

University of Waterloo
BOARD OF GOVERNORS
Notice of Meeting

Date: Tuesday, April 5, 2005

Time: 2:30 p.m.

Place: Needles Hall, Room 3001

| | | <i>Page</i> | <i>Action</i> |
|------|---|-------------|------------------------|
| | <i>OPEN SESSION</i> | | |
| 2:30 | 1. Remarks from the Chair | Oral | Information |
| 2:40 | <u>Consent Agenda</u> <i>Motion: That items 2-4 be approved and / or received for information (as indicated) by consent.</i> | | |
| | 2. Approval of the February 1, 2005 Minutes [enclosed] | | Decision |
| | 3. Report of the President | | |
| | a. Recognition and Commendation | A1-A2 | Information |
| | b. Sabbatical / Special / Administrative Leaves and Administrative Appointments | A3-A6 | Decision / Information |
| | 4. Report of the Vice-President, Academic & Provost | | |
| | a. University Professorship Designations | A7 | Information |
| | <u>Regular Agenda</u> | | |
| 2:45 | 5. Business Arising from the Minutes | | |
| 2:50 | 6. Report of the President | | |
| | a. Environmental Scan | | |
| | • Mandatory Retirement | Oral | Information |
| | • Provincial Budget / Rae Review | Oral | Information |
| 3:05 | 7. Report of the Vice-President, Administration & Finance | | |
| | a. 2005-06 Ancillary and Tuition Fee Increases | A8-A12 | Decision |
| 3:15 | 8. Report of the Vice-President, Academic & Provost | | |
| | a. Co-operative Education & Career Services Review | Oral | Information |
| | b. Health Sciences Campus / School of Pharmacy | Oral | Information |
| | c. Kuwait | Oral | Information |
| | d. 2005-06 Operating Budget | A13-A37 | Decision |
| 3:45 | 9. Report of the Vice-President, University Relations | Oral | Information |
| 3:55 | Break | | |
| 4:10 | 10. Report of the Vice-President, University Research | Oral | Information |
| | 11. Reports from Committees | | |
| 4:20 | a. Building & Properties | A38 | Decision |
| 4:25 | b. Pension & Benefits | A39 | Decision / Information |
| | 12. Other Business | | |
| 4:30 | a. Committee on Governance Review | A40 | Information |

| | | Page | Action |
|-----------------------------|---|-------------|------------------------|
| 4:35 | b. Board Orientation Program / Governors' Advice | A40 | Information / Advice |
| 4:40 | c. Proposed Amendments to Policy 76 "Faculty Appointments" | A41-A44 | Decision |
| CONFIDENTIAL SESSION | | | |
| 4:45 | <u>Consent Agenda</u> Motion: That items 13-15 be approved by consent. | | |
| | 13. Approval of the February 1, 2005 Minutes [enclosed] | | Decision |
| | 14. Report of the President | | |
| | a. New Appointment with Tenure | CS1 | Decision |
| | b. Tenure Recommendations | CS2-CS5 | Decision |
| | 15. Report of the Honorary Degrees Committee | CS6 | Decision |
| | <u>Regular Agenda</u> | | |
| 4:50 | 16. Business Arising from the Minutes | | |
| | 17. Other Business | | |
| 4:55 | a. Appointments to the Board of Governors / Board of Governors Committees | CS7 | Decision / Information |
| 5:00 | b. Governors' Evaluation | CS8-CS10 | Decision |
| 5:05 | c. Naming Proposal | CS11-CS12 | Decision |
| 5:10 | d. Report of the Vice-President, Academic & Provost Nominating Committee [to be reported at the meeting] | | Decision |
| | 18. Next Regular Meeting Tuesday, June 7, 2005; orientation session for new and continuing Governors (2:00 - 3:00 p.m.) / regular agenda (starting at 3:00 p.m.). The meeting will be followed by dinner at the President & Mrs. Johnston's home (invitation to follow). | | |
| | 19. Adjournment Reception at the University Club immediately following the meeting. Parking available in Lot M (entrance beside the University Club). | | |

Information items enclosed: March and April *University Affairs*.

Note: To allow the Board to complete a number of matters quickly and to devote more of its attention to major items of business, the agenda has been divided between items that are to be approved and / or received for information by consent and those that are to be presented individually for discussion and decision and / or information.

A consent agenda is not intended to prevent discussion of any matter by the Board, but items listed under the consent sections will not be discussed at the meeting unless a Governor so requests. Governors are supplied with the appropriate documentation for each item and all items will be approved by means of one omnibus motion. The Board will then move immediately to consideration of the items on the regular agenda.

LC/tad
 March 29, 2005

Lois Claxton
 Secretary of the University

Parking for the meeting available in Lot D (underneath Needles Hall)
 Please convey regrets to Tracy Dietrich at (519) 888-4567, x6125 or tdietric@uwaterloo.ca

University of Waterloo
BOARD OF GOVERNORS

April 5, 2005

Report of the President

For Information

RECOGNITION AND COMMENDATION

President:

David Johnston is the recipient of a 2005 Business Excellence Award from the Greater Kitchener-Waterloo Chamber of Commerce. The award citation said, in part: “The University of Waterloo has had an indelible imprint on our economic and cultural landscape, spinning off high-tech companies and graduates who want to stay for the great quality of life here. As its President and Vice Chancellor since 1999, David L. Johnston has had a similar impact on this community. He is a practical visionary who has the tremendous ability to bring people together and cut through barriers to ‘make things happen.’ He is a tireless proponent for investing in higher education, convinced of the dividends that accrue to the community and economy that invests in its own brightest future.” The awards recognize Chamber members who through their outstanding leadership have contributed to the Chamber, to their industries and the communities in which they live and work.

Governor / Faculty:

At the fifth annual Shamrock Charities Irish Gala (March 13), **Hilde** and **John English** (History) were honoured with the Tom Fitzgerald (who founded the organization after a lifetime of demonstrating his fundraising talents both in the community and in the insurance industry) Memorial Lifetime Achievement Award in recognition of their community involvement.

Staff:

Les Richards, a senior adviser at the Centre for Learning and Teaching Through Technology, has been honoured for his work helping universities in Thailand develop distance education teaching. Richards was awarded the Plaque of Honour for his contribution to e-learning in the Faculty of Science at the Ubon Rachathani University in Thailand. He earlier was given a similar award for work at the Sukhothai Thammathirat Open University.

Students:

Architecture graduate student **Ken Lum** is one of five finalists in an international competition of the US National Parks Service to design the Flight 93 memorial in Shanksville, Pennsylvania, for the passengers and crew who died when their plane crashed on September 11, 2001. He will receive \$25,000 US to develop his final proposal to be presented to a jury in June, with the eventual winner to be announced this fall. The memorial is planned near the site of the crash, and designers throughout North America were invited to submit designs, with 1,011 proposals received.

At this year’s Canadian Engineering Competition held in Calgary, Systems Design Engineering students **Alice Malisia**, **Beth Vary**, **Matthew Millard** and **Melaine Stern** won first place in the “entrepreneurial design” category for their electronic piano tuning aid. They were one of several Waterloo teams who went to Calgary after victories in the Ontario Engineering Competition, held at UW in mid-February.

Architecture graduate student **Taymoore Balbaa** will have an opportunity to research the architecture of Spain and Egypt as the winner of the Canada Council for the Arts’ Prix de Rome in Architecture for Emerging Practitioners. The \$34,000 prize is awarded to a recent graduate of one of Canada’s 10

accredited Schools of Architecture who demonstrates exceptional potential. The prize winner is given an opportunity to visit exceptional buildings around the world and to intern in an architecture firm of international stature.

A Waterloo student team – **Olena Bormashenko** (Mathematics), **Ralph Furmaniak** (Pure Mathematics) and **Michael Lipnowski** (Mathematics) – placed fourth in this year’s William Lowell Putnam Mathematics Competition. Top-ranking teams this year were from the Massachusetts Institute of Technology, Princeton and Duke, with CalTech coming fifth behind Waterloo. All three team members had outstanding results, with Bormashenko ranking 13th among the 3,733 students who wrote across North America; Furmaniak and Lipnowski earned Honourable Mentions, both with ranks in the top 60.

Joseph Fung, a third-year Computer Engineering student and Waterloo web development company founder, was named regional champion for Central Canada (Ontario and Quebec) in the 2005 CIBC Student Entrepreneur of the Year award competition. He received the honour for the development and operation of Central Canada’s top-rated student owned and operated business among 73 nominees from the region. He has won \$1,000 and a chance to become this year’s national CIBC Student Entrepreneur of the Year. Fung will travel to Toronto from May 1 to 3 to compete for the national title at the annual ACE (Advancing Canadian Entrepreneurship) National Exposition. In addition to the title, the national winner will take home \$2,000.

BOARD OF GOVERNORS

April 5, 2005

REPORT OF THE PRESIDENT

A. ACADEMIC AREAS

Sabbatical Leaves – for Approval

Jeremy M. Anglin, Psychology, six months, January 1, 2006 to June 30, 2006, at 85% salary.

The purpose of this six-month sabbatical leave is to enable the applicant to complete, write up, and submit for publication a number of his recent research studies on language development in children. The studies include investigations of vocabulary development and of the emergence of children's ability to talk about the non-present, the past and the future.

Peter Bernath, Chemistry, twelve months, September 1, 2005 to August 31, 2006, at full salary.

I propose to be based in Waterloo, but take a number of trips of 1 week to 1 month duration to establish some new projects and to continue some old ones. For example, I plan to return to Brussels to work on the ACE satellite data on the global distribution of the pollutant carbon monoxide.

D. Ramona Bobocel, Psychology, twelve months, September 1, 2005 to August 31, 2006, at 85% salary.

I will primarily be writing, with the possibility of new data collection as well. My plan is to write (a) a number of research articles that will complete studies already conducted, and (b) a large-scale theoretical paper building on one line of my recent research. I will also begin new collaborations and prepare new lines of research for my return. In particular, I will spend some time learning the cognitive psychology literature with the goal of beginning new research on the cognitive underpinnings of justice perceptions. At the end of my leave, I will also be preparing my SSHRC grant renewal, due in Fall 2006.

Forbes Burkowski, Computer Science, six months, July 1, 2005 to December 31, 2005, at full salary.

The sabbatical leave is to do research in structural bioinformatics (specifically: dimension reduction techniques for protein conformation data) and to do publishing. In addition, I am working on an undergraduate text in structural bioinformatics. While on sabbatical I will continue supervising my graduate students.

Jane Buyers, Fine Arts, six months, July 1, 2005 to December 31, 2005, at full salary.

The leave will be spent developing original art works, including sculpture and drawing, which will be exhibited in 2005 and 2006 in a series of curated exhibitions in public galleries. A catalogue is being produced which includes a "literary response" to the work by award winning novelist, Ann Ireland and an interview with international art writer Robert Enright. Another body of work, in ceramic sculpture, will also be developed for a solo curated museum show confirmed for fall of 2006. In addition to studio based investigations, I will be conducting research into the practice of drawing as a form of archiving, at two extensive drawing collections in England, housed in the Victoria and Albert Museum, London and the Royal Library, Windsor Castle.

Tom Carey, Management Sciences, twelve months, September 1, 2005 to August 31, 2006, at full salary.

I will be visiting Senior Scholar in the Chancellor's Office of California State University in Long Beach CA. I will be working with academic leaders from state and national higher education systems to develop innovative approaches for sharing faculty development and online learning resources across institutions. I will also be completing research publications on e-learning innovations at UW and developing a new project in institutional benchmarking for innovations in learning and teaching.

Carla Carnaghan, Accountancy, six months, September 1, 2005 to February 28, 2006, at full salary.

Continue e-commerce related research, including determinants of e-commerce adoption in Canada and implications of e-commerce for income tax planning; continue research related to factors influencing the usefulness of organizational information, in particular issues related to the effects of information representation and organization on its utility for judgment and decision making.

Jiahua Chen, Statistics & Actuarial Science, twelve months, September 1, 2005 to August 31, 2006, at 85% salary.

I plan to visit the National University of Singapore and Nankai University in China for most of my sabbatical leave. I will focus my research on problems related to finite mixture models.

Alan V.S. Douglas, Accountancy, six months, July 1, 2005 to December 31, 2005, at 85% salary.

I plan to: (i) revise my papers for re-submission, (ii) advance my SSHRC project with Ping Zhang (U of T) and Pat O'Brien (UW), (iii) continue my projects with Dan Bernhardt (UIUC) and Raffi Indjejkian (U Michigan), (iv) participate in academic conferences and (v) begin developing a new course (AFM472).

Anthony Lee Endres, Earth Sciences, six months, July 1, 2005 to December 31, 2005, at 85% salary.

I will: 1) prepare manuscripts on completed research, 2) conduct fieldwork in Southern Ontario, 3) continue collaborative research with groups at Leeds, Stanford and Rome, and 4) continue graduate student supervision.

Mark Giesbrecht, Computer Science, six months, July 1, 2005 to December 31, 2005, at full salary.

I have been invited to visit the Mathematics Mechanization Research Centre in the Academia Sinica in Beijing China. This is one of the strongest research groups in Computer Algebra in the world. I have ongoing projects with a number of faculty there, in symbolic differential equations and symbolic-numeric computing. The largest annual conference in Computer Algebra (ISSAC) will be in Beijing this summer, and there will be many research visitors there.

Jeanne Kay Guelke, Geography, six months, July 1, 2005 to December 31, 2005, at full salary.

Complete research on Mormon women and environmental history of Zion National Park.

Robert Hiscott, Sociology, twelve months, January 1, 2006 to December 31, 2006, at full salary.

Continue secondary analysis of national longitudinal survey data sets (Surveys of Labour and Income Dynamics-SLID), initially investigated with support from a 2004-05 SSHRC research grant (through the Skills Research Initiative). This secondary analysis of survey data will lead to preparation of research papers during the sabbatical period, for submission for review and publication in academic journals.

Tanya Korovkin, Political Science, six months, July 1, 2005 to December 31, 2005, at 85% salary.

This research will address two sets of issues: (i) trade, labour and environment, with the focus on the growth of cut flower exports in Ecuador and Kenya, and (ii) cross-border military conflict spillover, with the focus on Ecuador and Colombia. The research will contribute to the advancement of knowledge in the areas of international development and security.

Victoria Lamont, English, six months, July 1, 2005 to December 31, 2005, at 85% salary.

Professor Lamont will conduct research on the complex of forces that brought woman suffrage to the American West in the late nineteenth century. She will focus on the documentary record of the rhetorical and textual excitements of the movement as reflected in woman suffrage periodicals. For the first phase of this project, recommended for funding under the Canada-U.S. Fulbright Program, she will study Mormon women's involvement in the woman suffrage movement in Utah Territory during the 1870s.

Robert Linnen, Earth Sciences, six months, July 1, 2005 to December 31, 2005, at full salary.

July 1 to September 30, fieldwork in Ontario and Manitoba based out of Waterloo. October 1 to December 31, laboratory work as a visiting scientist at the University of Hannover, Germany.

Colin MacLeod, Psychology, twelve months, July 1, 2005 to June 30, 2006, at 85% salary.

I will almost exclusively be writing. My intention is to write (1) a series of articles that will complete experiments already conducted, (2) a major literature review on a central aspect of memory, (3) two chapters for edited collections to which I have been invited to contribute, and (4) a sole-authored book on cognitive skill improvement. I also hope to begin new collaborations and to prepare new lines of research for my return. Finally, at the end of the leave, I intend to prepare my NSERC grant renewal, due in Fall 2006.

Hartwig Peemoeller, Physics, six months, September 1, 2005 to February 28, 2006, at full salary.

This sabbatical leave will be devoted to research of porous media using NMR and MRI. It will be used to advance our knowledge about water molecule behaviour on surfaces and in confined geometries, and to develop, in collaboration with a Canadian company, a new technique, based on hyperpolarized Xenon NMR and MRI, for material (including in vivo tissue) diagnostics.

Steffanie Scott, Geography, six months, November 1, 2005 to April 30, 2006, at full salary.

My half-sabbatical leave will be spent between Waterloo and Asia, conducting fieldwork and writing up the findings of past research. Most of my time will be spent working on three inter-related projects on "The Challenge of Agrarian Transition in Southeast Asia"; "Land and Rural Livelihoods in Vietnam's Market Transition"; and "Sustainable Livelihoods and Poverty Reduction."

Mike Sharratt, Kinesiology, twelve months, July 1, 2005 to June 30, 2006, at full salary.

I plan to prepare several journal articles related to ongoing research involving physical activity in children, including those with obesity. In addition, I will spend time with cardiac rehabilitation colleagues in Europe and New Zealand related to cardiovascular risk reduction research.

Susan M. Shaw, Recreation & Leisure Studies, twelve months, July 1, 2005 to June 30, 2006, at full salary.

I will be working on various projects associated with understanding "life balance" and the intersections of work, leisure and family in people's lives. This involves collaborative research in Ottawa, Montreal, Halifax, Australia and the U.K., as well as on-going research in Waterloo on the new electronic workplace.

Jill Tomasson Goodwin, Drama & Speech Communication, twelve months, July 1, 2005 to June 30, 2006, at full salary.

During my leave I have three projects: 1) Working with a Toronto-based digital archives to create scholarly digital materials about Canadian public address (this project will involve grant applications to support development and dissemination); 2) Continuing work on a co-authored book on the social perspectives of design, and 3) Continuing work on a project involving the design and delivery of business presentation materials in digital environments.

Linda Warley, English, six months, September 1, 2005 to February 28, 2006, at 85% salary.

I will be conducting original research and creating a book about 20th century Canadian life writing. The aim of the book is 1) to broaden the field of study so as to include works written by so-called "ordinary" Canadians, and 2) to analyze how non-professional authors construct their identities in relation to literary models of autobiographical writing as well as culturally specific models of the "self".

Kenneth Westhues, Sociology, six months, January 1, 2006 to June 30, 2006, at 85% salary.

*My research since 1991 has focused on workplace mobbing, especially in universities. Three books summarize it: *Eliminating Professors* (1998), *Administrative Mobbing at the University of Toronto* (2004), and *Workplace Mobbing in Academe* (edited, 2004). My plan is to continue this scholarship: editing foundational literature for English-language publication, writing up case studies, and pursuing basic theoretical questions.*

Tony S. Wirjanto, Economics, twelve months, July 1, 2005 to June 30, 2006, at 93.3% salary.

I will conduct a collaborative research with researchers at Zhejiang University at Hangzhou, China. The research will construct a dynamic panel of firms in China and systematically investigate the mechanism by which firms make their discrete financing choices and contrast them with those of US and Canadian firms. In addition, I will provide assistance on teaching and program development for their newly created Jiang Wanling Finance Research Center.

Special Leave – for Approval

Philip J. Howarth, Geography, six months, July 1, 2005 to December 31, 2005, at full salary.

I shall focus on completing two research projects. One is concerned with information extraction from remote-sensing imagery for landscape pattern analysis. The second involves the study of hyperspectral imagery and lidar imagery for mineral exploration and mine-tailing rehabilitation.

Administrative Leave – for Approval

Mike Sharratt, Kinesiology, August 1, 2007 to November 30, 2007

Further details may be obtained from the Faculties.

B. ADMINISTRATIVE APPOINTMENTS – for Information

Jeff Chen, appointed as Associate Dean, Computing, Faculty of Science, January 1, 2005 to December 31, 2007.

Alison Pedlar, appointed as Acting Chair, Department of Recreation & Leisure Studies, Faculty of Applied Health Sciences, July 1, 2005 to June 30, 2006.

University of Waterloo

BOARD OF GOVERNORS

April 5, 2005

Report of the Vice-President, Academic & Provost

UNIVERSITY PROFESSORSHIP DESIGNATIONS

The 2005 University Professorship designations: **Terry McMahon** (Chemistry), **Cam Stewart** (Pure Mathematics) and **Robert Jan Van Pelt** (Architecture). Although the target was to confer two designations per year, there were many outstanding nominations.

The first designations, in 2004: **Garry Rempel** (Chemical Engineering), **Mary Thompson** (Statistics & Actuarial Science) and **Mark Zanna** (Psychology).

University Professor

The University of Waterloo owes much of its reputation and stature to the quality of its eminent professors. UW recognizes exceptional scholarly achievement and international pre-eminence through the designation "University Professor." Once appointed, a faculty member retains the designation for life.

Not counting retirees, it is anticipated there will be 14 University Professorships at steady state, with at most two appointments each year. Such appointments are reported to Senate and to the Board of Governors for information, and are recognized at Convocation.

Selection Process

Annually, nominations will be sought from Deans, Directors and Chairs, as well as from the University community generally. A nominee shall have demonstrated exceptional scholarly achievement and international pre-eminence in a particular field or fields of knowledge. The individual who nominates a colleague is responsible for gathering the documentation and submitting it to the Vice-President, Academic & Provost. The University Tenure & Promotion Committee will act as the selection committee; its decisions are final.

A nomination must be supported by at least six signatures from at least two UW departments and must be accompanied by a curriculum vitae and a short, non-technical description of the nominee's contributions. A nomination must also be accompanied by letters from the nominee's Dean and from at least two and no more than five scholars of international standing in the nominee's field from outside the University. The letter of nomination should explain why these particular scholars were chosen as referees. The referees should be asked to comment on the impact and specific nature of the nominee's most influential contributions, addressing their responses directly to the Vice-President, Academic & Provost.

Amit Chakma
Vice-President, Academic & Provost

University of Waterloo

BOARD OF GOVERNORS

April 5, 2005

For Approval

2005-06 ANCILLARY AND TUITION FEE INCREASES

1. Recommended Ancillary Fee Increases

Effective Spring 2005

Student Services Fee. It is recommended that the compulsory Student Services Fee, assessed and collected each term from all full-time and part-time undergraduate and graduate students be increased as follows:

| | <u>2004/05</u> | <u>2005/06</u> |
|-------------------------------------|----------------|----------------|
| Undergraduate full time | \$110.00 | \$122.00 |
| Undergraduate part time (on campus) | 33.00 | 36.60 |
| Graduate full time | 85.00 | 98.00 |
| Graduate part time (on campus) | 25.50 | 29.40 |

Background:

- the fee is developed in accordance with the Student Services Protocol approved by the Board in April 1994
- services covered include Art Gallery, Athletics & Recreational Services, Career Services, English Language Proficiency Program, Health Services, International Student Office, Personal Counselling, Ombudsperson, Safety, Student Life Office, Student Security Services, Turnkey Operations
- the majority members on the Student Services Advisory Committee are students; the Committee unanimously recommends the fee change

Undergraduate Co-operative Programs. An increase of 5% in the base Co-operative Fee raising the base fee to \$441 per term. The \$25 capital fee previously approved by the Board of Governors for the Tatham Centre continues so that the fee appearing on the student fee statement is \$466.

Effective Fall 2005

Orientation Fee. It is recommended that a new Orientation Fee be assessed and collected from each incoming full-time, first-year undergraduate student. The \$100.00 fee was approved in a February 2005 student referendum [see Attachment 1] and is refundable through the Federation of Students.

Background:

- currently, orientation fees are collected in various venues prior to and during orientation week
- students have until the start of frosh week to request a refund through the Federation of Students
- the fee will be collected in the fall term only
- the fee will be adjusted by CPI each year

- a single collection point through the student fee bill will enhance administrative efficiency and improve cash handling procedures

Effective September 2005

Graduate Student Association Fee. It is recommended that the compulsory Graduate Student Association (GSA) Fee, assessed and collected from all full- and part-time graduate students, be increased from \$12.71 to \$54.71 per term.

Background:

- payment of the fee is a requirement of registration
- the previous fee increase was effective January 2004
- the new dental plan portion of the fee (\$42.00) is refundable through the GSA at the start of each term
- the fee increase reflects the results of a recent student referendum [see Attachment 2]

2. Recommended Tuition Fee Increases

- **Undergraduate Program (effective Spring 2005)**

Bachelor of Applied Science in Nanotechnology. A new fee of a maximum of \$5,000 per term. Assessment is at \$1,121 per 0.5 unit course to the maximum.

- **Full-cost Recovery Programs**

Graduate (effective Spring 2005)

Graduate Diploma in Information System Assurance. A new fee of \$2,290 per 0.5 unit course.

Graduate Diploma in Business Information Technology. A new fee of \$2,290 per 0.5 unit course.

Master of Engineering – Nuclear Engineering. A new fee of \$2,500 per 0.5 unit course.

Graduate (effective Fall 2005)

Master of Business Entrepreneurship & Technology. An increase of 9.1%, resulting in a per-term tuition rate of \$8,000. This is a one-year, three-term program with a total expected tuition of \$24,000.

Master of Business Entrepreneurship & Technology @ Distance. A new fee of \$3,333.33 per term. This is a three-year, nine-term program with a total expected tuition of \$30,000.

Master of Taxation. An increase of 1.8%, resulting in a rate of \$2,290 per 0.5 unit course.

Graduate (effective Winter 2006)

Master of Accounting. An increase of 15% in the Master of Accounting rate bringing this fee to \$7,142 per term.

Undergraduate (effective Winter 2006)

Accountancy Diploma Program. An increase of 15% in the unit course fee for the Accountancy Diploma program. This results in a rate of \$1,397 per 0.5 unit course.

General Notes:

1. All fees are assessed to students on an itemized Fee Bill mailed prior to the start of each term. These fees require the approval of the Board of Governors.
2. Responsibility for assessing other fees, fines and penalties rests with the appropriate Faculty or administrative unit. Examples include library fines, parking fees, late fees, withholding transcripts, and blocking course enrolment.

Background Notes:

1. Undergraduate students enrolled in co-operative plans serviced by the Co-operative Education & Career Services department pay, in addition to the tuition fee, a Co-op Fee in specified terms. The calculation of this fee is based on costs of administering the work-term program and is in accordance with the methodology approved by the government. The Co-op Fee is not subject to the Ontario government's tuition regulations and restrictions.
2. Full-cost recovery programs are entirely funded from tuition revenues. Unlike regulated and deregulated programs, full-cost recovery programs are not eligible for government grant support.
3. Full-cost recovery programs are not subject to the same regulations and restrictions that the Ontario government has associated with programs for which they provide grant support.
4. New programs introduced during the Ontario government's tuition freeze may set program-appropriate fees.

Dennis Huber
Vice-President,
Administration & Finance

March 18, 2005

Memo

To: Dennis Huber, VP Administration and Finance, University of Waterloo

From: Becky Wroe, President, Federation of Students

CC: Catharine Scott, Associate Provost Human Resources and Student Services, University of Waterloo
Jeff Henry, VP Education, Federation of Students
John Andersen, VP Internal, Federation of Students
Raveel Afzaal, VP Administration and Finance, Federation of Students
Suzanne Burdett, General Manager, Federation of Students

Date: 18/03/2005

Re: Orientation Fee

In February 2005 the Federation of Students held a referendum on the following question.

Do you agree that incoming first year students should be charged a refundable fee of \$100 on their first tuition statement to pay for their Orientation week, as opposed to paying their Orientation fee separately?

The results were as follows:

Yes - 1744

No - 1673

Declined – 213

Overall Turnout – 3630 (16.98%)

As the number of members in the winning majority in this referendum was 8.12% of the total voting members, the results of this referendum are considered binding.

This memo should be considered a formal request to the Board of Governors to have this fee added to all 1A Fall term tuition statements beginning with the tuition statements issued for September 2005 students. This fee should be transferred to the Federation of Students accordingly, but should be itemized separately in the fee statement.

Any further questions regarding this fee can be directed to myself.

Best Regards,

Becky Wroe, President, Federation of Students

Hello Dennis,

As you are aware the Graduate Students Association (GSA) held a referendum in December asking our students if they were in favour of creating/joining a dental plan.

The referendum question posed to the students was as follows:

Do you support the establishment of a fee, not to exceed \$42 per term in the first year of the plan, to establish a dental plan for graduate students at the University of Waterloo, in accordance with the dental plan terms of service? Students with a comparable dental plan will be able to opt out.

The results of this referendum were as follows:

Out of 2609 voters, a total of 888 votes were cast for a turnout of 34%. Quorum (15%) has therefore been met. There were 707 votes in favour with 172 against and 9 declined ballots. The members of the GSA have found in favour of the question to establish a dental plan with an 80% majority. This exceeds the required two-thirds majority and, with quorum established, the result is binding on the GSA. (Jason Grove, Chief Returning Officer for the Graduate Students Association)

The implementation date for this dental plan is scheduled for September 2005. The GSA is at this time asking to have the dental plan fee of \$42.00 included as part of the GSA fee beginning in the fall 2005 semester.



Nadir Budhwani
President – Graduate Students Association

UNIVERSITY OF WATERLOO
2005/2006 Operating Income Budget

2005-03-28

| | 2004/05 Base 04-10-26 \$000 | Estimated 05/06 % Increase | Estimated 05/06 \$ Increase \$000 | 2005/06 Base \$000 | Notes |
|--|--------------------------------------|----------------------------------|--|--------------------------|-------|
| INCOME | | | | | |
| Operating Grant | | | | | |
| Basic Grant | 105,721 | | | 105,721 | |
| Growth Funding | 27,709 | | 7,715 | 35,424 | [1] |
| Contingency re Growth Funding | | | (2,100) | (2,100) | [2] |
| Tuition Offset Grant | 2,756 | | 3,575 | 6,331 | [3] |
| Quality Assurance Fund | 5,191 | | | 5,191 | |
| Transfers to Colleges | (7,101) | | (648) | (7,749) | |
| Performance Fund | 1,664 | | | 1,664 | |
| Research Performance | 680 | | 126 | 806 | [4] |
| Research Infrastructure | 1,756 | | | 1,756 | |
| Access to Opportunities Program (ATOP) | 5,735 | | 1,164 | 6,899 | [4] |
| Access for Disabled | 467 | | | 467 | |
| | <u>144,578</u> | <u>6.8</u> | <u>9,832</u> | <u>154,410</u> | |
| Tuition | | | | | |
| Undergraduate | 111,345 | | 8,111 | 119,456 | [5] |
| Transfers to Colleges | (6,458) | | (481) | (6,939) | |
| Graduate | 17,559 | | (169) | 17,390 | |
| | <u>122,446</u> | <u>6.1</u> | <u>7,461</u> | <u>129,907</u> | |
| Co-op Recovery | 6,758 | | 765 | 7,523 | [6] |
| Student Services Fee | 4,823 | | 688 | 5,511 | [7] |
| Research Overhead | 4,820 | | 747 | 5,567 | [8] |
| Interest | 3,800 | | 200 | 4,000 | |
| Services to Colleges | 1,595 | | 131 | 1,726 | |
| Grant in lieu of Taxes | 1,677 | | | 1,677 | |
| Miscellaneous Income | 6,032 | | | 6,032 | |
| | <u>29,505</u> | <u>8.6</u> | <u>2,531</u> | <u>32,036</u> | |
| Total Income | <u><u>296,529</u></u> | <u><u>6.7</u></u> | <u><u>19,824</u></u> | <u><u>316,353</u></u> | |

NOTES TO 2005/06 OPERATING INCOME

- [1] Growth funding increase is due to enrolment increases and the flow through from the double cohort group.
- [2] The Ministry of Training Colleges and Universities (MTCU) has only 80% of the budget required to fund the 2004/05 growth in the system. We do not know if their 2005/06 budget will be adequate to fund projected growth. Consequently, we are projecting our 2005/06 growth at 80% of entitlement.
- [3] The 2004/05 amounts have been revised by MTCU. We are projecting the amount to double in 2005/06.
- [4] Estimates for 2005/06 are 2004/05 actuals.
- [5] There has been significant growth in undergraduate international enrolments.
- [6] The Co-op Recovery includes both a 5% rate increase and a volume increase.
- [7] This amount includes both rate and volume increases.
- [8] The estimate for 2005/06 is the estimated actual for 2004/05.

UNIVERSITY OF WATERLOO
2005/2006 Operating Expense Budget

2005-03-28

| | 2004/05 Base 04-10-26 \$000 | Estimated % Incr (Decr) | \$ Incr (Decr) \$000 | 2005/06 Base \$000 | 2005/06 One-Time \$000 | 2005/06 Total \$000 | % of Income | Notes |
|--|--------------------------------------|-------------------------------|----------------------------|--------------------------|------------------------------|---------------------------|----------------|-------|
| EXPENSES | | | | | | | | |
| Salary and Wages | | | | | | | | |
| Current salaries and wages | 184,000 | | 4,697 | 188,697 | | 188,697 | 59.6 | [1] |
| Secondments | 343 | | | 343 | | 343 | 0.1 | |
| Salary savings from faculty retirements/terminations | | | (500) | (500) | | (500) | (0.2) | [2] |
| Conversion costs | | | 18 | 18 | | 18 | | |
| Salary increases | | | 9,408 | 9,408 | | 9,408 | 3.0 | [3] |
| Total salary and wages | 184,343 | 7.4 | 13,623 | 197,966 | | 197,966 | 62.5 | |
| Benefits | | | | | | | | |
| Current benefits | 33,778 | | | 33,778 | | 33,778 | 10.7 | |
| Benefit cost increase | | | 5,057 | 5,057 | | 5,057 | 1.6 | [4] |
| Maternity leave supplement | 175 | | | 175 | | 175 | 0.1 | |
| Faculty professional expense reimbursement plan | 970 | | 80 | 1,050 | | 1,050 | 0.3 | [5] |
| Total benefits | 34,923 | 14.7 | 5,137 | 40,060 | | 40,060 | 12.7 | |
| Total salaries and benefits | 219,266 | 8.6 | 18,760 | 238,026 | | 238,026 | 75.2 | |
| Student Support | | | | | | | | |
| Graduate student support | 3,915 | | | 3,915 | | 3,915 | 1.2 | |
| Graduate incentive fund | 401 | | | 401 | | 401 | 0.1 | |
| Support for international graduate students | 2,935 | | 273 | 3,208 | | 3,208 | 1.0 | [6] |
| Senate matching scholarships | 160 | | | 160 | | 160 | 0.1 | |
| Tuition set aside | 11,375 | | | 11,375 | | 11,375 | 3.6 | |
| Undergraduate scholarship fund | | | 1,236 | 1,236 | | 1,236 | 0.4 | [7] |
| Total student support | 18,786 | 8.0 | 1,509 | 20,295 | | 20,295 | 6.4 | |
| Income Sharing | | | | | | | | |
| Differential tuition | | | 141 | 141 | | 141 | | [8] |
| Graduate enrolment expansion | | | | | | | | |
| Undergraduate enrolment expansion | 788 | | 3,641 | 4,429 | | 4,429 | | [8] |
| International tuition | 663 | | 562 | 1,225 | | 1,225 | | [8] |
| Total income sharing | 1,451 | | 4,344 | 5,795 | | 5,795 | 1.8 | |
| Sub-total | 239,503 | 10.3 | 24,613 | 264,116 | | 264,116 | 83.4 | |

UNIVERSITY OF WATERLOO
2005/2006 Operating Expense Budget

2005-03-28

| | 2004/05 Base 04-10-26 \$000 | Estimated % Incr (Decr) | \$ Incr (Decr) \$000 | 2005/06 Base \$000 | 2005/06 One-Time \$000 | 2005/06 Total \$000 | % of Income | Notes |
|---|--------------------------------------|-------------------------------|----------------------------|--------------------------|------------------------------|---------------------------|----------------|-------|
| Academic development fund | 1,443 | | | 1,443 | | 1,443 | 0.5 | |
| Access for disabled | 467 | | | 467 | | 467 | 0.1 | |
| Audit and legal | 360 | | | 360 | | 360 | 0.1 | |
| Base budget adjustment to reflect overhead costs | 2,459 | | 375 | 2,834 | | 2,834 | 0.9 | [9] |
| Contingency reserve | 1,000 | | | 1,000 | | 1,000 | 0.3 | |
| Convocation | 175 | | | 175 | | 175 | 0.1 | |
| Cooperative academic enhancement | 1,000 | | | 1,000 | | 1,000 | 0.3 | |
| Faculty recruitment and retention | 1,700 | | | 1,700 | | 1,700 | 0.5 | |
| Insurance | 1,251 | | 140 | 1,391 | | 1,391 | 0.4 | [10] |
| Internal financing | 449 | | | 449 | | 449 | 0.1 | |
| International fund | 267 | | 150 | 417 | | 417 | 0.1 | |
| Interuniversity service teaching | 457 | | | 457 | | 457 | 0.1 | |
| Learning infrastructure | 1,000 | | | 1,000 | | 1,000 | 0.3 | |
| Leased accommodations | 160 | | | 160 | | 160 | 0.1 | |
| Library acquisitions | 5,963 | | | 5,963 | | 5,963 | 1.9 | |
| Municipal taxes | 1,677 | | | 1,677 | | 1,677 | 0.5 | |
| New initiatives | 800 | | | 800 | | 800 | 0.3 | |
| Quality assurance fund | 4,962 | | | 4,962 | | 4,962 | 1.6 | |
| Special project fund | 550 | | | 550 | | 550 | 0.2 | |
| University memberships | 369 | | | 369 | | 369 | 0.1 | |
| Utilities and maintenance | 11,667 | | (547) | 11,120 | | 11,120 | 3.5 | [11] |
| Sub-total | 38,176 | 0.3 | 118 | 38,294 | | 38,294 | 12.0 | |
| Supplies and expenses | 29,798 | | (2,825) | 26,973 | | 26,973 | 8.5 | [12] |
| Expenditure reduction at 1.0%* | | | (1,905) | (1,905) | | (1,905) | (0.6) | |
| Gross expenses | 307,477 | 6.5 | 20,001 | 327,478 | | 327,478 | 103.3 | |

*Expenditure reduction will only be implemented after Ontario budget information becomes available.

UNIVERSITY OF WATERLOO
2005/2006 Operating Expense Budget

2005-03-28

| | 2004/05 Base 04-10-26 \$000 | Estimated % Incr (Decr) | \$ Incr (Decr) \$000 | 2005/06 Base \$000 | 2005/06 One-Time \$000 | 2005/06 Total \$000 | % of Income | Notes |
|----------------------------------|--------------------------------------|-------------------------------|----------------------------|--------------------------|------------------------------|---------------------------|----------------|-------|
| Total gross expenses carried fwd | 307,477 | 6.5 | 20,001 | 327,478 | | 327,478 | 103.3 | |
| Cost recoveries and chargeouts | (9,315) | | (15) | (9,330) | | (9,330) | (2.9) | |
| Manageable allowance | (500) | | | (500) | | (500) | (0.2) | |
| Estimated net expenses | <u>297,662</u> | <u>6.7</u> | <u>19,986</u> | <u>317,648</u> | | <u>317,648</u> | <u>100.2</u> | |
| Estimated income | | | | | | <u>316,353</u> | | |
| Excess income over expenses | | | | | | <u>(1,295)</u> | | |

SUMMARY OF FUND BALANCE

| | |
|--|----------------|
| Estimated fund balance at April 30, 2005 | 2,443 |
| 2005/06 excess | <u>(1,295)</u> |
| Estimated fund balance at April 30, 2006 | <u>1,148</u> |

With planned tuition increases, we would have the following changes in our budget:

| | |
|-------------------------------------|----------------|
| Additional tuition revenues* | 23,754 |
| Less: tuition offset grant | <u>(6,331)</u> |
| Net tuition | 17,423 |
| Less internal allocations: | |
| Set aside for students | (6,467) |
| Differential tuition | (2,694) |
| Undergraduate international sharing | (763) |
| Graduate international scholarships | <u>(325)</u> |
| Net additional income available | <u>7,174</u> |
| Budget shortfall 2004/05 - 2005/06 | <u>6,900</u> |

*Rate Increases -- 2004/05 and 2005/06

UG regulated 1.6%, 10.0%; deregulated 15.0%, 15.0%

UG international 2.0%, 5.0%

Graduate domestic 15.0%, 5.0%

Graduate international 0.0%, 5.0%

NOTES TO THE 2005/06 OPERATING EXPENSE BUDGET

- [1] The increase in current salaries and wages is due to a budget reallocation of \$4,606.0 from non-salary to salary accounts by academic and academic support departments, plus some other miscellaneous salary adjustments.
- [2] This amount represents ongoing clawback savings net of estimated over F costs.
- [3] Salary increase costs are estimated at \$9,408.0 based on salary settlements in place for 2005/06.
- [4] Effective January 1, 2005, employer pension contributions increased from 127% to 165% of normal contributions. The benefit cost increase amount also includes estimated rate increases for dental coverage, life insurance, extended health care, CPP contributions, and costs associated with salary increases and new faculty and staff hirings.
- [5] The faculty professional expense reimbursement plan has been increased based on prior year's actual costs and also includes a CPI adjustment for 2005/06.
- [6] A portion of the differential fee for graduate international students is used as bursary support for graduate international students.
- [7] This fund is a new allocation in 2005/06.
- [8] Income sharing for existing programs is now allocated on a slip year basis. Increases are due to volume changes and the fact that funding for new programs is allocated on a current year basis.
- [9] The overhead flow to the Faculties in 2005/06 is based on the estimated actual 2004/05 research overhead income (allocated on a slip year basis).
- [10] Insurance premium rates are expected to increase.
- [11] The net decrease in utilities and maintenance is comprised of a \$420.0 expected increase in utility costs and a reallocation of new construction maintenance budget to salaries and wages.
- [12] The net decrease in supplies and expenses includes a reallocation of budget to salary accounts by academic and academic support departments and some other miscellaneous adjustments.

University of Waterloo Senate Finance Committee
2005-2006 Operating Budget
Supplementary Data

| | |
|---|-------|
| Fall Year One Enrolments and Targets | SD1 † |
| Summary of FTE Undergraduate Enrolment | SD2 † |
| Summary of FTEs Graduate Enrolment..... | SD3 |
| Historical and Projected BIU Teaching Units by Faculty..... | SD4 † |
| Summary of Home Enrolment and Teaching Activity Indicators..... | SD7 |
| Comparison of Current Budget and BIU Teaching Units | SD9 |
| Comparison of BIU Teaching Units per FTE Faculty | SD10 |
| Summary of Regular Faculty Appointments..... | SD11 |
| Faculty Complement by Department | SD12 |
| Academic Support Staff Positions by Department | SD13 |
| Glossary of Terms | SD17 |

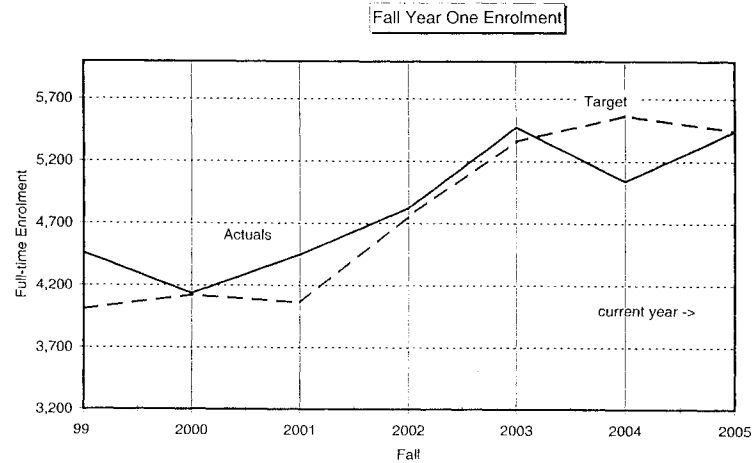
Notes:

All tables exclude UW College activity unless otherwise stated.

Throughout the tables the symbol ° is used to identify terms defined in the Glossary.

† The table includes data for the UW Colleges.

| | | Fall 02 Actual | Fall 2003 Actual | Fall 2004 Actual | Target Fall 2004 20-Feb-04 | Target Fall 2005 08-Feb-05 | |
|---|------------------------------|-------------------|---------------------|---------------------|----------------------------------|----------------------------------|-------|
| Applied Health Studies | | | | | | | |
| Regular | Kinesiology | 89 | 134 | 85 | 128 | 91 | |
| | Recreation | 39 | 54 | 46 | 42 | 42 | |
| | Health | 50 | 103 | 41 | 55 | 57 | |
| | | 178 | 291 | 172 | 225 | 190 | |
| Co-op | Kinesiology | 71 | 108 | 101 | 107 | 107 | |
| | Recreation | 85 | 61 | 57 | 62 | 62 | |
| | Health | 36 | 51 | 61 | 54 | 54 | |
| | | 192 | 220 | 219 | 223 | 223 | |
| | | 370 | 511 | 391 | 448 | 413 | |
| Arts (including the UW Colleges) | | | | | | | |
| BAFM | | | | 134 | 126 | 150 | |
| Regular | | 1,118 | 914 | 988 | 932 | 866 | |
| Co-op | | 330 | 379 | 313 | 302 | 312 | |
| | | 1,448 | 1,293 | 1,301 | 1,360 | 1,328 | |
| Engineering | | | | | | | |
| Co-op | Chemical | 108 | 117 | 158 | 155 | 125 | |
| | Civil | 82 | 93 | 91 | 98 | 100 | |
| | Electrical | 104 | 99 | 119 | 121 | 106 | |
| | Computer Eng | 205 | 212 | 229 | 226 | 214 | |
| | Environmental - Chem | 16 | 0 | 0 | 0 | 0 | |
| | Environmental - Civil | 31 | 0 | 0 | 0 | 0 | |
| | Environmental Eng | 0 | 34 | 39 | 39 | 38 | |
| | Geological | 19 | 13 | 13 | 17 | 17 | |
| | Mechanical | 182 | 175 | 190 | 191 | 190 | |
| | Mechatronics | 0 | 109 | 121 | 110 | 110 | |
| | Nanotechnology | | | | | 100 | |
| | Systems | 86 | 89 | 91 | 91 | 90 | |
| | | | 833 | 941 | 1,051 | 1,048 | 1,090 |
| | Environmental Studies | | | | | | |
| Architecture | | 63 | 69 | 71 | 77 | 77 | |
| Geography, Gen | | 2 | 2 | 0 | 0 | 0 | |
| Geography, Hon | | 100 | 111 | 53 | 86 | 88 | |
| Env & Res Studies | | 62 | 74 | 73 | 77 | 81 | |
| Planning | | 91 | 98 | 83 | 103 | 113 | |
| Environment & Business | | 41 | 77 | 61 | 72 | 53 | |
| | | 359 | 431 | 341 | 415 | 412 | |
| Independent Studies | | | | | | | |
| | | 6 | 11 | 6 | 10 | 6 | |
| Mathematics | | | | | | | |
| Regular | UW | 344 | 429 | 328 | 548 | 492 | |
| | St. Jerome's | 25 | 18 | 29 | 15 | 30 | |
| | | 369 | 447 | 357 | 563 | 522 | |
| Co-op | UW | 661 | 616 | 560 | 498 | 643 | |
| | St. Jerome's | 63 | 44 | 49 | 82 | 45 | |
| | | 724 | 660 | 609 | 580 | 688 | |
| | | 1,093 | 1,107 | 966 | 1,143 | 1,210 | |
| Science (excl Optometry) | | | | | | | |
| Regular | | 440 | 671 | 434 | 646 | 545 | |
| Co-op | Biology | 32 | 65 | | | | |
| | Biochem | 41 | 65 | | | | |
| | Chemistry | 10 | 25 | | | | |
| | Earth Science | 5 | 11 | | | | |
| | Environ Science | 8 | 15 | | | | |
| | Physics | 41 | 53 | | | | |
| | Science | 44 | 45 | | | | |
| | BioTech | | | 24 | 30 | | |
| | Physical & Comp Science | | | 61 | 84 | | |
| | Life Sciences | | | 150 | 189 | | |
| | Science & Business | 54 | 127 | 77 | 88 | 87 | |
| | Science Coop | | | | | 251 | |
| | | | 235 | 406 | 312 | 391 | 338 |
| | | | 675 | 1,077 | 746 | 1,037 | 883 |
| Software Engineering | | | | | | | |
| | | 104 | 106 | 105 | 106 | 105 | |
| Total Fall Year One | | | | | | | |
| | | 4,888 | 5,477 | 4,907 | 5,567 | 5,447 | |



Significant Enrolment Decisions

The decline in the early 1980's resulted from planned reductions in overall enrolments.

The increase in the later part of the 1980's was a response to government funded initiatives to increase university enrolments. To obtain the additional government funding as soon as possible, we increased year one enrolment significantly in the early years of the program.

Fall 1999 intake was about 15% higher than targetted.

With revised year one intakes, part-time enrolment expected to hold, flow-through of the upper year, and the effects of ATOP, undergraduate enrolment is projected to increase by 3.2% in 2003.2004.

Fall 2001 Computer Engineering reduced enrolment by 55. Faculties of Engineering and Math reduced enrolment by 50 each to accommodate the new Software Engineering Program.

Fall 2002 A line has been added added for Science co-op. This group includes Computational Science, Biotechnology and Chartered Accountancy and Biotechnology and Economics.

Fall 2003 Independent Studies has been added. Report now includes 1A and 1B students.

Fall 2004 - Science has changed the options to which a first year student may apply.

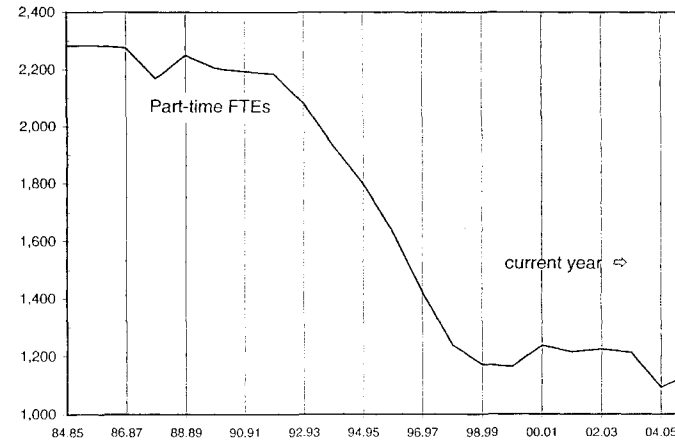
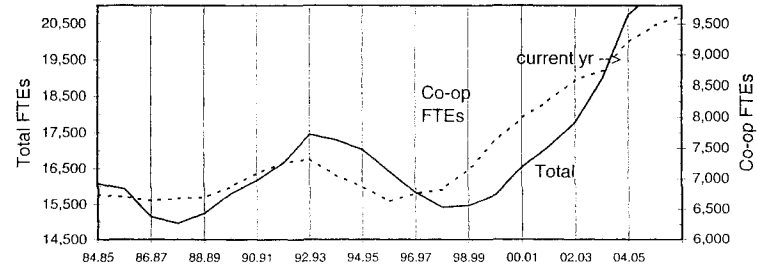
Source: Undergraduate Forecast - Institutional Analysis & Planning

Prepared by Institutional Analysis & Planning

University of Waterloo
Summary of Undergraduate FTEs°
as at February 2005

| | 02.03 Actual 20-Feb-03 | 03.04 Actual 20-Feb-04 | 04.05 Prelim 08-Feb-05 | 04.05 Forecast 20-Feb-03 | 05.06 Forecast 08-Feb-05 |
|-------------------------|------------------------------|------------------------------|------------------------------|--------------------------------|--------------------------------|
| Full-time | | | | | |
| Regular | | | | | |
| Applied Health Sciences | 641 | 819 | 900 | 874 | 903 |
| Arts | 3,137 | 3,234 | 3,547 | 3,347 | 3,187 |
| Environmental Studies | 566 | 554 | 569 | 569 | 533 |
| Independent Studies | 29 | 32 | 24 | 34 | 27 |
| Mathematics | 1,362 | 1,651 | 1,711 | 1,620 | 1,889 |
| Optometry | 272 | 280 | 299 | 283 | 316 |
| Science | 1,590 | 1,884 | 2,036 | 1,907 | 2,026 |
| | 7,596 | 8,452 | 9,084 | 8,633 | 8,880 |
| Co-op | | | | | |
| Applied Health Sciences | 477 | 538 | 535 | 491 | 582 |
| Arts | 908 | 946 | 960 | 817 | 1,036 |
| Engineering | 3,217 | 3,248 | 3,446 | 3,463 | 3,464 |
| Environmental Studies | 651 | 783 | 783 | 787 | 838 |
| Mathematics | 2,610 | 2,414 | 2,461 | 2,745 | 2,330 |
| Science | 739 | 896 | 787 | 760 | 876 |
| Software Engineering | 150 | 242 | 281 | 266 | 364 |
| | 8,750 | 9,065 | 9,250 | 9,328 | 9,490 |
| Part-time | | | | | |
| On-Campus | 379 | 298 | 325 | 312 | 311 |
| Distance Education | 679 | 671 | 633 | 754 | 679 |
| | 1,058 | 969 | 957 | 1,066 | 990 |
| Faculties | | | | | |
| Applied Health Sciences | 1,156 | 1,398 | 1,476 | 1,407 | 1,523 |
| Arts | 4,598 | 4,666 | 4,982 | 4,720 | 4,735 |
| Engineering | 3,291 | 3,301 | 3,495 | 3,522 | 3,524 |
| Environmental Studies | 1,280 | 1,384 | 1,396 | 1,436 | 1,414 |
| Independent Studies | 29 | 32 | 24 | 34 | 27 |
| Mathematics | 4,150 | 4,251 | 4,356 | 4,519 | 4,395 |
| Optometry | 272 | 280 | 299 | 283 | 316 |
| Science | 2,477 | 2,934 | 2,982 | 2,842 | 3,059 |
| Software Engineering | 150 | 242 | 281 | 266 | 364 |
| | 17,404 | 18,486 | 19,290 | 19,027 | 19,357 |
| University | | | | | |
| UW Colleges | | | | | |
| Arts | 1,223 | 1,202 | 1,233 | 1,267 | 1,097 |
| Mathematics | 321 | 310 | 314 | 304 | 283 |
| Full-time | 1,378 | 1,378 | 1,410 | 1,388 | 1,229 |
| Part-time | 166 | 134 | 136 | 182 | 151 |
| | 1,544 | 1,512 | 1,546 | 1,571 | 1,379 |
| | 18,948 | 19,998 | 20,837 | 20,598 | 20,736 |
| Grand Total | | | | | |

Undergraduate Enrolment



Monitoring of the accuracy of the undergraduate forecast over the past decade indicates that the forecast underestimates the total enrolment by about 3.8% and co-op enrolment by about 1.6%. Projected enrolments shown in the top graph have been increased by these percentages. Income projections are similarly adjusted. Projected part-time enrolment, in the bottom graph, is 4.3% lower than the preliminary 2004.05 actuals. Totals may not match sum due to rounding.

2005.06 Adjusted Enrolments: Total 21525 Co-op 9642 Part-time 1141
Source: Undergraduate Forecast - Institutional Analysis & Planning
Prepared by Institutional Analysis & Planning

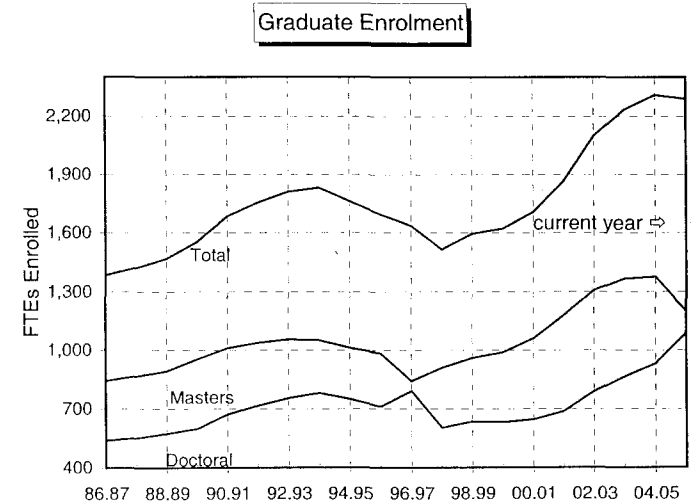
University of Waterloo
Summary of FTE Graduate Enrolment^o
as at February 2005

| | 01.02 Actuals Feb, 02 | 02.03 Actuals 21-Feb-03 | 03.04 Actuals 15-Feb-04 | 04.05 Actuals 11-Feb-05 | 04.05 Forecast 15-Feb-04 | 05.06 Forecast 11-Feb-05 |
|-------------------------|-----------------------------|-------------------------------|-------------------------------|-------------------------------|--------------------------------|--------------------------------|
| Master's | | | | | | |
| Applied Health Sciences | 43 | 45 | 56 | 56 | 49 | 53 |
| Arts | 160 | 138 | 157 | 172 | 266 | 164 |
| Engineering | 412 | 419 | 432 | 388 | 442 | 404 |
| Environmental Studies | 127 | 162 | 158 | 161 | 177 | 147 |
| Mathematics | 172 | 195 | 216 | 213 | 218 | 257 |
| Optometry | 7 | 15 | 20 | 20 | 16 | 20 |
| Science | 174 | 187 | 183 | 164 | 209 | 155 |
| Total | 1,096 | 1,161 | 1,221 | 1,173 | 1,377 | 1,200 |
| Doctoral | | | | | | |
| Applied Health Sciences | 33 | 37 | 44 | 51 | 41 | 51 |
| Arts | 128 | 137 | 127 | 121 | 144 | 186 |
| Engineering | 209 | 259 | 317 | 372 | 310 | 387 |
| Environmental Studies | 46 | 43 | 38 | 40 | 50 | 40 |
| Mathematics | 143 | 181 | 192 | 210 | 213 | 216 |
| Optometry | 7 | 11 | 12 | 17 | 12 | 17 |
| Science | 122 | 142 | 163 | 192 | 162 | 193 |
| Total | 687 | 810 | 892 | 1,001 | 932 | 1,090 |
| Grand Total | 1,782 | 1,971 | 2,113 | 2,174 | 2,309 | 2,289 |

FTE restated to exclude cost recovery programs.

Source: Graduate Forecast - Institutional Analysis & Planning

Prepared by: Institutional Analysis & Planning



Notes:

[1] Graduate FTE enrolment is projected to increase 5.3% in 2005.2006.

University of Waterloo
Historical and Projected BIU Teaching Units°
 by Faculty (including the UW Colleges) [1]

BTUs beginning with 96.97 and corridor midpoints remain unadjusted for international student deregulation and ATOP.

| Total BTUs | | | | | | | | | | | Over/(under) | | |
|-----------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------------------|----------------------|----------------------|---------------|
| | 95.96 | 96.97 | 97.98 | 98.99 | 99.00 | 00.01 | 01.02 | 02.03 | 03.04 | Prelim Projected 04.05 05.06 | Corridor Midpoint | Midpoint in 03.04 | % |
| Appl. H. Sci. | 1,538 | 1,504 | 1,565 | 1,553 | 1,503 | 1,444 | 1,359 | 1,416 | 1,618 | 1,706 | 1,803 | 1,425 | 13.6 % |
| Arts | 8,306 | 8,003 | 7,775 | 7,935 | 8,419 | 8,793 | 9,541 | 10,157 | 10,626 | 11,039 | 10,886 | 8,750 | 21.4 % |
| Engineering | 6,867 | 6,665 | 6,493 | 6,446 | 6,677 | 7,087 | 7,481 | 7,849 | 8,317 | 8,954 | 9,415 | 6,550 | 27.0 % |
| Envir. Studies | 2,269 | 2,256 | 1,998 | 2,141 | 2,210 | 2,227 | 2,517 | 2,634 | 2,687 | 2,678 | 2,813 | 2,325 | 15.6 % |
| Mathematics | 5,084 | 5,039 | 5,187 | 5,514 | 6,025 | 6,507 | 7,327 | 7,872 | 8,335 | 8,615 | 8,703 | 5,575 | 49.5 % |
| Science | 5,651 | 5,682 | 5,666 | 5,508 | 5,348 | 5,440 | 5,574 | 6,143 | 6,819 | 7,092 | 7,338 | 5,150 | 32.4 % |
| Total | 29,715 | 29,148 | 28,684 | 29,096 | 30,180 | 31,498 | 33,799 | 36,070 | 38,402 | 40,084 | 40,957 | 29,775 | 21.1 % |
| % Over Midpoint | (0.2) | (2.1) | (3.7) | (2.3) | 1.4 | 5.8 | 13.5 | 21.1 | 29.0 | 34.6 | 37.6 | | |

| Undergraduate BTUs | | | | | | | | | | | Year One Enrolment° [2] | | | |
|--------------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------|---------------------------------|-------------------------|-------------------|-------------------------|--------------|
| | 95.96 | 96.97 | 97.98 | 98.99 | 99.00 | 00.01 | 01.02 | 02.03 | 03.04 | Prelim Projected 04.05 05.06 | Actual Fall 03 | Actual Fall 04 | Target° F05 & beyond | |
| Appl. H. Sci. | 1,271 | 1,238 | 1,262 | 1,260 | 1,174 | 1,124 | 1,051 | 1,080 | 1,206 | 1,244 | 1,318 | 511 | 391 | 391 |
| Arts | 7,129 | 6,910 | 6,687 | 6,850 | 7,415 | 7,801 | 8,586 | 9,183 | 9,643 | 10,036 | 9,833 | 1,293 | 1,435 | 1,361 |
| Engineering [4] | 4,645 | 4,674 | 4,571 | 4,557 | 4,670 | 4,804 | 4,830 | 4,857 | 4,946 | 5,399 | 5,553 | 994 | 1,104 | 1,101 |
| Envir. Studies | 1,802 | 1,772 | 1,530 | 1,655 | 1,654 | 1,685 | 1,803 | 1,828 | 1,922 | 1,917 | 2,013 | 431 | 341 | 416 |
| Mathematics [4] | 4,244 | 4,238 | 4,387 | 4,695 | 5,131 | 5,464 | 6,100 | 6,395 | 6,757 | 6,931 | 6,812 | 1,160 | 1,019 | 1,196 |
| Science | 4,278 | 4,349 | 4,348 | 4,274 | 4,176 | 4,287 | 4,259 | 4,641 | 5,239 | 5,450 | 5,614 | 1,077 | 746 | 1,037 |
| Total | 23,369 | 23,181 | 22,785 | 23,291 | 24,219 | 25,165 | 26,628 | 27,983 | 29,713 | 30,977 | 31,144 | 5,466 | 5,035 | 5,502 |

| Graduate BIUs [3] | Adjusted to include International Students | | | | | | | | | | Prelim Projected 04.05 05.06 | % Change in 03.04 | % Change in 04.05 | Estimated % Change in 05.06 |
|-------------------|--|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|---------------------------------|----------------------|----------------------|-----------------------------------|
| | 95.96 | 96.97 | 97.98 | 98.99 | 99.00 | 00.01 | 01.02 | 02.03 | 03.04 | | | | | |
| Appl. H. Sci. | 267 | 265 | 303 | 293 | 329 | 320 | 308 | 336 | 412 | 462 | 486 | 22.8% | 12.2% | 5.0% |
| Arts | 1,178 | 1,093 | 1,088 | 1,084 | 1,004 | 992 | 955 | 974 | 983 | 1,002 | 1,053 | 0.9% | 1.9% | 5.0% |
| Engineering | 2,222 | 1,991 | 1,922 | 1,889 | 2,007 | 2,284 | 2,651 | 2,992 | 3,371 | 3,554 | 3,862 | 12.7% | 5.4% | 8.6% |
| Envir. Studies | 467 | 484 | 468 | 486 | 556 | 542 | 715 | 806 | 765 | 762 | 800 | -5.1% | -0.4% | 5.0% |
| Mathematics | 840 | 801 | 800 | 819 | 894 | 1,043 | 1,227 | 1,477 | 1,578 | 1,684 | 1,890 | 6.8% | 6.7% | 12.3% |
| Science | 1,373 | 1,333 | 1,318 | 1,233 | 1,172 | 1,153 | 1,315 | 1,502 | 1,580 | 1,642 | 1,724 | 5.2% | 3.9% | 5.0% |
| Total | 6,346 | 5,966 | 5,899 | 5,805 | 5,961 | 6,334 | 7,171 | 8,087 | 8,689 | 9,106 | 9,814 | 7.4% | 4.8% | 7.8% |

[1] Projected BTUs are based on forecasted enrolments and historical BIUs generated per FTE registered.

Actual and preliminary BTUs are based on undergraduate courses taught and graduate enrolments.

[2] Excludes new year one applicants for Winter and Spring terms

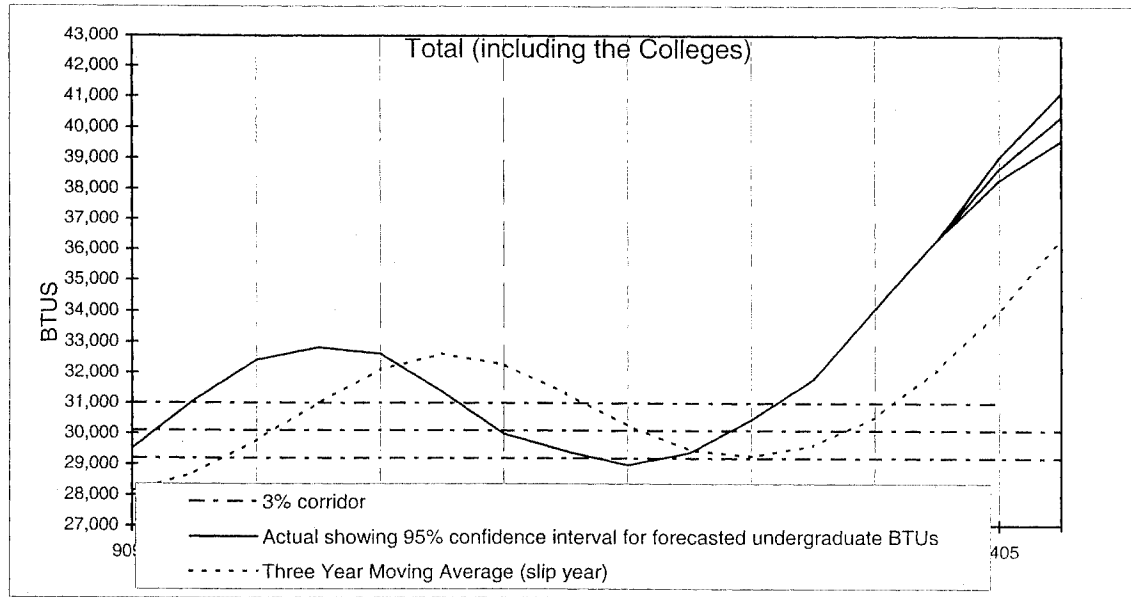
[3] Graduate BIUs are estimated to increase 7.8% in 03.04.

[4] Starting in 2001/2002, Software Engineering is shown equally in Math and Engineering.

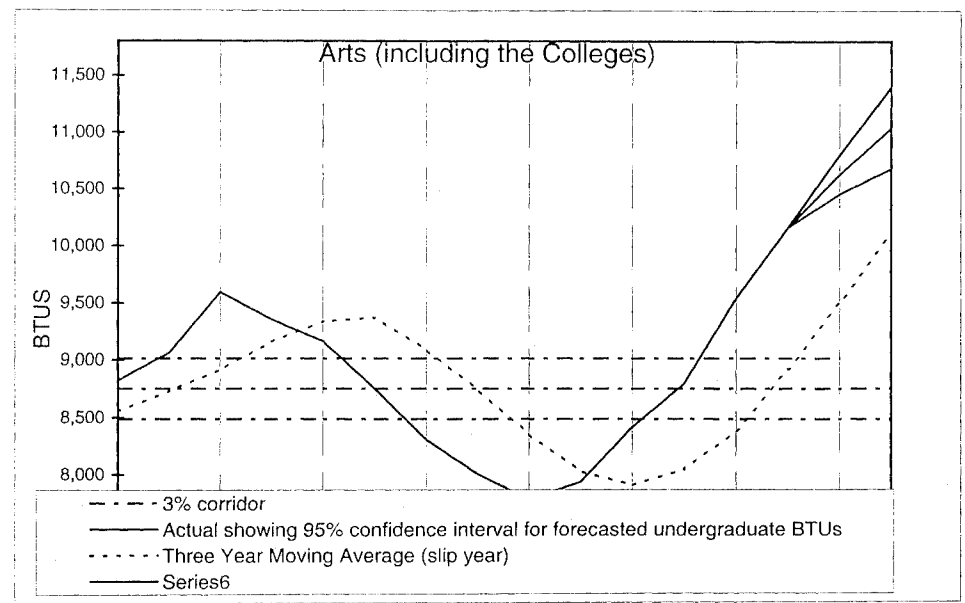
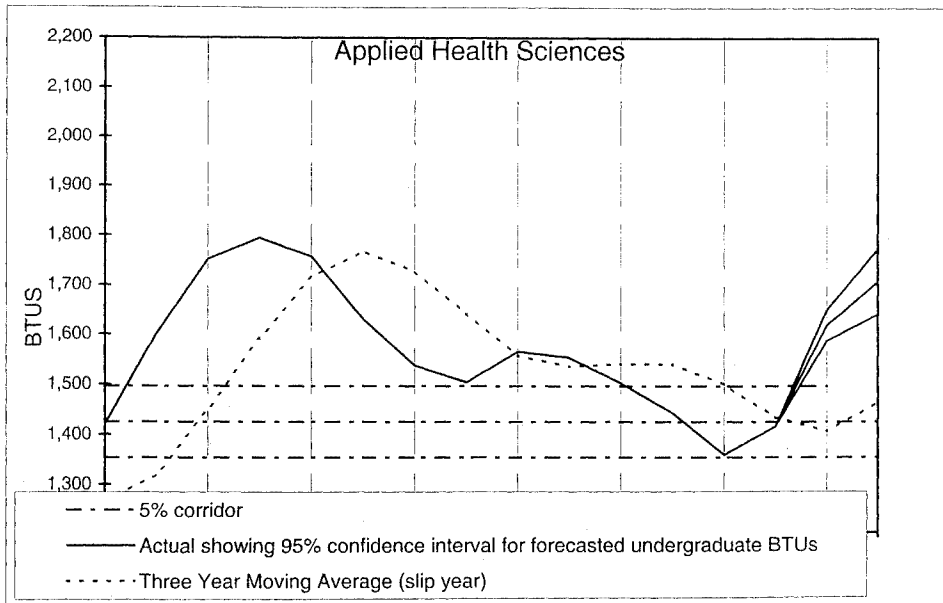
Totals may not add due to rounding.

Historical and Projected BIU Teaching Units

SDS

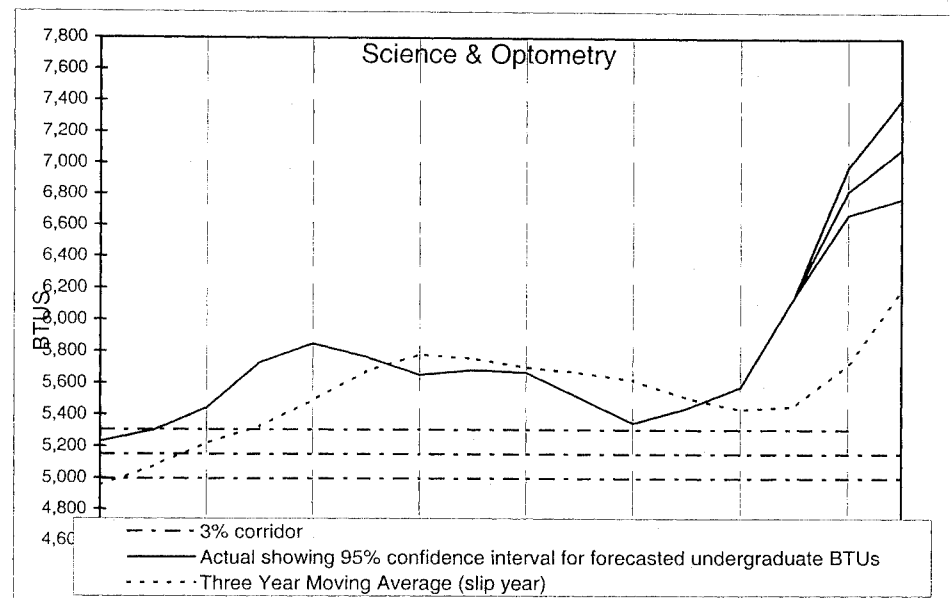
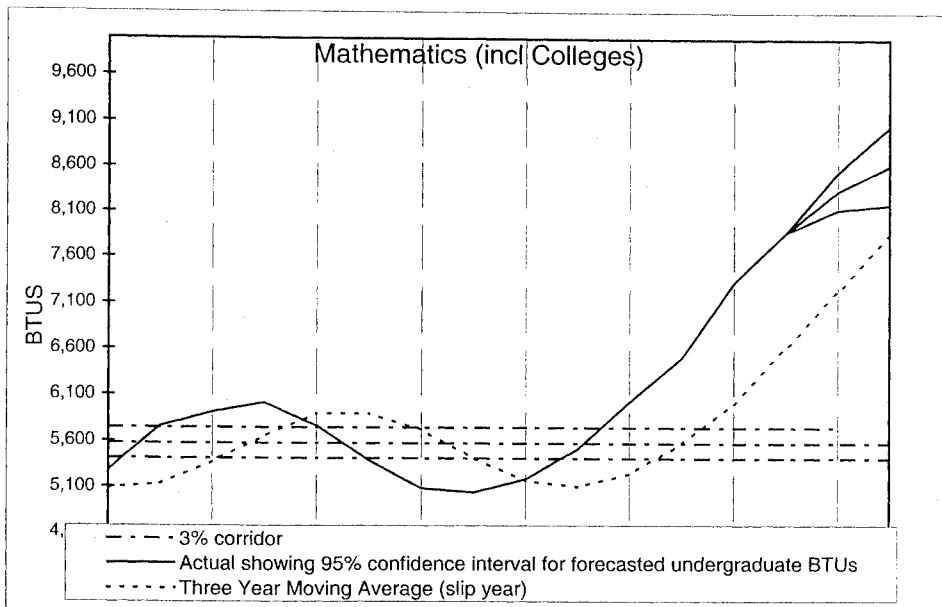
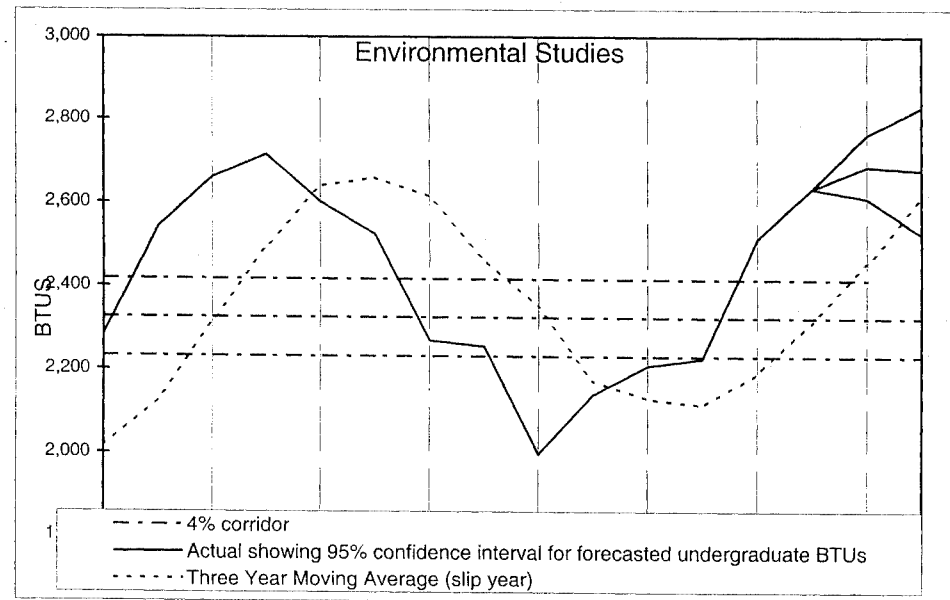
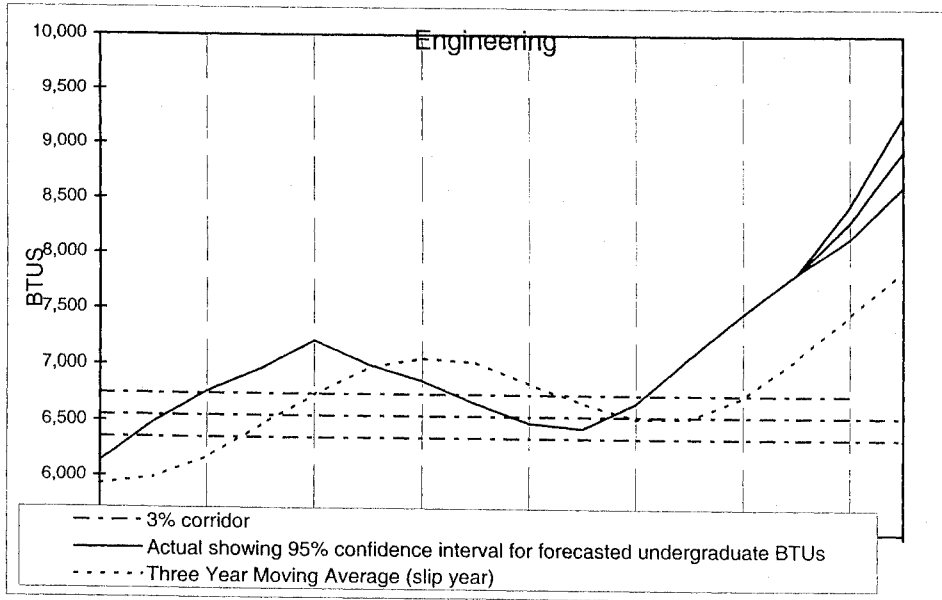


BTUs beginning with 96.97 and corridor midpoints remain unadjusted for international student deregulation.



Based on preliminary 04.05 BTUs.

Historical and Projected BIU Teaching Units



Based on preliminary 04.05 BTUs.
 Software Engineering BTUs have been split between Engineering and Math.

University of Waterloo
 Summary Of Home Enrolment And Teaching Activity Indicators
 by Faculty (excluding UW Colleges)

| | | 96.97 | 97.98 | 98.99 | 99.00 | 2000.01 | 2001.02 | 2002.03 | 2003.04 [1] |
|-------------------------------|---------------------|-------|-------|-------|-------|---------|---------|---------|-------------|
| Applied Health Studies | | | | | | | | | |
| Undergraduate | Fall Year One° | 320 | 261 | 334 | 279 | 290 | 299 | 370 | 432 |
| | Home Enrolled FTEs° | 1,151 | 1,143 | 1,200 | 1,116 | 1,092 | 1,085 | 1,156 | 1,156 |
| | FTEs Taught° [1] | 825 | 838 | 830 | 776 | 745 | 709 | 711 | 785 |
| Masters FTEs° | 50 | 49 | 40 | 45 | 48 | 43 | 45 | 57 | |
| Doctoral FTEs° | 30 | 34 | 36 | 38 | 34 | 33 | 37 | 43 | |
| BIU Teaching Units° [1] | 1,504 | 1,565 | 1,553 | 1,503 | 1,444 | 1,361 | 1,416 | 1,618 | |
| Arts | | | | | | | | | |
| Undergraduate | Fall Year One | 697 | 801 | 837 | 837 | 885 | 998 | 1,178 | 1,293 |
| | Home Enrolled FTEs | 3,623 | 3,526 | 3,538 | 3,815 | 3,984 | 4,179 | 4,598 | 4,598 |
| | FTEs Taught [1] | 4,640 | 4,485 | 4,578 | 4,987 | 5,210 | 5,489 | 6,040 | 6,215 |
| Masters FTEs | 148 | 151 | 156 | 143 | 151 | 160 | 166 | 184 | |
| Doctoral FTEs | 147 | 154 | 161 | 146 | 131 | 128 | 128 | 116 | |
| BIU Teaching Units [1] | 6,369 | 6,187 | 6,253 | 6,579 | 6,909 | 7,279 | 7,914 | 8,228 | |
| Engineering | | | | | | | | | |
| Undergraduate | Fall Year One | 737 | 792 | 755 | 925 | 833 | 765 | 833 | 950 |
| | Home Enrolled FTEs | 2,971 | 3,004 | 2,994 | 3,111 | 3,196 | 3,161 | 3,291 | 3,291 |
| | FTEs Taught [1] | 2,358 | 2,304 | 2,294 | 2,350 | 2,426 | 2,397 | 2,454 | 2,494 |
| Masters FTEs | 253 | 264 | 296 | 317 | 365 | 412 | 445 | 459 | |
| Doctoral FTEs | 204 | 188 | 172 | 176 | 196 | 209 | 257 | 311 | |
| BIU Teaching Units [1] | 6,665 | 6,493 | 6,446 | 6,676 | 7,088 | 7,409 | 7,849 | 8,316 | |
| Environmental Studies | | | | | | | | | |
| Undergraduate | Fall Year One | 256 | 303 | 290 | 319 | 293 | 340 | 359 | 410 |
| | Home Enrolled FTEs | 1,196 | 1,147 | 1,172 | 1,188 | 1,163 | 1,218 | 1,280 | 1,280 |
| | FTEs Taught [1] | 1,099 | 953 | 1,016 | 1,012 | 1,020 | 1,084 | 1,122 | 1,169 |
| Masters FTEs | 83 | 85 | 88 | 92 | 96 | 127 | 162 | 158 | |
| Doctoral FTEs | 43 | 38 | 40 | 42 | 45 | 46 | 43 | 38 | |
| BIU Teaching Units [1] | 2,256 | 1,998 | 2,141 | 2,210 | 2,227 | 2,508 | 2,633 | 2,686 | |

University of Waterloo
 Summary Of Home Enrolment And Teaching Activity Indicators
 by Faculty (excluding UW Colleges)

| | | 96.97 | 97.98 | 98.99 | 99.00 | 2000.01 | 2001.02 | 2002.03 | 2003.04 [1] |
|------------------------|--------------------|--------|--------|--------|--------|---------|---------|---------|-------------|
| Mathematics | | | | | | | | | |
| Undergraduate | Fall Year One [2] | 802 | 888 | 886 | 951 | 967 | 987 | 1,005 | 1,143 |
| | Home Enrolled FTEs | 2,581 | 2,738 | 2,884 | 3,184 | 3,486 | 3,791 | 4,150 | 4,150 |
| | FTEs Taught [1] | 2,707 | 2,812 | 2,939 | 3,228 | 3,318 | 3,687 | 3,898 | 4,074 |
| Masters FTEs | | 129 | 125 | 133 | 136 | 155 | 172 | 203 | 223 |
| Doctoral FTEs | | 85 | 84 | 86 | 100 | 120 | 143 | 173 | 185 |
| BIU Teaching Units [1] | | 4,940 | 5,057 | 5,349 | 5,888 | 6,275 | 7,163 | 7,691 | 8,128 |
| Optometry | | | | | | | | | |
| Undergraduate | Fall Year One | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Home Enrolled FTEs | 271 | 271 | 268 | 264 | 272 | 258 | 272 | 272 |
| | FTEs Taught [1] | 266 | 263 | 261 | 260 | 275 | 259 | 276 | 285 |
| Masters FTEs | | 7 | 12 | 14 | 13 | 8 | 7 | 15 | 20 |
| Doctoral FTEs | | 4 | 3 | 3 | 6 | 6 | 7 | 11 | 12 |
| BIU Teaching Units [1] | | 844 | 847 | 804 | 805 | 885 | 843 | 951 | 991 |
| Science | | | | | | | | | |
| Undergraduate | Fall Year One | 638 | 703 | 599 | 707 | 559 | 679 | 675 | 800 |
| | Home Enrolled FTEs | 2,439 | 2,438 | 2,466 | 2,480 | 2,376 | 2,450 | 2,477 | 2,477 |
| | FTEs Taught [1] | 2,314 | 2,346 | 2,302 | 2,288 | 2,213 | 2,249 | 2,395 | 2,806 |
| Masters FTEs | | 172 | 158 | 157 | 165 | 167 | 174 | 189 | 184 |
| Doctoral FTEs | | 147 | 141 | 138 | 125 | 114 | 122 | 141 | 162 |
| BIU Teaching Units [1] | | 4,838 | 4,819 | 4,704 | 4,540 | 4,555 | 4,727 | 5,192 | 5,827 |
| Total | | | | | | | | | |
| Undergraduate | Fall Year One | 3,450 | 3,748 | 3,701 | 4,018 | 3,827 | 4,068 | 4,420 | 5,028 |
| | Home Enrolled FTEs | 14,231 | 14,267 | 14,522 | 15,158 | 15,567 | 16,142 | 17,225 | 17,225 |
| | FTEs Taught [1] | 14,209 | 14,002 | 14,221 | 14,901 | 15,207 | 15,873 | 16,896 | 17,828 |
| Masters FTEs | | 841 | 844 | 885 | 913 | 989 | 1,096 | 1,224 | 1,285 |
| Doctoral FTEs | | 660 | 642 | 635 | 633 | 646 | 687 | 790 | 866 |
| BIU Teaching Units [1] | | 27,415 | 26,966 | 27,249 | 28,202 | 29,382 | 31,290 | 33,647 | 35,794 |

[1] BIU Teaching Units and Undergraduate Full-time Equivalents (FTEs) Taught for 2002.03 are preliminary.

[2] Starting in 2001/2002, Software Engineering is shown equally in Math and Engineering.

Sources: Various student databases, Institutional Analysis & Planning
 Prepared by Institutional Analysis & Planning

SDS

University of Waterloo
 Comparison of Current Budget° and BIU Teaching Units°
 As of February 18, 2005

| | Applied Health Sci. | Arts | Engineering | Environ. Studies | Mathematics | Optometry | Science | Total |
|--|------------------------|--------|-------------|---------------------|-------------|-----------|---------|---------|
| Budgets° in \$000 [1] | | | | | | | | |
| 1999.00 | 5,827 | 22,420 | 21,675 | 7,859 | 18,331 | 3,425 | 15,554 | 95,090 |
| 2000.01 | 6,192 | 23,150 | 23,427 | 8,170 | 20,168 | 3,605 | 16,219 | 100,931 |
| 2001.02 | 6,259 | 23,335 | 23,813 | 8,174 | 22,609 | 3,687 | 16,487 | 104,364 |
| 2002.03 | 6,435 | 24,791 | 25,786 | 8,558 | 25,926 | 3,929 | 16,711 | 112,135 |
| 2003.04 | 6,972 | 26,044 | 29,339 | 9,099 | 29,746 | 4,112 | 18,102 | 123,414 |
| Budgets in 2003.04 \$000 [2] | | | | | | | | |
| 1999.00 | 9,005 | 34,648 | 33,497 | 12,145 | 28,328 | 5,293 | 24,037 | 146,953 |
| 2000.01 | 9,193 | 34,370 | 34,782 | 12,130 | 29,943 | 5,353 | 24,080 | 149,850 |
| 2001.02 | 8,733 | 32,558 | 33,226 | 11,406 | 31,546 | 5,144 | 23,004 | 145,616 |
| 2002.03 | 7,376 | 28,418 | 29,560 | 9,810 | 29,720 | 4,504 | 19,156 | 128,544 |
| 2003.04 | 6,972 | 26,044 | 29,339 | 9,099 | 29,746 | 4,112 | 18,102 | 123,414 |
| BIU Teaching Units (BTUs)° | | | | | | | | |
| 1999.00 | 1,503 | 6,579 | 6,676 | 2,210 | 5,888 | 805 | 4,540 | 28,202 |
| 2000.01 | 1,444 | 6,909 | 7,088 | 2,227 | 6,275 | 885 | 4,555 | 29,382 |
| 2001.02 | 1,361 | 7,279 | 7,409 | 2,508 | 7,163 | 843 | 4,727 | 31,290 |
| 2002.03 | 1,416 | 7,914 | 7,849 | 2,633 | 7,691 | 951 | 5,192 | 33,647 |
| 2003.04 | 1,618 | 8,228 | 8,316 | 2,686 | 8,128 | 991 | 5,827 | 35,794 |
| Corridor Midpoint | 1,425 | 7,000 | 6,550 | 2,325 | 5,514 | 715 | 4,435 | 27,964 |
| Budget \$ per BIU Teaching Unit | | | | | | | | |
| 1999.00 | 5,991 | 5,266 | 5,018 | 5,495 | 4,811 | 6,574 | 5,294 | 5,211 |
| 2000.01 | 6,366 | 4,975 | 4,907 | 5,447 | 4,772 | 6,052 | 5,286 | 5,100 |
| 2001.02 | 6,415 | 4,473 | 4,485 | 4,547 | 4,404 | 6,103 | 4,867 | 4,654 |
| 2002.03 | 5,211 | 3,591 | 3,766 | 3,725 | 3,864 | 4,737 | 3,689 | 3,820 |
| 2003.04 | 4,310 | 3,165 | 3,528 | 3,388 | 3,660 | 4,148 | 3,106 | 3,448 |
| 2003.04 \$ / Midpoint | 4,892 | 3,721 | 4,479 | 3,914 | 5,395 | 5,751 | 4,082 | 4,413 |
| Budget \$ per BIU Teaching Unit Comparison of Faculties to UW Average | | | | | | | | |
| 1999.00 | 1.150 | 1.011 | 0.963 | 1.055 | 0.923 | 1.262 | 1.016 | 1.000 |
| 2000.01 | 1.248 | 0.975 | 0.962 | 1.068 | 0.936 | 1.187 | 1.036 | 1.000 |
| 2001.02 | 1.379 | 0.961 | 0.964 | 0.977 | 0.946 | 1.311 | 1.046 | 1.000 |
| 2002.03 | 1.364 | 0.940 | 0.986 | 0.975 | 1.011 | 1.240 | 0.966 | 1.000 |
| 2003.04 | 1.250 | 0.918 | 1.023 | 0.983 | 1.061 | 1.203 | 0.901 | 1.000 |
| 2003.04 \$ / Midpoint | 1.109 | 0.843 | 1.015 | 0.887 | 1.222 | 1.303 | 0.925 | 1.000 |

Notes:

- [1] All budget data excludes base budget adjustments for research overhead costs and license fee income. 2003.04 is the ongoing budget as reported to the Board of Governors in October 2003.
- [2] Prior years' budget totals have been adjusted to 2003.04 levels based upon the changes in Total University Operating Income°.
- [3] 2003.04 BIU teaching activity is based on final 2003.04 courses taught and 2003.04 fte enrolment data.
- [4] Starting in 2001/2002, Software Engineering is shown equally in Math and Engineering

Sources:

Operating budgets - Budgets
 BTU Table - Institutional Analysis & Planning

University of Waterloo
Comparison of BIU Teaching Units° per FTE Faculty°

| Year | Applied Health Sci. | Arts Engineering | Environ. Studies | Mathematics | Optometry | Science | Total |
|--|------------------------|------------------|---------------------|-------------|-----------|---------|--------|
| FTE Faculty [1]° | | | | | | | |
| 97.98 | 40.9 | 195.6 | 147.8 | 62.0 | 125.3 | 30.0 | 697.9 |
| 98.99 | 41.6 | 196.6 | 151.8 | 62.9 | 143.5 | 35.5 | 736.9 |
| 99.00 | 41.1 | 199.1 | 157.2 | 65.8 | 139.7 | 33.6 | 741.1 |
| 2000.01 | 43.3 | 205.9 | 169.9 | 68.0 | 148.5 | 32.2 | 782.5 |
| 2001.02 | 44.4 | 204.8 | 167.2 | 64.5 | 153.6 | 29.5 | 772.0 |
| 2002.03 | 42.3 | 197.6 | 162.7 | 61.3 | 146.0 | 28.0 | 741.3 |
| 2003.04 | 40.6 | 194.3 | 149.8 | 60.6 | 142.9 | 27.0 | 715.4 |
| BIU Teaching Units (BTUs)° | | | | | | | |
| 97.98 | 1,565 | 6,187 | 6,493 | 1,998 | 5,057 | 847 | 26,966 |
| 98.99 | 1,553 | 6,253 | 6,446 | 2,141 | 5,349 | 804 | 27,249 |
| 99.00 | 1,503 | 6,579 | 6,676 | 2,210 | 5,888 | 805 | 28,202 |
| 2000.01 | 1,444 | 6,909 | 7,088 | 2,227 | 6,275 | 885 | 29,382 |
| 2001.02 | 1,361 | 7,279 | 7,409 | 2,508 | 7,163 | 843 | 31,290 |
| 2002.03 | 1,416 | 7,914 | 7,849 | 2,633 | 7,691 | 951 | 33,647 |
| 2003.04 | 1,618 | 8,228 | 8,316 | 2,686 | 8,128 | 991 | 35,794 |
| Teaching Ratios [4] (BTUs per FTE Faculty) | | | | | | | |
| 97.98 | 38.3 | 31.6 | 43.9 | 32.2 | 40.4 | 28.3 | 38.6 |
| 98.99 | 37.4 | 31.8 | 42.5 | 34.1 | 37.3 | 22.6 | 37.0 |
| 99.00 | 36.6 | 33.0 | 42.5 | 33.6 | 42.1 | 24.0 | 38.1 |
| 2000.01 | 33.4 | 33.6 | 41.7 | 32.7 | 42.3 | 27.5 | 37.5 |
| 2001.02 | 30.6 | 35.5 | 44.3 | 38.9 | 46.6 | 28.6 | 40.5 |
| 2002.03 | 33.4 | 40.0 | 48.2 | 43.0 | 52.7 | 34.0 | 45.4 |
| 2003.04 | 39.8 | 42.3 | 55.5 | 44.4 | 56.9 | 36.7 | 50.0 |
| Faculty Teaching Ratios Compared with the UW Average | | | | | | | |
| 97.98 | 0.99 | 0.82 | 1.14 | 0.83 | 1.05 | 0.73 | 1.00 |
| 98.99 | 1.01 | 0.86 | 1.15 | 0.92 | 1.01 | 0.61 | 1.00 |
| 99.00 | 0.96 | 0.87 | 1.12 | 0.88 | 1.10 | 0.63 | 1.00 |
| 2000.01 | 0.89 | 0.90 | 1.11 | 0.87 | 1.13 | 0.73 | 1.00 |
| 2001.02 | 0.76 | 0.88 | 1.09 | 0.96 | 1.15 | 0.71 | 1.00 |
| 2002.03 | 0.74 | 0.88 | 1.06 | 0.95 | 1.16 | 0.75 | 1.00 |
| 2003.04 | 0.80 | 0.85 | 1.11 | 0.89 | 1.14 | 0.73 | 1.00 |

Notes:

- [1] Optometry includes both the Clinic and the School. Beginning 2000/2001, figures reflect the new methodology for calculating average salary for regular faculty (SD11).
- [2] 93.94, 94.95, and 95.96 FTE Faculty have been restated to accommodate the Social Contract unpaid days.
- [3] 95.96 data do not include SERP expenses.
- [4] Teaching ratios for Optometry are lower than for other departments due to the large number of faculty required for clinical teaching. Clinical teaching requires student:faculty ratios of 2:1 or 3:1.
- [5] Starting in 2001/2002, Software Engineering is shown equally in Math and Engineering.

Sources:

UW Financial Statements, various years
Faculty File and BTU Table - Institutional Analysis & Planning

Prepared by Institutional Analysis & Planning

University of Waterloo
Summary of Regular Faculty Appointments

| | Number of Full-Time Faculty | | | | Total | Percentage of Total Salary Dollars | | | | Total Salary Costs (000) | Average Nominal Salary |
|----------------------------------|-----------------------------|--------------|------------|----------|-------|------------------------------------|--------------|------------|----------|--------------------------|------------------------|
| | Tenured | Probationary | Continuing | Definite | | Tenured | Probationary | Continuing | Definite | | |
| Applied Health Sciences | | | | | | | | | | | |
| 2000/2001 | 34 | 7 | 1 | 1 | 43 | 85% | 12% | | | \$ 3,642 | \$ 84,693 |
| 2001/2002 | 32 | 9 | 1 | 1 | 43 | 80% | 16% | | | \$ 3,743 | \$ 87,036 |
| 2002/2003 | 32 | 8 | 1 | 2 | 43 | 80% | 14% | | | \$ 3,927 | \$ 91,316 |
| 2003/2004 | 33 | 8 | 1 | 2 | 44 | 81% | 14% | | | \$ 4,188 | \$ 95,192 |
| 2004/2005 | 32 | 16 | 1 | 2 | 51 | 71% | 24% | | | \$ 4,836 | \$ 94,826 |
| Arts | | | | | | | | | | | |
| 2000/2001 | 156 | 37 | 1 | 2 | 196 | 86% | 13% | | | \$ 16,540 | \$ 84,387 |
| 2001/2002 | 156 | 34 | 2 | 2 | 194 | 86% | 13% | | | \$ 17,055 | \$ 87,911 |
| 2002/2003 | 148 | 37 | 2 | 5 | 192 | 83% | 14% | | | \$ 17,487 | \$ 91,078 |
| 2003/2004 | 146 | 41 | 2 | 11 | 200 | 80% | 15% | | | \$ 18,524 | \$ 92,618 |
| 2004/2005 | 147 | 49 | 2 | 15 | 213 | 77% | 18% | | | \$ 20,286 | \$ 95,238 |
| Engineering | | | | | | | | | | | |
| 2000/2001 | 116 | 46 | 0 | 7 | 169 | 74% | 23% | | | \$ 14,678 | \$ 86,850 |
| 2001/2002 | 117 | 44 | 0 | 9 | 170 | 74% | 22% | | | \$ 15,161 | \$ 89,184 |
| 2002/2003 | 121 | 43 | 1 | 15 | 180 | 73% | 20% | | | \$ 16,490 | \$ 91,611 |
| 2003/2004 | 130 | 41 | 3 | 11 | 185 | 76% | 19% | | | \$ 18,406 | \$ 99,491 |
| 2004/2005 | 133 | 51 | 3 | 10 | 197 | 68% | 22% | | | \$ 20,684 | \$ 104,995 |
| Environmental Studies | | | | | | | | | | | |
| 2000/2001 | 48 | 10 | 0 | 1 | 59 | 87% | 12% | | | \$ 4,948 | \$ 83,872 |
| 2001/2002 | 47 | 11 | 0 | 0 | 58 | 88% | 14% | | | \$ 5,063 | \$ 87,286 |
| 2002/2003 | 46 | 9 | 0 | 0 | 55 | 88% | 12% | | | \$ 5,050 | \$ 91,822 |
| 2003/2004 | 45 | 13 | 0 | 1 | 59 | 83% | 16% | | | \$ 5,482 | \$ 92,914 |
| 2004/2005 | 47 | 13 | 0 | 0 | 60 | 84% | 16% | | | \$ 5,881 | \$ 98,015 |
| Mathematics | | | | | | | | | | | |
| 2000/2001 | 107 | 22 | 6 | 11 | 146 | 80% | 12% | 4% | 5% | \$ 12,804 | \$ 87,700 |
| 2001/2002 | 107 | 27 | 6 | 12 | 152 | 77% | 14% | 3% | 5% | \$ 14,020 | \$ 92,235 |
| 2002/2003 | 108 | 32 | 6 | 18 | 164 | 74% | 16% | 3% | 7% | \$ 15,906 | \$ 96,988 |
| 2003/2004 | 108 | 37 | 6 | 18 | 169 | 72% | 18% | 3% | 7% | \$ 16,751 | \$ 99,117 |
| 2004/2005 | 111 | 50 | 8 | 14 | 183 | 69% | 22% | 4% | 5% | \$ 18,895 | \$ 103,252 |
| Optometry | | | | | | | | | | | |
| 2000/2001 | 14 | 5 | 7 | 2 | 28 | 55% | | | | \$ 2,310 | \$ 82,510 |
| 2001/2002 | 15 | 4 | 7 | 2 | 28 | 57% | | | | \$ 2,430 | \$ 86,796 |
| 2002/2003 | 15 | 4 | 8 | 2 | 29 | 55% | | | | \$ 2,651 | \$ 91,417 |
| 2003/2004 | 17 | 2 | 8 | 1 | 28 | 63% | | | | \$ 2,653 | \$ 94,751 |
| 2004/2005 | 16 | 1 | 8 | 4 | 29 | 58% | | | | \$ 2,810 | \$ 96,889 |
| Science (excl. Optometry) | | | | | | | | | | | |
| 2000/2001 | 71 | 28 | 1 | 2 | 102 | 78% | 21% | | | \$ 8,479 | \$ 83,132 |
| 2001/2002 | 71 | 25 | 2 | 4 | 102 | 77% | 19% | | | \$ 8,696 | \$ 85,250 |
| 2002/2003 | 74 | 18 | 2 | 6 | 100 | 81% | 14% | | | \$ 8,928 | \$ 89,283 |
| 2003/2004 | 77 | 24 | 2 | 7 | 110 | 77% | 17% | | | \$ 10,130 | \$ 92,094 |
| 2004/2005 | 80 | 24 | 3 | 10 | 117 | 76% | 16% | | | \$ 11,219 | \$ 95,891 |
| Total | | | | | | | | | | | |
| 2000/2001 | 546 | 155 | 16 | 26 | 743 | 80% | 16% | 2% | 2% | \$ 63,402 | \$ 85,332 |
| 2001/2002 | 545 | 154 | 18 | 30 | 747 | 79% | 16% | 2% | 3% | \$ 66,167 | \$ 88,577 |
| 2002/2003 | 544 | 151 | 20 | 48 | 763 | 78% | 16% | 2% | 4% | \$ 70,439 | \$ 92,319 |
| 2003/2004 | 556 | 166 | 22 | 51 | 795 | 77% | 17% | 2% | 4% | \$ 76,134 | \$ 95,766 |
| 2004/2005 | 566 | 204 | 25 | 55 | 850 | 74% | 19% | 3% | 5% | \$ 84,611 | \$ 99,542 |

Prepared by Institutional Analysis and Planning

Full-time faculty as at April 30 of the year. Includes Faculty Deans. Excludes Dean of Graduate Studies.

Excludes those on less than 100% load except leaves which are fully costed. Excludes full-time senior administrators.

NOTES:

Prior to 2003/2004, Continuing Lecturers were excluded. To include them, it was necessary to regenerate all data.

This will create differences when compared to prior reports. The data source used to generate this report is not static.

Changes are continually made and may not have been reflected in the previous versions.

Results have been tested against results of the yearly faculty salary increase process and are accurate.

Percentage of total salary dollars figures have been suppressed where the count is less than 6 to ensure confidentiality.

University of Waterloo
Faculty Complement by Department
(Including Open Positions)

| | September 2000 | September 2001 | September 2002 | September 2003 | September 2004 |
|----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| Applied Health Sciences | | | | | |
| Health Studies & Gerontology | 13.0 | 13.0 | 12.0 | 12.0 | 12.0 |
| Kinesiology | 19.0 | 19.0 | 18.0 | 19.0 | 19.0 |
| Recreation & Leisure Studies | 13.0 | 13.0 | 13.0 | 13.0 | 14.0 |
| | <u>45.0</u> | <u>45.0</u> | <u>43.0</u> | <u>44.0</u> | <u>45.0</u> |
| Arts | | | | | |
| Accountancy, School of | 23.0 | 24.0 | 24.0 | 24.0 | 24.0 |
| Anthropology | 4.5 | 4.5 | 4.5 | 4.5 | 5.0 |
| Classical Studies | 6.5 | 5.5 | 5.5 | 5.5 | 5.0 |
| Dean of Arts Office | 4.5 | 6.5 | 4.5 | 3.5 | 4.5 |
| Drama and Speech Communication | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 |
| Economics | 22.0 | 22.0 | 22.0 | 22.0 | 22.0 |
| English Language and Literature | 21.0 | 21.0 | 21.0 | 21.0 | 20.0 |
| Fine Arts | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| French Studies | 9.0 | 9.0 | 9.0 | 10.0 | 10.0 |
| Germanic and Slavic Studies | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| History | 11.0 | 11.0 | 11.0 | 13.0 | 12.4 |
| Philosophy | 13.0 | 13.0 | 12.0 | 12.0 | 12.0 |
| Political Science | 13.0 | 12.0 | 12.0 | 12.0 | 12.6 |
| Psychology | 34.0 | 34.0 | 34.0 | 34.0 | 34.0 |
| Religious Studies | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Sociology | 12.0 | 12.0 | 12.0 | 12.0 | 12.0 |
| Spanish & Latin American Studies | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| | <u>202.5</u> | <u>203.5</u> | <u>200.5</u> | <u>202.5</u> | <u>202.5</u> |
| Engineering | | | | | |
| Chemical Engineering | 25.0 | 25.0 | 24.0 | 25.0 | 26.0 |
| Civil Engineering | 28.0 | 27.5 | 27.5 | 28.5 | 29.0 |
| Dean of Engineering Office | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| Electrical & Computer Eng | 52.0 | 54.5 | 55.0 | 62.0 | 69.0 |
| Management Sciences | 14.0 | 14.0 | 12.0 | 14.0 | 16.0 |
| Mechanical Engineering | 30.0 | 30.0 | 29.0 | 29.0 | 40.0 |
| Systems Design Engineering | 19.0 | 19.0 | 20.0 | 20.0 | 20.0 |
| | <u>172.0</u> | <u>174.0</u> | <u>171.5</u> | <u>182.5</u> | <u>204.0</u> |
| Environmental Studies | | | | | |
| Architecture, School of | 18.2 | 18.2 | 17.2 | 17.0 | 17.0 |
| Dean of Env St Office | 3.4 | 4.4 | 3.4 | 3.4 | 3.4 |
| Environment and Resource Studies | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Geography | 19.0 | 18.0 | 16.5 | 16.5 | 17.5 |
| Planning, School of | 14.4 | 14.4 | 13.9 | 14.1 | 14.1 |
| | <u>65.0</u> | <u>65.0</u> | <u>61.0</u> | <u>61.0</u> | <u>62.0</u> |
| Mathematics | | | | | |
| Applied Mathematics | 17.5 | 17.5 | 17.5 | 18.5 | 21.5 |
| Combinatorics and Optimization | 19.0 | 19.0 | 19.0 | 22.0 | 23.0 |
| Computer Science, School of | 55.0 | 57.5 | 62.5 | 66.5 | 66.0 |
| Dean of Math Office | 6.0 | 7.0 | 7.0 | 7.0 | 7.0 |
| Pure Mathematics | 18.0 | 18.0 | 18.0 | 20.0 | 21.0 |
| Statistics and Actuarial Science | 29.0 | 29.0 | 29.0 | 29.0 | 30.0 |
| | <u>144.5</u> | <u>148.0</u> | <u>153.0</u> | <u>163.0</u> | <u>168.5</u> |
| Science | | | | | |
| Biology | 30.5 | 30.5 | 28.5 | 31.0 | 32.0 |
| Chemistry | 31.0 | 31.0 | 30.0 | 31.0 | 31.0 |
| Earth Sciences | 17.0 | 17.0 | 17.0 | 17.0 | 17.0 |
| Optometry, School of | 26.0 | 26.0 | 26.0 | 26.0 | 26.0 |
| Physics | 28.5 | 29.5 | 28.0 | 28.0 | 28.0 |
| | <u>133.0</u> | <u>134.0</u> | <u>129.5</u> | <u>133.0</u> | <u>134.0</u> |
| Total Faculty Complement | <u>762.0</u> | <u>769.5</u> | <u>758.5</u> | <u>786.0</u> | <u>816.0</u> |

University of Waterloo
Academic Support Staff Positions by Department
(Including Open Positions)

| | October 2000 | October 2001 | October 2002 | October 2003 | October 2004 |
|---|----------------|----------------|----------------|----------------|----------------|
| Faculties | | | | | |
| Applied Health Sciences | 31.0 | 31.5 | 30.5 | 30.5 | 31.5 |
| Arts | 77.3 | 76.8 | 76.8 | 77.8 | 81.3 |
| Engineering | 116.0 | 118.5 | 122.5 | 131.5 | 135.5 |
| Environmental Studies | 37.9 | 37.9 | 37.3 | 38.6 | 41.6 |
| Mathematics | 75.4 | 77.0 | 78.0 | 88.0 | 94.3 |
| Optometry | 31.4 | 31.5 | 31.5 | 31.5 | 31.5 |
| Science | 76.4 | 76.4 | 76.1 | 77.1 | 76.4 |
| Faculty Subtotal | 445.4 | 449.6 | 452.7 | 475.0 | 492.1 |
| Office of the President | 3.0 | 3.0 | 4.0 | 4.0 | 4.0 |
| Vice-President, Academic & Provost | 7.0 | 8.0 | 9.0 | 10.0 | 12.0 |
| Dean of Graduate Studies | 11.8 | 12.8 | 12.8 | 14.8 | 14.8 |
| Associate Vice-President Academic Secretariat | 1.5 | 2.5 | 2.5 | 2.5 | 2.5 |
| Vice-President, University Relations | 34.0 | 34.0 | 31.0 | 32.0 | 38.0 |
| Vice-President, University Research | 50.0 | 59.0 | 62.0 | 67.0 | 69.2 |
| Vice-President, Administration & Finance | 32.2 | 33.7 | 35.2 | 36.3 | 35.3 |
| Associate Provost, Academic & Student Affairs | 415.8 | 416.8 | 403.8 | 420.8 | 423.8 |
| Associate Vice-President, Learning Resources & Innovation | 272.5 | 275.7 | 280.8 | 297.0 | 298.2 |
| Associate Provost, Human Resources & Student Services | 55.5 | 54.5 | 55.5 | 59.0 | 60.0 |
| Associate Provost, Information Systems & Technology | 78.8 | 78.4 | 86.0 | 92.7 | 96.7 |
| Business Operations | 117.0 | 117.0 | 117.0 | 118.0 | 119.0 |
| | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Non-Faculty Subtotal | 1,080.1 | 1,096.4 | 1,100.6 | 1,155.1 | 1,174.5 |
| Total Academic Support Staff | 1,525.5 | 1,546.0 | 1,553.3 | 1,630.1 | 1,666.6 |

General Notes:

Excludes Ancillary Enterprise staff.

October 1 FTE positions as reported to COU.

Includes open positions.

*** Significant changes:**

2001.02

Effective May 2001 the International Student Office was established as a stand alone unit. (Previously included within Counselling Services.)

2002.03

Effective May 2002 the Associate Vice-President, Learning Resources & Innovation department was established.

2003.04

Effective May 2003 the Computer Science Computing Facility was separated from the Math Faculty Computing Facility & the staff complement is reported under the School of Computer Science.

University of Waterloo
Academic Support Staff Positions by Department
(Including Open Positions)

| | October 2000 | October 2001 | October 2002 | October 2003 | October 2004 |
|----------------------------------|--------------|--------------|--------------|--------------|--------------|
| Applied Health Sciences | | | | | |
| Dean's Office | 13.0 | 13.0 | 12.0 | 12.0 | 12.3 |
| Health Studies & Gerontology | 3.5 | 3.5 | 3.5 | 3.5 | 3.5 |
| Kinesiology | 11.5 | 12.0 | 12.0 | 12.0 | 12.7 |
| Recreation & Leisure Studies | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| | 31.0 | 31.5 | 30.5 | 30.5 | 31.5 |
| Arts | | | | | |
| Accountancy, School of | 5.0 | 4.0 | 4.0 | 4.0 | 4.7 |
| Anthropology | 0.7 | 0.7 | 0.7 | 0.7 | 0.7 |
| Arts Computing | 6.0 | 6.5 | 6.5 | 6.5 | 7.5 |
| Arts Language Laboratory | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Classical Studies | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| Dean's Office | 14.3 | 14.3 | 13.3 | 14.3 | 14.3 |
| Drama and Speech Communication | 2.7 | 2.7 | 3.7 | 3.7 | 3.7 |
| Economics | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| English | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Fine Arts | 4.0 | 4.0 | 4.0 | 4.0 | 4.0 |
| French Studies | 5.0 | 5.0 | 5.0 | 5.0 | 5.0 |
| Germanic & Slavic Studies | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| History | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Mature Student Services | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Philosophy | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Political Science | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Psychology | 18.1 | 18.1 | 18.1 | 18.1 | 19.3 |
| Religious Studies | 0.0 | 0.0 | 0.0 | 0.0 | 0.6 |
| Sociology | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Spanish & Latin American Studies | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | 77.3 | 76.8 | 76.8 | 77.8 | 81.3 |
| Engineering | | | | | |
| Chemical | 12.5 | 12.5 | 12.5 | 12.5 | 12.5 |
| Civil | 14.0 | 14.0 | 14.0 | 14.5 | 14.5 |
| Engineering Computing | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Dean's Office | 7.2 | 7.2 | 7.2 | 8.2 | 10.2 |
| Electrical & Computer | 25.0 | 27.5 | 31.5 | 34.5 | 34.5 |
| Engineering Undergraduate Office | 7.0 | 7.0 | 7.0 | 8.0 | 9.0 |
| Environmental Engineering | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 |
| Geological | 0.3 | 0.3 | 0.3 | 0.3 | 0.3 |
| Machine Shop | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Management Sciences | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Mechanical | 18.1 | 18.1 | 18.1 | 21.6 | 22.6 |
| Society, Technology, & Values | 0.6 | 0.6 | 0.6 | 0.6 | 0.6 |
| Systems Design | 8.0 | 8.0 | 8.0 | 8.0 | 8.0 |
| | 116.0 | 118.5 | 122.5 | 131.5 | 135.5 |
| Environmental Studies | | | | | |
| Architecture, School of | 3.7 | 3.7 | 3.7 | 4.7 | 7.7 |
| Dean's Office | 10.3 | 10.3 | 10.3 | 10.6 | 10.6 |
| Geography | 6.0 | 6.0 | 6.0 | 6.0 | 6.0 |
| Environment and Resource Studies | 2.5 | 2.5 | 3.0 | 3.0 | 3.0 |
| Mapping, Analysis and Design | 9.5 | 9.5 | 9.0 | 9.0 | 9.0 |
| Planning, School of | 5.9 | 5.9 | 5.3 | 5.3 | 5.3 |
| | 37.9 | 37.9 | 37.3 | 38.6 | 41.6 |

University of Waterloo
Academic Support Staff Positions by Department
(Including Open Positions)

| | October 2000 | October 2001 | October 2002 | October 2003 | October 2004 |
|---|--------------|--------------|--------------|--------------|--------------|
| Mathematics | | | | | |
| Applied Mathematics | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| Combinatorics and Optimization | 4.5 | 4.5 | 4.5 | 4.5 | 4.5 |
| Computer Science, School of * | 17.9 | 19.4 | 20.4 | 40.3 | 41.3 |
| Dean's Office | 14.2 | 14.3 | 14.3 | 17.4 | 20.1 |
| Graduate Office | 1.4 | 1.4 | 1.4 | 1.4 | 1.4 |
| Math. Faculty Computing Facility * | 24.0 | 24.0 | 24.0 | 11.0 | 13.5 |
| Pure Mathematics | 2.7 | 2.7 | 2.7 | 2.7 | 2.8 |
| Statistics and Actuarial Science | 7.7 | 7.7 | 7.7 | 7.7 | 7.7 |
| | <u>75.4</u> | <u>77.0</u> | <u>78.0</u> | <u>88.0</u> | <u>94.3</u> |
| Optometry | | | | | |
| School | 13.2 | 13.3 | 13.5 | 13.5 | 13.5 |
| Clinic | 18.2 | 18.2 | 18.0 | 18.0 | 18.0 |
| | <u>31.4</u> | <u>31.5</u> | <u>31.5</u> | <u>31.5</u> | <u>31.5</u> |
| Science | | | | | |
| Biology | 19.2 | 19.2 | 20.2 | 20.2 | 19.5 |
| Chemistry | 17.5 | 18.5 | 18.5 | 19.5 | 19.5 |
| Dean's Office | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| Earth Sciences | 8.7 | 8.7 | 6.7 | 6.7 | 6.7 |
| Physics | 9.0 | 8.0 | 8.7 | 8.7 | 8.7 |
| Science Technical Service | 10.0 | 10.0 | 10.0 | 10.0 | 10.0 |
| GW Centre - Chemistry | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| GW Centre - Physics | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | <u>76.4</u> | <u>76.4</u> | <u>76.1</u> | <u>77.1</u> | <u>76.4</u> |
| Office of the President | | | | | |
| | 3.0 | 3.0 | 4.0 | 4.0 | 4.0 |
| | <u>3.0</u> | <u>3.0</u> | <u>4.0</u> | <u>4.0</u> | <u>4.0</u> |
| Vice-President, Academic & Provost | | | | | |
| Institutional Analysis & Planning | 3.0 | 3.0 | 3.0 | 4.0 | 4.0 |
| | 4.0 | 5.0 | 6.0 | 6.0 | 8.0 |
| | <u>7.0</u> | <u>8.0</u> | <u>9.0</u> | <u>10.0</u> | <u>12.0</u> |
| Dean of Graduate Studies | | | | | |
| Graduate Studies | 11.8 | 12.8 | 12.8 | 14.8 | 14.8 |
| | <u>11.8</u> | <u>12.8</u> | <u>12.8</u> | <u>14.8</u> | <u>14.8</u> |
| Associate Vice-President Academic | | | | | |
| International Student Office * | N/A | 1.0 | 1.0 | 1.0 | 1.0 |
| Independent Studies | 0.5 | 0.5 | 0.5 | 0.5 | 0.5 |
| Women's Studies | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | <u>1.5</u> | <u>2.5</u> | <u>2.5</u> | <u>2.5</u> | <u>2.5</u> |
| Secretariat | | | | | |
| Conflict Management & Human Rights | 8.0 | 8.0 | 7.0 | 7.0 | 7.0 |
| Safety | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Security | 4.0 | 4.0 | 4.0 | 5.0 | 5.0 |
| | 20.0 | 20.0 | 18.0 | 18.0 | 24.0 |
| | <u>34.0</u> | <u>34.0</u> | <u>31.0</u> | <u>32.0</u> | <u>38.0</u> |
| Vice-President, University Relations | | | | | |
| Communications and Public Affairs | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Development and Alumni Affairs | 9.0 | 9.0 | 10.0 | 10.0 | 10.0 |
| | 39.0 | 48.0 | 50.0 | 55.0 | 57.2 |
| | <u>50.0</u> | <u>59.0</u> | <u>62.0</u> | <u>67.0</u> | <u>69.2</u> |

University of Waterloo
Academic Support Staff Positions by Department
(Including Open Positions)

| | October 2000 | October 2001 | October 2002 | October 2003 | October 2004 |
|--|----------------|----------------|----------------|----------------|----------------|
| Vice-President, University Research | | | | | |
| Office of Research | 32.2 | 33.7 | 35.2 | 36.3 | 35.3 |
| | <u>32.2</u> | <u>33.7</u> | <u>35.2</u> | <u>36.3</u> | <u>35.3</u> |
| Vice-President, Administration | | | | | |
| & Finance | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Bookings | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| Central Stores | 27.0 | 28.0 | 26.0 | 26.0 | 26.0 |
| Finance | 38.8 | 38.8 | 35.8 | 35.8 | 35.8 |
| Plant Operations | | | | | |
| Hourly Labour | 288.0 | 288.0 | 282.0 | 297.0 | 300.0 |
| Physical Plant | 45.0 | 45.0 | 44.0 | 46.0 | 46.0 |
| Purchasing | 14.0 | 14.0 | 13.0 | 13.0 | 13.0 |
| | <u>415.8</u> | <u>416.8</u> | <u>403.8</u> | <u>420.8</u> | <u>423.8</u> |
| Associate Provost, Academic & Student Affairs | | | | | |
| Student Affairs | 2.0 | 2.0 | 2.0 | 2.0 | 2.0 |
| Co-op. Education & Career Services | 80.3 | 82.3 | 84.3 | 89.5 | 89.5 |
| Library | 138.8 | 140.0 | 136.1 | 135.1 | 132.6 |
| Registrar | 51.4 | 51.4 | 58.4 | 70.4 | 74.1 |
| | <u>272.5</u> | <u>275.7</u> | <u>280.8</u> | <u>297.0</u> | <u>298.2</u> |
| Associate Vice-President, Learning Resources & Innovation * | | | | | |
| Resources & Innovation * | N/A | N/A | 1.0 | 1.0 | 1.0 |
| Audio Visual | 17.5 | 16.5 | 16.5 | 16.5 | 16.5 |
| Distance & Continuing Education | 34.0 | 34.0 | 34.0 | 34.0 | 31.0 |
| LT3 | 1.0 | 1.0 | 1.0 | 4.5 | 8.5 |
| Teaching Resources and Continuing Education | 3.0 | 3.0 | 3.0 | 3.0 | 3.0 |
| | <u>55.5</u> | <u>54.5</u> | <u>55.5</u> | <u>59.0</u> | <u>60.0</u> |
| Associate Provost, Human Resources & Student Services | | | | | |
| & Student Services | 2.3 | 2.3 | 3.3 | 3.3 | 5.3 |
| Athletics & Recreational Services | 26.0 | 26.0 | 28.0 | 29.0 | 29.0 |
| Counselling Services | 11.3 | 10.8 | 12.6 | 14.1 | 15.3 |
| Health Services | 12.2 | 12.3 | 15.3 | 17.8 | 17.8 |
| Human Resources | 24.0 | 24.0 | 24.0 | 26.0 | 27.0 |
| UW Theatre Centre | 3.0 | 3.0 | 2.8 | 2.5 | 2.3 |
| | <u>78.8</u> | <u>78.4</u> | <u>86.0</u> | <u>92.7</u> | <u>96.7</u> |
| Associate Provost, Information Systems & Technology | | | | | |
| Information Systems & Technology (IST) | 117.0 | 117.0 | 117.0 | 118.0 | 119.0 |
| | <u>117.0</u> | <u>117.0</u> | <u>117.0</u> | <u>118.0</u> | <u>119.0</u> |
| Business Operations | | | | | |
| | 1.0 | 1.0 | 1.0 | 1.0 | 1.0 |
| | <u>1.0</u> | <u>1.0</u> | <u>1.0</u> | <u>1.0</u> | <u>1.0</u> |
| Total Academic Support Staff | <u>1,525.5</u> | <u>1,546.0</u> | <u>1,553.3</u> | <u>1,630.1</u> | <u>1,666.6</u> |

**University of Waterloo Senate Finance Committee
2004-2005 Operating Budget**

Supplementary Data - Glossary of Terms

Student

Basic Income Unit (BIU)

BIUs are funding units defined by the Ministry of Training, Colleges and Universities (MTCU). Each student reported to the government for funding purposes generates a specified number of funding units (BIUs) depending on the program of registration and the level of study. Undergraduate weightings in non-medical programs are from 1.0 to 3.0; masters, 3.0 to 4.0; and doctoral, 6.0.

BIU Teaching Unit (BTU)

BTUs are funding units defined by the University of Waterloo for internal use. They are a measure of the government operating grant generating capacity of a Faculty. In contrast with the BIUs claimed to government in which the Faculty receives credit for students registered, BTUs give undergraduate credit for student term courses taught. Student term courses taught are converted to BTUs using the average course load and BIU weight for students registered in that Faculty. Graduate BIUs and BTUs are equivalent.

Corridor Midpoint

Corridor midpoints were defined by MTCU for each university in Ontario. Grant funding to the institution is based on an institution's corridor midpoint, not on the actual BIUs registered. Waterloo's corridor midpoint is 30,675 BIUs. For internal purposes, Waterloo has converted the MTCU midpoint to BTUs and assigned a BTU corridor midpoint to each of the Faculties.

Full-time Equivalent (FTE) Graduate Enrolment

Graduate students normally register for three terms per year. With three terms of registration a full-time student generates 1.0 FTE and a part-time student 0.3 FTE.

Full-time Equivalent (FTE) Undergraduate Enrolment

Full-time undergraduates normally register for two terms per year. Full-time students generate 1.0 FTE with two terms of registration. Part-time FTEs are calculated by dividing the total courses taken by 10, the expected average two-term course load.

Full-time Equivalent (FTE) Undergraduates Taught

This is a measure of the number of full-time equivalent students *taught* by a Faculty. It is calculated as the number of term courses taught by a Faculty divided by the average course load of full-time students registered in that Faculty.

Home Enrolled Undergraduate

Home enrolled undergraduates is the full-time equivalency of students *registered* in the Faculty.

Year One Enrolment

Year one enrolment is the count of full-time students registered in the *fall* term at the year one level. This includes students who are repeating, have changed from part-time to full-time, or have transferred from another program.

Year One Enrolment Target

The year one enrolment target is the total number of year one students expected to be registered on November 1. The year one target, applications and applicant confirmation/registration history are used to determine the number of offers of admission to be issued. These targets are reviewed annually in March by the Faculty deans and associate deans.

Faculty***Average Salary - Fiscal***

The fiscal average salary is used in analyses involving fiscal year expenditures. When the salary year and fiscal year coincide, the nominal and fiscal average salaries are equivalent. When they do not coincide, the fiscal average salary is calculated as a weighted average of the nominal salaries paid during the fiscal year. For example, for a fiscal year beginning May 1 and a salary year beginning July 1, the fiscal average salary is 2/12ths of the May 1 nominal average salary plus 10/12ths of the July 1 salary.

Average Salary - Nominal

The nominal average salary is the average salary of full-time faculty, including lecturers and Faculty deans. Included are faculty with appointments of at least one year if the faculty member is supported by operating funds or is an instructor. The nominal salary (or base salary) excludes stipends, sessionals, and professional allowances. Faculty on leave are included in the average at full salary.

Faculty Complement

The faculty complement is the number of ongoing faculty positions (filled and open) for which the university has made a budgetary commitment. This number is distinct from other counts of full-time faculty such as those reported to Statistics Canada and in "Summary of Faculty Appointments" in this document. The latter two report full-time appointments of at least one year if the faculty member is supported by operating funds or is an instructor.

Full-time Equivalent (FTE) Faculty

The FTE for faculty is calculated as the operating expenditures on faculty salaries (from the Audited Financial Statement) divided by the average nominal salary of full-time faculty. For years in which the fiscal and salary years do not coincide (prior to 1994/95), a fiscal average salary is used. The inclusion of all expenditures on faculty salaries adjusts for leaves, sessionals, and adjunct and part-time faculty. Early retirement allowances reported in the financial statement under faculty salaries expenses are excluded for 1994/95 and 1995/96.

Staff***Academic Support Staff Positions (Staff Complement)***

The staff positions reported are ongoing positions (filled and open) supported by operating funds, for which the university has made a budgetary commitment. The full-time equivalency of part-time positions is calculated based on the annual hours worked.

Financial***Operating Expenditures***

Operating expenditures used in the tables are those reported in the Financial Statement as expenditures from operating funds. In cases where the Financial Statement does not provide sufficient detail, these expenditure data have been obtained from detail reports that support the Financial Statement.

Budget

The budget is the ongoing operating budget as reported for financial planning purposes. Budgets exclude benefit costs, the supplementary budget allocation for research overhead and license fee income.

Total University Operating Income

The total operating income is budgeted income, excluding the grant in lieu of municipal taxes. The income is net of transfers with the UW Colleges.

**BOARD OF GOVERNORS
BUILDING & PROPERTIES COMMITTEE**

Report to the Board – April 5, 2005

For Approval

1. School of Pharmacy: Appointment of Architects

Motion: That the Board of Governors approve the appointment of the firms of Robbie/Young + Wright Architects & Hariri Pontarini Architects to design the School of Pharmacy at a Phase I project cost of \$34,000,000.

Background: The University of Waterloo Health Sciences Campus is to be located on the former Epton site at the corner of King and Victoria Streets in downtown Kitchener. This eight-acre brown field site is undergoing environmental remediation in full accordance with the Ministry of Environment's *Guidelines for use of contaminated sites in Ontario* which will include the completion of a Record of Site Condition. With a commitment from the City of Kitchener to contribute \$30,000,000 in capital funding and the potential transfer of an additional eight acre parcel immediately adjacent to the site, UW is working to achieve a partial occupancy of the School of Pharmacy building by September 2007.

The Phase I budget for the School of Pharmacy includes:

| | |
|--|----------------|
| Construction (100,000 square feet) | \$28,200,000 |
| Fees & Disbursements | 2,850,000 |
| Contingency Allowance 5% | 1,500,000 |
| Furnishings | 850,000 |
| Miscellaneous Expenses (permits, etc.) | <u>600,000</u> |
| Total | \$34,000,000 |

The University invited Expressions of Interest from the architectural community in early February, received 26 high quality submissions and short listed and interviewed six firms (Adamson Associates, Baird Sampson Neuert with Bregman + Hamann, Diamond and Schmitt and NXL, Moriyama & Teshima, Robbie/Young + Wright and Hariri Pontarini, Tillmann Ruth Mocellin and Perkins + Will). The six short-listed firms submitted their proposed fee schedule in sealed envelopes which were opened after the firms were ranked by the selection committee. Although there was some variance between the lowest (\$2.2 million) and highest (\$2.7 million) fee, each was within industry standards with the preferred firm more than 3% below the median fee and less than 1% above the average fee.

2. Research and Technology Park: Amenities Building

Motion: That the Board of Governors approve the University's application to rezone the R&T Park to permit construction of an amenities centre.

Background: R&T Park tenants have requested construction of an amenities building in the Park which would house a day care, restaurant and fitness facility, with access, on a preferred basis, to tenants in the Park and those in the high tech businesses along Philip Street. Because current zoning in the Park does not permit a third party to operate an amenity on behalf of others in the Park, rezoning of the Park property is required and the lease with the developer would be a standard 49-year land lease, renewable once, and based on standard commercial terms consistent with leases of other tenants in the Park.

University of Waterloo
Board of Governors
PENSION AND BENEFITS COMMITTEE
Report to the Board of Governors -- April 5, 2005

Further information is available from the Committee Secretary, ext. 5924

FOR APPROVAL

Extension of Health/Dental Benefits for Dependents of Active Employees Who Die in Service

Motion: That health and dental coverage for dependents of active employees who die in service be extended from 31 days to two (2) years from the date of death, subject to the provisions and eligibility clauses of the carrier and effective October 8, 2004.

FOR INFORMATION

Consulting Actuary Transition

In October 2004, Harold Nudelman, the Consulting Actuary to the Pension & Benefits Committee for the last 22 years, gave notice of his impending retirement. The Committee believed it was time to conduct a full search as normal practice would be to tender such services every ten years. To facilitate the search process, including the preparation of a *Request for Expressions of Interest* and a *Request for Proposal*, a subcommittee was established and charged with presenting the full Committee with a short-list of candidates. The *Notice of Request for Expressions of Interest and Confirmation of Capabilities* was posted in November to the Government Electronic Tendering Service, an on-line system that advertises government contracting opportunities to potential bidders. Early in January, the subcommittee considered the responses and invited six firms to proceed to the next stage. Having reviewed the responses to the *Request for Proposal* and met with the proposed lead consultants, the subcommittee identified three firms to present to the Pension & Benefits Committee on March 7.

The Committee is pleased to report that Allan Shapira, Lead Actuary in Hewitt & Associate's Retirement & Financial Management Practice has been appointed Consulting Actuary to the Pension & Benefits Committee. Transition planning is under way.

Chiropractic Coverage

Effective December 1, 2004, the provincial government decided to eliminate chiropractic coverage from OHIP. At its December meeting, the Committee discussed at length how to handle this development given that there is no funding available for additional benefits, and determined that, on an interim basis, the Extended Health Care Plan will effectively pay for the amount previously covered by OHIP toward chiropractic services until a review of all paramedical coverage can be completed. The Committee hopes to be able to formulate a comprehensive paramedical package that will not add to the cost of the Plan but manage coverage for massage therapy, chiropractic and physiotherapy on an equitable basis.

CS:tlc

Catharine Scott
Chair

University of Waterloo

BOARD OF GOVERNORS

April 5, 2005

For Information

1. COMMITTEE ON GOVERNANCE REVIEW

Following from the meeting of Chairs of Ontario University Audit Committees, held at UW in October 2004, UW's Board of Governors Audit Committee has suggested a general review of Board governance as part of governance best practices.

In response to this suggestion, a small committee, comprised of Governors has been set up to review governance practices, as outlined in the following terms of reference:

Membership:

Bob Harding, Chair
Lois Claxton, Secretary
David Johnston
Paul Koenderman
[three members to be announced]

Terms of Reference:

1. To review best governance practices, taking into consideration the *Sarbanes-Oxley Act*.
2. Taking into account current best governance practices to:
 - a. review the committee structure of the Board of Governors to:
 - ensure the necessary committee structure;
 - amend terms of reference as necessary;
 - ensure congruence among the Board Committees.
 - b. review the Board Bylaws to:
 - ensure the necessary bylaws;
 - amend the bylaws as necessary.
 - c. review Board evaluation / Governor self-evaluation, instruments and frequency.
 - d. develop the components of an effective Board orientation program.
3. To make recommendations on the Board of Governors specifically on the above and broadly on best governance practices.

For Information / Advice

2. BOARD ORIENTATION PROGRAM / GOVERNORS' ADVICE

Also on the recommendation of the Audit Committee, a formal orientation program is being developed for new and continuing Governors.

When the Board meets in June, an orientation session addressing governance, institutional objectives and possibly UW finances will be held between 2:00 and 3:00 p.m., with the regular Board meeting commencing at 3:00 p.m. In October a session between 11:00 a.m. and 2:00 p.m. (with that agenda still to be set) will likely address audited financial statements, academic operations and risk.

In planning for orientation sessions, it would be useful for Governors to advise on what information they would have found most useful to help them participate effectively in their first year or two on the Board.

Bob Harding, Chair

Memorandum

To: Members of Board
From: Amit Chakma and Roydon Fraser, Faculty Relations Committee Co-Chairs
Subject: Proposed Amendments to Policy 76 'Faculty Appointments'
Date: February 24, 2005

The Faculty Relations Committee has reached agreement on procedures for spousal appointments and recommends that they be included as section VI in Policy 76. The Committee also recommends that procedures for 'Exceptional Candidates' be added as section V.D and that section V also include explicit statements about UW's goal of hiring faculty members of the highest quality, as well as a number of minor editorial changes. In the text below, ~~strikeouts~~ and underscoring pinpoint the amendments being proposed.

V. HIRING PROCEDURES FOR REGULAR FACULTY MEMBERS

This section describes the procedures to be followed in hiring regular faculty members with appointment duration of two years or more. ~~More detailed information is provided in the Handbook for Academic Administrators.~~

~~The University of Waterloo is committed to hiring the best possible faculty members within the context of its budgetary considerations, academic programs and priorities such as faculty renewal and employment equity. The VPA&P, Faculty Deans and department Chairs will take appropriate administrative measures to realize this goal.~~

Academic excellence, the cornerstone of UW's mission, is achieved by the commitment of the University community to the highest quality teaching, scholarship and services that support the academic enterprise. That commitment underlies admission and examination standards, hiring and promotion decisions, criteria for performance evaluation and academic goals.

Consistent with the mission of achieving academic excellence, UW is committed to recruit the best faculty possible, within the context of its budgetary considerations and academic programs, as well as priorities such as faculty renewal and employment equity. Faculty recruitment will be carried out through the application of the highest standards and best practices. Recruitment of faculty of the highest quality is a very competitive process and as such requires prompt actions on the part of all involved with the recruitment process. The VPA&P, Faculty Deans and Department Chairs will take appropriate administrative measures to realize this goal.

The need for a new or replacement appointment is identified by a Department Chair in consultation with the department. Authorization to advertise a position must be obtained from the Dean and the VPA&P to ensure that the appointment is consistent with Faculty/University priorities and budgetary

considerations. Care should be taken that the position is not defined so narrowly as to limit unreasonably the pool of qualified candidates.

Procedures are to be adopted to ensure that an adequate list of possible candidates of the highest quality is obtained through proactive national and international searches and that selection from this list has been effectively carried out. The search process will continue until an adequate list of possible candidates of the highest quality is obtained.

Positions are advertised in *University Affairs* and/or the *CAUT Bulletin*, and normally in relevant professional journals and e-lists. Also, the Chair shall send advertisements to appropriate contact persons at other Canadian universities. Advertisements should specify the desired areas of specialization, the anticipated rank and starting date, the deadline for applications and immigration requirements. They must include UW's employment equity statement. It is recognized that in a highly competitive environment, advertisement is a necessary tool for recruitment but is not a substitute for other forms of proactive recruitment such as identifying potential candidates through professional colleagues.

In addition, the Chair and other department members should strive to identify qualified candidates and encourage them to apply. This is particularly important when one gender is seriously underrepresented in the department. In some cases, it may be necessary to exercise flexibility with respect to starting date and/or non-traditional career paths.

A. Department / School Advisory Committee on Appointments (DACA)

For each regular faculty appointment of duration two years or more, a search committee (DACA or equivalent for inter-departmental and joint appointments) shall be established. The DACA is normally chaired by the Department Chair or equivalent, and normally consists of from three to five tenured ~~or probationary-term~~ faculty members chosen in a manner acceptable to the department(s) or equivalent. In the case of smaller units where there may not be a sufficient number of tenured faculty members or when a particular disciplinary expertise is needed, senior probationary-term faculty members may be chosen to serve on the DACA.

It is highly desirable for the DACA to include both women and men. Where this is not possible, a department, in consultation with the Dean, should consider inviting a faculty member from a related discipline to join the DACA.

The DACA shall participate in the short-listing and interviewing of candidates for the position, and shall provide advice to the department Chair concerning the selection procedure and suitability of the various candidates. In determining suitability, the DACA shall take into account UW's commitment to the highest quality teaching, scholarship and services which support the academic enterprise. Selected candidates must have demonstrated records or at least the potential to meet the above standards. The DACA will determine appropriate processes to evaluate candidate suitability based on these measures. These measures should include a research seminar, and some form of teaching evaluation. If there is significant disagreement between the advice of the DACA and the Chair's recommendation, it shall be noted and become part of the record.

Candidates should be asked only questions relating to *bona fide* position or occupational requirements. Enquiries as to an applicant's birthplace, ancestry, marital status, family status, age, sex, religion, record of offences or handicap are contrary to Human Rights legislation and could form the basis for a discrimination claim.

B. Role of the Department Chair

The Department Chair plays a critical role in the hiring process. It is the Chair's responsibility to ensure that candidates being interviewed and the selected candidate meet UW's expectation of the highest quality teaching, scholarship and services which support the academic enterprise. In addition, it is the ~~department~~ Chair's responsibility to provide each candidate interviewed with information about salary levels, teaching loads, performance expectations, procedures for reappointment and/or the granting of tenure, and other terms and conditions of employment.

The Chair is expected to consult widely and generally to involve other department members in the hiring process (e.g. by making CVs of short-listed candidates available). Before making a hiring recommendation, the Chair must review with the Faculty Dean the list of candidates considered, ranked according to desirability for the position and department needs. If a man and a woman are judged to be equally suitable for the position, preference will be given to the underrepresented gender.

C. University Appointments Review Committee (UARC)

This Committee, appointed by the VPA&P in consultation with Deans' Council and the President of the Faculty Association, shall advise on regular faculty appointments of duration two years or more. UARC shall consist of one or more members from each Faculty, and shall include at least two women and two men. The term of office is three years, staggered to provide continuity. The Chair of UARC is chosen from among its members by the VPA&P.

UARC shall review the hiring process and provide advice to the Dean before a hiring recommendation is sent to the VPA&P for approval. The Chair (through the Dean) shall provide UARC with a brief summary of the recruiting process including efforts to solicit candidates from the underrepresented gender. Documentation (such as *CVs*, letters of reference) will be provided for the top three candidates. If all three are of the same gender, documentation will also be provided for the top candidate of the opposite gender.

Special arrangements may be required to permit continuous recruitment for multiple vacancies when the hiring environment is highly competitive. The department Chair and Faculty Dean shall seek the advice of the UARC Chair on the proposed recruitment strategy, and shall obtain the written approval of the VPA&P.

Because faculty hiring is often highly competitive, UARC will respond expeditiously, usually within a week of receiving documentation. Normally, the UARC Chair will review cases in consultation with the UARC member from the relevant Faculty, and will act on behalf of the Committee. The UARC Chair should meet with the Committee, or a subset of it, if there appear to be problems with the hiring process.

In exceptional circumstances, and with the approval of the VPA&P, the UARC review process may be bypassed. When this occurs, the Dean shall provide reasons in writing to the UARC Chair for information.

More generally, UARC monitors the hiring process to ensure that positions were properly advertised, that both the letter and the spirit of the hiring procedure were followed and that there was a thorough search for candidates, especially candidates of the underrepresented gender. It provides advice to Chairs, Deans and the VPA&P with respect to faculty hiring, and reports to Senate annually, *via* the VPA&P, on its activities and operation.

D. Exceptional Candidates

The opportunity to recruit uniquely qualified, internationally recognized scholars may necessitate prompt hiring decisions to attract such individuals to become UW faculty members. In such cases, with the recommendation of the DACA(s) involved in the proposed hiring and in consultation with the VPA&P, the Dean(s) may waive normal hiring requirements. The following process will then ensue. After a departmental presentation by the candidate and upon a positive recommendation from the DACA(s) with the approval of the Dean(s) and VPA&P, the candidate may be offered a position. The VPA&P will provide an annual statistical report on such cases to Senate, with special attention to equity.

VI. PROCEDURES FOR SPOUSAL APPOINTMENTS

In accordance with its academic mission, UW is committed to the principle of recruiting the best available faculty in its pursuit of excellence. Increasingly, recruiting involves couples who are both academics. In such cases, it is desirable for UW to benefit from the combined excellence of both the recruit and the recruit's spouse. Spousal appointments are intended as positions from which the spouse may find a more permanent position.

Spousal appointments are governed by the following criteria:

- The spousal appointee should be of such calibre that when the next vacancy arises in the department/school, he/she would be a credible candidate for that position.
- The spousal appointment normally is a Definite-Term Appointment [see section III], and normally is for a term of up to three years.
- The sponsoring unit must provide justification in support of the sponsoring unit recruit. The host unit through its appointments committee must also make a strong case in support of the spousal recruit.
- Due to the special nature of the spousal appointment, there is no requirement for advertising and competition, but all other requirements set out in section V must be met.
- UARC will review the two hire files concurrently.
- Department/School and Faculty approval processes (apart from advertising and competition for the spousal appointment) must be satisfied.