

## GLOSSARY OF TERMS AND ACRONYMS

---

Faculty	is the principal academic unit of the University and is composed of the Schools, Institutes and Departments associated with the instruction and examination for a degree or sets of degrees, and has as its executive officer a Dean.
School	is an academic sub-unit which conducts instruction and examination for a professional degree, e.g. Journalism and Communication, Social Work, Business, Architecture, Industrial Design, Public Administration, Computer Science; or is an academic sub-unit which coordinates the instruction in a field of study, e.g. International Affairs, and has as its administrator a Director.
Department	is an academic sub-unit which conducts the instruction and research in a particular subject or discipline, e.g. History, Sociology and Anthropology, Earth Sciences, Systems and Computer Engineering, Biology, Physics and Psychology.
Institute	is an academic sub-unit which coordinates the instruction and research for a field of study, e.g. European and Russian Studies.
Board of Governors	is the governing body of the University created by Statute which has the general authority to manage the University. It has 32 members of which two are <i>ex officio</i> , two are faculty who are members of and nominated by Senate, two are academic staff nominated by the academic staff-at-large, two are staff members elected by the non-academic staff, four are students elected by the student body, two are persons nominated by the Alumni Association, and 18 are from the community selected by the Board.
Senate	is the senior academic governing body responsible for setting the academic program and standards. It has 71 members of which 36 are faculty elected by the Faculty Board, 10 are students elected by the students, 16 are <i>ex officio</i> , 4 are members of the Board and 5 are special appointments.
General Faculty Board	is the meeting of all the members of the faculty of the University. It occurs once a year in the fall and consists of a report by the President and questions.
Faculty Board	is the legislative body for each Faculty and sets the regulations and standards for the degrees of that Faculty as recommendations for Senate. It consists of all members of the Faculty who hold appointments in the Faculty and students who are elected by the students who are registered in that Faculty.
Departmental Committee	each department has a departmental committee which consists of all faculty Committee members of the department and the students who have been elected by the students who are registered in the subject of the department.

Chancellor	is the titular head of the University, and confers all degrees. The Chancellor is ex officio a member of the Board and the Senate. The Chancellor is appointed by the Board and holds office for a three-year term, which may be renewed twice. The present Chancellor is The Right Honourable Ramon Hnatyshyn.
President	is the Vice-Chancellor and chief executive officer and is responsible to the Board for the operation of the University. The President is appointed by the Board, usually for a term of seven years which may be renewed. The present incumbent is Dr. Richard Van Loon.
Dean	is the executive officer of a Faculty and is responsible to the President for the operations of the Faculty. The normal term of office is six years and may be renewed for a maximum of three years at a time. The Dean is appointed by the Board on the recommendation of the President.
Academic Director	is an officer of the University responsible to a Dean of a Faculty for the management of a School or Institute. The normal term is five years and may be renewed. A Director of a School is excluded from membership in CUASA as a management exclusion, and is appointed by the Board on the recommendation of the President. A Director of an Institute is a member of CUASA and is appointed by the President.
Administrative Director	is an officer of the University responsible for the management of a major administrative unit. This type of Director is appointed by the President for an indefinite term.
Chair	is a faculty member responsible for the administration of a department. Such appointments are made by the President and are normally for a term of three years and may be renewed.
graduate	as used in graduate student, indicates that the student is enrolled in a program of studies beyond the Bachelor's level and is working towards a Master's or Doctoral Degree.
undergraduate	as used in undergraduate student, indicates that the student is enrolled in a course of studies leading to a first degree or a Bachelor's degree.
full-time student	is a student who is taking four or more credits in a term if an undergraduate student, and three or more credits in a term if a graduate student. The definition of what is a full-time student varies somewhat depending on what is being measured but its general meaning is, a person who is registered in a degree program at the University and who is taking a full load of courses in that program, and whose principal occupation is that of a student.
part-time student	is a student who is taking one or two courses of a degree program in a term and is likely to be employed at some other occupation.

Special student	is a student who is taking courses but has not been admitted to a degree program.
degree	a certification conferred by the University at one of three levels: Bachelor's, Master's or Doctoral.
major	a student in the undergraduate Arts and Science program who completes the degree in 15 courses must concentrate on a subject which is called the student's major; e.g. a Bachelor of Arts with a major in History.
honours	a student in an honours program requires 20 courses to graduate and a minimum of a B- in the subjects of concentration, e.g. a Bachelor of Arts with honours in History.
CUASA	The Carleton University Academic Staff Association is the certified bargaining agent for the full-time faculty, instructors, and professional librarians.
faculty	are individuals appointed to the University with the rank of Professor, Associate Professor, Assistant Professor, or Lecturer.
instructors	are members of CUASA whose jobs involve teaching but no research.
professional librarians	except for the four managerial exclusions, the professional librarians are members of CUASA.
sessional lecturers	are part-time employees who are hired to teach undergraduate or graduate degree courses each term.
Academic Management Group	is the employee category of faculty and librarian professionals who, while holding appointments as Officers of Administration such as Deans, Directors of Schools, Associate and Assistant Librarians, are not members of the faculty bargaining unit.
staff	is the designation for all persons employed at the University who are not faculty or instructors.
Administrative Management Group	is the employee category for staff who hold appointments as Administrative Directors, managers, supervisors, and professionals, and are not in any bargaining unit.
CUPE 2424	is the bargaining unit for the clerks, secretaries, administrators, and technicians, library workers who are not professional librarians, supervisors and professionals.
Administrative Technical exempt	is the employee category for the administrative staff who are not members of CUPE 2424 because of the confidential or supervisory exclusion provisions of the Labour Relations Act, or who are part-time staff working in positions which if they were full-time would be in CUPE 2424.
CUPE 4600	is the bargaining unit for students who are employed by the University as Teaching and Research Assistants (Unit 1) and Sessionals (Unit 2).

CUPE 910	is the bargaining unit for the labourers, custodians, and tradespersons in the Buildings and Grounds Department.
USWA	is the United Steel Workers of America and is the bargaining unit for the University Safety Officers.
CUPE 3778	is the bargaining unit for the Heating Plant staff.
COU	is the Council of Ontario Universities which is an organization representing the universities in Ontario. The Council consists of the Presidents and a member elected by Senate from each University.
MTCU	is the Ministry of Training, Colleges and Universities which is the Ontario Ministry responsible for the relations between the Government of Ontario and the universities in the Province.
OCUFA	is the Ontario Confederation of University Faculty Associations.
AUCC	is the Association of Universities and Colleges of Canada. It is the national organization for Canadian universities.
CAUT	is the Canadian Association of University Teachers and is the national organization for the faculty associations.
NSERC	is the Natural Sciences and Engineering Research Council and is the federal granting agency for research in science and engineering.
SSHRC	is the Social Sciences and Humanities Research Council and is the federal granting agency for research in the humanities and the social sciences.
MRC	is the Medical Research Council.
NRC	is the National Research Council.
Operating Formula	Each year the Provincial Government establishes a sum of money for operating support for the provincially-assisted universities in the province. It then allocates this money to each university by means of a formula which consists of two parts. The first part is the basic grant which is set up on the basis of the weighted enrolment for each institution, in which pass Arts programs have a weight of one and professional programs and graduate programs have greater weights. The second part of the formula is a set of funding envelopes which are used for specific purposes, such as special equipment grants which the universities apply for each year.
Fee Income	means income received from tuition fees. The province sets standard fees and deviation from the standard is not financially beneficial. Fee income, unlike the government grant, varies directly with the enrolment. Fees for Athletics, Students' Associations and Health Services are not included in this category of fee income.

Miscellaneous Income	is a function of interest, library fines, and charges for some University services.
Discretionary Budgets	is that category of expenditure excluding full-time salaries, which is under the control of a line manager.
Specific Budget	is an expense centrally controlled, either because it is a common service or utility or because it is a special program which, for policy reasons, is being controlled at the University level.
Operating Budget	refers to the annual estimates of revenue and expenditures of which, by provincial regulation, the government grant and tuition fees form part. This is the main budget of the University and covers the academic program.
Ancillary Budget	refers to the annual revenue and expenditures for which, by provincial regulation, the government grant and tuition fees cannot be used. Included in this budget are the programs for: <ul style="list-style-type: none"> <li>Athletics</li> <li>Housing and Food Services</li> <li>Bookstore and Computer Store</li> <li>Parking</li> <li>Health Services</li> <li>University Centre.</li> </ul>