

**Guidelines for Granting Teaching Remissions for
Graduate Student Supervision Effective 2020/21
Academic Year**

Teaching remissions are granted to recognize that the supervision of graduate students is teaching, and are based on the number of graduate students being supervised (N). There is also an expectation that each faculty member should supervise a certain number of graduate students. Eligible graduate students are MASc and MCompSci students in their first two years of study and PhD students in their first three years of study. Years are counted from the date of admission into the thesis program. Students must be currently registered on a full-time basis and not be on a leave of absence. The number of course remissions is decided as follows:

| Number of Graduate Students (N) | Number of Credit Remissions (3 Credits = 1 Course) | Maximum number of Credit Remissions |
|---|---|-------------------------------------|
| Full Load Professor | (N-2.5) Credits | 6 Credits (2 courses) |
| Half Load Professor | (N-1.5) Credits | 3 Credits (1 course) |
| CURC Chair and Junior IRC | (N-5.5) Credits | 3 Credits (1 course) |
| Professor on Sabbatical or CRC or Regular IRC Chair | 0 Credits | 0 Credits |

For example, a full load professor supervising 6 graduate students (N=6) who are within the time limits receives 3.5 credit remissions (1.167 Course Remission). A negative number does not increase the teaching load and will not appear in the workload letter. For example, a full load professor supervising 1 graduate student will receive a negative number (N-2.5 = -1.5) which indicates that the supervision of graduate students is not enough to receive course remissions.

Each October, the number of eligible graduate students supervised by each professor is assessed, and course remissions are calculated for the following academic year. For example, in October 2019 course remissions for graduate student supervision will be decided under this policy for the 2020/2021 academic year. Masters students who started in January 2018 or later will be counted; PhD students who started in January 2017 or later will be counted. A co-supervised student counts as half a student, except for co-supervision with an adjunct professor, which counts as sole supervision. Each professor will be informed of the number of course remissions given for graduate student supervision for the upcoming academic year in November. Unused fractions of course remissions are summed over the years and will be reported in the workload letter.

For a professor on a half years' sabbatical leave, half of the year's supervision remissions are given. For a professor on a full sabbatical, no supervision remissions are given. For the year following the sabbatical, the remissions will be the greater of the number from the assessment in October prior to the sabbatical leave, and the assessment in October during the sabbatical leave.

No professor receives more than two course remissions for research related work including graduate student supervision. Normally, every professor must teach a minimum of one course during each academic year.

CRC and Regular IRC Chairs

CRC and Regular IRC Chairs receive course remissions according to the commitment made in the associated application for external funding. They are not eligible for further course remissions for graduate student supervision.

CURC and Junior IRC Chairs

CURC and Junior IRC Chairs receive one course remission¹ and can receive up to 3 additional credits remission (1 course remission) for graduate student supervision.

Revisions

These guidelines are in effect for granting course remissions for graduate student supervision for the 2020/21 academic year. The guidelines may be revised for future years.

¹Office of the Vice-President Research and Graduate Studies, "Concordia University Research Chairs Program Post-Award Administrative Guidelines, Section 2.3 page 6, December 18, 2017.