28 and Table 18, Tenure Track Faculty consist of Professors, Associate Professors, Assistant Professors, and Instructors.

j. Faculty Shares. The percentage distribution of the total weighted AFTE enrolment by faculty is shown along with the percentage distribution of the total normalized university operating budget by faculty. See notes for Tables 1 and 27.