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 generated in the following courses: Greek (GRK); Hellenic Studies (HS).
   - **Non Co-op AFTE for a course**
     
     \[
     \text{(# of units)} \times \text{(# of undergraduate students enrolled)} / 30
     \]
   - **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:**
   - **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
       \[
       \text{(# of graduate students)} / 3
       \]
     2. Term fee programs, continuing fee
       \[
       \text{(# of graduate students)} / 6
       \]
     3. Students enrolled only in a graduate certificate program
       \[
       \text{(Total units taken by graduate students)} / 18
       \]
     4. Unit fee programs (excluding #3 above)
       \[
       \text{(Total units taken by graduate students)} / 24
       \]

     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. **Majors & Minors.** Undergraduate major and minor figures at the department level represent unique headcounts for the full fiscal year. Includes students registered in a major or minor for at least one of the three terms in the fiscal year. Students registered in both a major and minor in the same year are only reported under major. Majors include approved honors, joint honors, majors and joint majors. Minors include minors and extended minors.

*Source: Institutional Research and Planning - undergraduate plan database (plan_db), oasis2.*

3. **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.

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

4. **Gender Distribution (% Female).** The proportion of females, based on the headcounts reported in tables 2 and 3. Excludes students with unknown gender.

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

5. **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.*
6. **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 department, that student is counted once under 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.

7. **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: Institutional Research and Planning -- Retention Metrics Database (deg_compl_time.sql).

8. **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 from a diploma to a Master’s or from a Master’s to a Doctoral program within the same department, 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. Source: Institutional Research and Planning - graduate retention database.

9. **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.

10. **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 Master’s, 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

11. **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.*

12. **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.*

13. **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.*

14. **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 HIST courses. Source: Institutional Research and Planning - IAA Database (TACnt.Prg); PeopleSoft HAP data - TA Base Units.*
15. **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. Includes HIST courses. *Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).*

16. **% 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. Includes HIST courses. *Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).*

17. **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, enrolment in the sections are combined and the section level is determined by the course section with the higher enrolment. Includes HIST courses. *Source: Institutional Research and Planning - IAA Database (InstrDlvry.prg).*

18. **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.*

19. **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**

20. **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.*

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

22. **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 31 of each fiscal year.


RATIOS

a. AFTE Enrolment / Filled FTE CFL. See notes for Tables 1 and 12.

b. AFTE Enrolment / FTTE. See notes for Tables 1 and 13.

c. FTE Support Staff in Academic Units / FTTE. See notes for Tables 20 and 13.

d. CFL FTE / FTTE. See notes for Tables 11 and 13.

e. Academic Expenditures / AFTE Enrolment. See notes for Tables 21 and 1.

f. Original Budget / AFTE Enrolment. See notes for Tables 22 and 1.

g. Normalized Budget / AFTE Enrolment. See notes for Tables 22 and 1.

h. Research Grants & Contracts / FTE CFL. See notes for Tables 23 and 11.

i. Research Grants & Contracts / Tenure Track FTE. See notes for Table 23, and 14 (Tenure Track Faculty consist of Professors, Associate Professors, Assistant Professors, and Instructors).