

Guide to Appendix A8-HR Statistical Report

Student Data

Year: Refers to the academic year, including fall, winter, spring and summer semesters.

Pre-professional Bachelor's Degree:

A Pre-professional Bachelor's Degree is a related degree that is intended by the institution to form a necessary part of a professional program in architecture.

Institutions which do not require a pre-professional degree (ie: accept a bachelor's degree in any discipline), within their Master's professional Program should leave the 'Pre-professional Bachelor's Degree' data blank.

Master of Architecture Degree:

Refers to the graduate studies portion of the accredited degree.

Students enrolled in the Program:

Please indicate the number of students enrolled each semester. As per Condition 5, *Faculty and Staff Resources*, student enrollment must assure adequate time for an effective tutorial exchange between faculty members and students.

Students in Design Studio:

Represents the total number of students enrolled in the design studio. For most Programs, this number will be approximately twice as large as 'Students enrolled in the Program' if a student may be enrolled in more than one studio.

- Programs with Pre-professional Bachelor's should report in both Bachelor's and Master's columns the students registered in design studios.
- Programs that do not require a Pre-professional Bachelor's (ie: bachelor's degree in any discipline) should report only on the Master's column the student registered in the design studio.

Number of Applicants:

Please indicate the number of students that applied for admission into the Program.

Total Number of Entering Students (including Students with Advanced Standing):

Please indicate the total number of students that joined the Program each semester. The total includes the students with advanced standing.

Number of Entering Students with Advanced Standing:

This includes:

- students who complete the undergraduate portion of a CACB-accredited Program, but enroll in an M. Arch. Program at a different institution;
- students who are given advanced standing in a stand-alone M. Arch. Program, based on previous studies within an accredited Program; and
- students who transfer between undergraduate or graduate portions of accredited Programs, receiving partial degree credit for their previous studies.

Total Degrees Awarded:

The number of degrees awarded per semester. This information is used to track graduation rates as per Condition 3.4 Student Composition, Well-Being, and Enrichment.

Graduation Rate (%):

The number of degrees awarded or expected, divided by the number of entering students at the beginning of the degree.

Faculty Data

Please list the names of all regular faculty.

Typical Full-Time Teaching Load in credits:

The normal teaching load used in your institution to define an FTE. As per Condition 5, Faculty and Staff Resources: *the total teaching load should allow faculty members adequate time to pursue supervision, research, scholarship, and/or practice.*

Studios taught per Faculty per year:

The number of studios normally taught in a year by an FTE. If, for example, a faculty member teaches Studio 1 in the fall and again in winter, this counts as two studios.

Other Courses taught per Faculty per year:

The number of non-studio courses normally taught in a year by an FTE. As per Condition 5, Faculty and Staff Resources: *the Program must have a clear policy outlining both individual and collective opportunities for faculty and staff growth within and outside the Program.*

Studio Hours per Week:

The number of contact hours for a studio.

Rank:

The highest rank that the faculty member has attained. Please choose only one option. The available options are Professor, Associate Professor, and Assistant Professor. If however, the faculty member has a qualification that is not one of those listed above, please type their qualification in the column labeled 'Other (Specify)'.

Tenured: In this column choose '1' if the faculty member is tenured. Leave this column blank if the faculty member is not tenured.

Qualifications:

The available options are Ph.D., Post-prof Masters (for faculty members holding a Post-prof. Master's), M. Arch, and B.Arch. Choose '1' under the faculty member's highest qualification. If a faculty member has a qualification other than those listed above, please type their qualification in the column labelled 'Other (Specify)'.

Licensed Architect in Canada: In this column please choose '1' if the faculty member is licensed in Canada, or leave this column blank if the faculty member is not a licensed architect in Canada.

Teaching in Professional Program:

Please insert the number of courses or studios taught in the year by each faculty member in the Professional Program.

Teaching outside of Professional Program:

Please insert the number of courses or studios taught in a year *outside* of the Professional Program, including in other units in the university.

Administrative Duties (in Professional Program):

Please insert *course releases* resulting from administrative positions in the Professional Program.

Course or Studio releases (sabbaticals etc.):

Please insert courses *not taught* as a result of sabbaticals, research releases, or admin releases for duties not related to the Professional Program.

Total FTE in Professional Program:

The total studios and courses taught, divided by, the sum of studios and other courses taught *per faculty* per year.

Other Faculty**Qualifications:**

The count of 'Other Faculty' for each Qualification. To avoid double-counting, each faculty member should only be counted under their highest qualification. Available options are: Ph.D., Post-prof Masters (for faculty members holding a Post-prof. Master's), M. Arch, and B.Arch For all faculty members with a rank other than those listed above, please provide a count under 'Other'. It is very important to report the Qualifications of 'Other Faculty' to avoid any discrepancy between the sum of "Gender" and the sum of "Qualifications".

Total Other Faculty:

The sum of all other faculty teaching in the Professional Program.

Total Studio teaching in Professional Program (Number of Studio Sections) :

The sum of the faculty teaching studio in the Professional Program.

Average Students (Headcount) per studio instructor:

The number of 'Students in Design Studio' (*i.e sum of Pre-professional Bachelor's Degree and the Master's Degree.*), divided by the number of studio faculty.

This information is tracked to assess Condition 3.5, Faculty and Staff Resources, which states: that *the student/faculty ratio in the studio should be between 12:1 and 15:1, with 15:1 as the maximum.*