



Treasury Board of Canada  
Secrétariat

Secrétariat du Conseil du Trésor  
du Canada

## CLASSIFICATION STANDARD

### UNIVERSITY TEACHING

#### **Scientific and Professional Category**

CLASSIFICATION STANDARD

GROUP: UNIVERSITY TEACHING

SCIENTIFIC AND PROFESSIONAL CATEGORY

NOVEMBER, 1983

INTRODUCTION

The standard for this occupational group is a level description plan. It contains an introduction, definitions of the Scientific and Professional Category and the University Teaching Occupational Group, descriptions of four levels of classification and descriptions of the additional duties of Department Head and Dean that may be performed by incumbents of University Teaching, Levels 2-4. The four levels described in the standard are:

- University Teaching, Level 1 - LECTURER
- University Teaching, Level 2 - ASSISTANT PROFESSOR
- University Teaching, Level 3 - ASSOCIATE PROFESSOR
- University Teaching, Level 4 - PROFESSOR

Differentiation between levels 1 and 2 is made on the basis of duties.

Differentiation between levels 2, 3 and 4 is made on the basis of title and of the incumbent's performance and professional standing as appraised by the department and the Public Service Commission.

CATEGORY DEFINITION

Occupational categories were repealed by the Public Service Reform Act (PSRA), effective April 1, 1993. Therefore, the occupational category definitions have been deleted from the classification standards.

GROUP DEFINITION

For occupational group allocation, it is recommended that you use [the Occupational Group Definition Maps](#), which provide the 1999 group definition and their corresponding inclusion and exclusion statements. The maps explicitly link the relevant parts of the overall 1999 occupational group definition to each classification standard.

Minimum Qualifications

University graduation in the discipline or disciplines specific to the position.

NOTE

Each of the group definitions in the Scientific and Professional Category includes a statement of "Minimum Qualifications". These requirements are to apply without modification to all new entrants appointed to positions in the category on or after July 1, 1967. With respect to experienced public servants who may not possess the formal education prescribed in the definitions but who are certified or who are qualified for certification in their jobs on June 30, 1967, in classes prescribed by the Public Service Commission, the statements are intended to indicate the norms against which the qualifications of the individual may be assessed in order to judge whether or not the combination of education, training and experience provides, for the particular job being filled, qualifications equal to or higher than those prescribed in the "Minimum Qualifications" of the relevant occupational group.

DESCRIPTION OF CLASSIFICATION LEVELS

University Teaching 1 - LECTURER

Summary

Under direction, teaches courses for university credit in one or more academic disciplines to undergraduate and occasionally to graduate students.

Duties

- Teaches courses to university students by lecturing, by organizing and directing laboratory work, and by conducting tutorials and seminars.
- Marks reports, problems and other assignments; marks examination papers.
- Pursues original research and other studies, under direction, with a view to improving academic qualifications.
- Writes reports on the progress of research; engages and supervises research assistants and associates; may assist in drawing up applications for grants in aid of research.
- Supervises undergraduate student projects.
- Serves on faculty committees as required; contributes to the deliberations of the Faculty Board as a non-voting member.
- May assist in drawing up annual estimates of the department and carries out other administrative duties.
- May attend conferences of scholarly and professional societies in the field of expertise.

University Teaching 2 - ASSISTANT PROFESSOR

Summary

Under general direction, teaches courses for university credit in one or more academic disciplines to undergraduate or graduate students and directs research projects.

Duties

- Teaches courses at the undergraduate or graduate levels to students by lecture by organizing and directing laboratory work, by conducting tutorials and seminars and by counselling individual students.
- Develops course syllabi, laboratory demonstrations and group discussion programs. Specifies orders for laboratory equipment and supplies; assigns work to laboratory support staff.
- Compiles, administers and marks assignments or delegates this work to others and marks examination papers.
- Directs research being done by other faculty members and by students.
- Pursues research or other creative work in professional field of expertise and writes papers presenting findings; writes reports on the progress of such research; engages and supervises research assistants and associate research scientists assigned temporarily to specific projects; may draw up applications for grants in aid of research.
- Reads and comments upon papers in field of expertise written by scholars at other institutions, as requested.
- Advises students on academic and vocational matters.
- Serves on faculty committees as required and contributes to the decisions of Faculty Board.
- Assists in drawing up annual estimates of the department and carries out other administrative duties.

## University Teaching

- Attends conferences of scholarly and professional societies.
- May act as adviser or consultant to outside organizations.
- May serve as Department Head as required.

## University Teaching

### University Teaching 3 - ASSOCIATE PROFESSOR

#### Summary

The same as for University Teaching 2.

#### Duties

The same as for University Teaching 2. May serve as Dean.

#### Performance

To enter this level, performance in teaching, research and creative work must be judged to be similar to that required of an Associate Professor in the university teaching community.

University Teaching

University Teaching 4 - PROFESSOR

Summary

The same as for University Teaching 2.

Duties

The same as for University Teaching 2. May serve as Acting Principal.

Performance

To enter this level, performance in teaching, research and creative work must be judged to be similar to that required of a Professor in the university teaching community.

## University Teaching

### University Teaching 2-4 ADDITIONAL DUTIES

A university teacher classified in any one of the levels 2, 3, or 4 may be required to perform the additional duties of Department Head. A university teacher classified in either of the levels 3 or 4 may be required to perform the duties of Department Head or Dean or both. A university teacher classified at level 4 may be required to perform the duties of the Principal. The additional duties that warrant these titles are described below.

#### DEPARTMENT

##### HEAD Summary

Under direction, administers the affairs of a given department, e.g. English or Mathematics. Recruits and recommends staff appointments. Plans courses, draws up course schedules and assigns teaching staff, plans and co-ordinates budgetary needs for teaching and research program, monitors outside academic standards and maintains departmental standards.

##### Duties

- Recruits, and recommends the employment of the teaching and support staff of the department.
- Plans in broad outline, and arranges for the course that are given by consulting with members of the faculty, reviewing courses offered in other institutions and bringing major changes or new proposals before the Faculty Board and Faculty Council.
- Provides professional guidance and direction to faculty members and, in some instances, to postdoctorate fellows.
- Appraises the performance of faculty members and makes recommendations affecting their professional development and financial advancement.
- Counsels students, particularly those having problems with their studies.
- Writes or reviews reports on the progress of research programs supported by grants-in-aid and draws up applications for further grants when required; directs the work of subordinate research and support staff; may assist members of the department in seeking financial support for individual research.

## University Teaching

- Contributes to decisions of Faculty Council, Faculty Board, College Council and other committees by attendance at meetings and discussion of proposals.
- Performs other related duties such as arranging course time-tables and laboratory schedules and determining size and number of classes.
- May draw up annual estimates for the department and may control the departmental budget covering stores, equipment, plant and building maintenance.

## DEAN

### Summary

Under the general direction of the Director of Studies, administers a division or faculty embracing two or more academic departments by recommending and carrying out academic programs and maintaining academic and professional standards as required by departmental policy. Teaches students at the undergraduate and graduate level. May perform the duties of the head of one department within the division. May act as a member of the Senate.

### Duties

- Provides leadership to academic staff in two or more departments of the college by means of discussions with department heads and other faculty members in committee meetings, in interviews or in leisure hours to ensure the maintenance of high standards of teaching and research.
- Develops and recommends academic policies and programs to the Director of Studies.
- Advises the Director of Studies on educational programs, research grants, divisional administration or personnel matters such as the annual appraisal of department heads and faculty members, the selection of department heads and career programs for faculty members and research fellows.
- Counsels students on academic or personal problems to assist them in adjusting to college life and to aid them in overcoming academic weaknesses, by means of interviews and informal discussions.

## University Teaching

- Co-ordinates the estimates, budget administration, equipment purchase, research projects and research grants procurement for the several departments under the jurisdiction of the Dean.
- Drafts course programs and curricula and submits them for the consideration of the Faculty Council.
- Recommends appointments of new faculty members.
- Performs other duties such as visiting other institutions or research centres, attending college committee meetings and the committee meetings of national or regional university organizations.
- May perform the duties of a Department Head.
- May act as a member of the Senate.
- May make recommendations about the admissibility of student to honour and graduate programs.
- May recommend the transfer of students between courses of study or their entry into courses as requested by the students.