

Notes to help you make sense of the DTC worksheet:

The "DTC Calculations" worksheet lists all faculty members and their teaching responsibilities. The "Defined Teaching Capacity" of the unit is based on the number of full-time equivalent regular-faculty members (including senior instructors) and the normal teaching responsibilities associated with each position, plus a modest allocation that reflects the number of summer-session courses offered before summer regularization. Faculty members who teach less than a normal number of courses have the reason for the adjustment noted in columns R, S, T, and U, which are described lower on the worksheet. Other Faculties likely have different policies regarding backfilling of study leaves etc, so what counts as "unfunded teaching release" versus a teaching release backfilled by funding for a sessional instructor provided by the Dean's office (column T) will vary across Faculties.

The total number of courses that can be offered by sessional instructors is calculated by subtracting the number of courses offered by regular faculty from the unit's defined teaching capacity, rather than by adding up the number of backfilled course releases allocated to regular faculty. This gives us a concrete basis for allocating sessional resources among units, though each unit can also request EMF (see below). If a regular-faculty member carries forward a teaching obligation or a course release, that carry-forward affects the number of courses that can be offered by sessional instructors rather than the unit's defined teaching capacity.

Units facing strong student demand can request "enrolment management funds" from the Dean's office to put on additional course sections. The number of courses authorized to be funded by EMF is entered into cell C58, which is also used to record funding received from other sources (eg, if one unit teaches a course for another unit, or receives funding for a course from an agency outside the university).

The worksheet has formulas embedded in the cells highlighted in yellow that calculate the overall number of courses the unit is authorized to offer and the number it is actually offering, based on information entered in relevant cells. If you want to use the worksheet, don't delete or change the formulas in the highlighted cells unless you know what you want to achieve. This was a challenge the first year we used the form; departments kept changing the formulas or replacing them with numbers.

The details worksheet:

The purpose of this worksheet is to consolidate information on all the special arrangements made for individual faculty members. It is especially important to record teaching obligations or course releases carried forward.

Regular Faculty	Rank	Teaching FTE	details	Summer Courses (2012)		Fall Courses (2012)		Spring Courses (2013)		CRBA	UTR	Dean	B/O	Summer		Fall		Spring		TBT			
				ug	grd	ug	grd	ug	grd					ug	grd	ug	grd	ug	grd				
1 A	Assistant	1.00				1XX	2XX									2		2		4	0		
2 B	Associate	1.00	Ugrad Advisor			3XX				1XX	4XX					1		2		3	0		
3 C	Associate	1.00	Research Centre			3XX				5XX						1			1	1	1		
4 D	Associate	1.00	Grad Advisor			2XX	5XX			5XX					1	1			1	1	2		
5 E	Professor	1.00	Chair			1XX										1				1	0		
6 F	Associate	1.00	WLS five courses	4XX		3XX	4XX			2XX	3XX				1		2		2		5		
7 G	Associate	1.00								2XX	3XX							2		2	0		
8 H	Professor	0.00	Senior Admin									2								0	0		
9 I	Associate	1.00	Study Leave Spr	1XX	3XX							2			2					2	0		
10 J	Professor	1.00	Senior Admin									4								0	0		
11 K	Assistant	1.00				3XX	5XX			3XX	3XX					1	1	2		3	1		
12 L	Associate	1.00	Lansdowne/ SL Fullyear									2	2							0	0		
13 M	Professor	1.00	5 of 5 Fall/ SL Spr					5XX									1			0	1		
14 N	Professor	1.00	CRC			3XX	3XX									2				2	0		
15 O	Assistant	1.00				3XX	5XX			2XX	4XX					1	1	2		3	1		
16 P	Associate	1.00	SL Fall/ 3 of 3 Spr							1XX								1		1	0		
17 Q (new faculty)	Assistant	1.00				3XX				4XX	5XX					1		1	1	2	1		
18 R unfilled position		1.00											4							0	0		
		17.00	x 4 courses + 1 WLS	69																0	0		
Senior Instructors																							
19 S	Sr Instructor	1.00	Program Director, 1 crs rel service elsewhere			1XX	3XX	3XX	2XX	3XX	3XX	1		1		3		3		6	0		
20 T	Sr Instructor	1.00		3XX	3XX	2XX	2XX	3XX	3XX	3XX	3XX				2		3		3		8	0	
21 unfilled 0.5 FTE	Sr instructor	0.50				3XX	3XX		3XX	3XX							2		2		4	0	
		2.50	x 8 courses	20																0	0		
												6	8	23	1	5	0	21	4	22	3	48	7
Sess Instr Within DTC																							
A				3XX	4XX	2XX										2		1			0	0	
B				3XX	4XX	1XX										2		1			3	0	
C						3XX			3XX	3XX							1		2		3	0	
D						3XX			2XX	3XX							1		2		3	0	
																					12	0	
																						0	
																						0	
LTA and PDF within DTC																							
D 1.0 FTE LTA SI	LTA Sr Instr			2XX	2XX	2XX	3XX	3XX	2XX	3XX	3XX					2		3		3		8	0
																						0	0
																						0	0
																							0
Sess Instr paid from EMF, other sources, and non-remun																							
E									4XX										1		1	0	
																						0	0
																						0	0
DTC Calculation:																							
Regular Faculty Teaching Capacity		63																					
plus Senior Instructor Teaching Capacity		20																					
minus Unfunded Teaching Releases		8																					
plus additional sessional allocation for summer		5																					
Defined Teaching Capacity		80																					
plus courses funded by EMF or other sources		1																					
DTC plus EMF		81																					
Courses Offered Calculation:																							
Courses offered by reg fac and SI		55																					
plus courses offered by sess instructors w/in DTC		12																					
plus courses offered by LTA and PDF within DTC		8																					
Total courses offered within DTC		75																					
plus courses funded by EMF or other sources		1																					
Total courses offered		76																					
Difference between DTC+EMF and offered		5																					
explanation for difference:																							

Key:
 UTR = unfunded teaching release (not backfilled)
 Dean = replacement paid by Dean's office
 B/O = buyout funded by research fellowship or service to other unit
 LTA = limited-term appointment
 PDF = post-doctoral fellow
 CRBA = course reduction by appointment
EXPECTED NUMBER OF SUMMER COURSES WITHIN DTC = 13

(positive number means fewer courses being offered than authorized; negative number means more courses offered than authorized)

Details behind calculations as necessary: please explain any differences from normal teaching load, and add categories if needed

Teaching buy-outs (identify source and/or account number)									
Vacant positions and administrative secondments									
Study, administrative and maternity/parental leaves									
Carry forward of courses owing or course releases owing									