

usually an *ex-officio* member of the senate and, at a number of universities, this person serves as chairman of the senate. Senates are responsible for admissions, course offerings, program development, academic discipline and the awarding of degrees.

Three universities, Athabasca University, Université Laval, and the University of Toronto, have adopted the unicameral system of university government, i.e. a single body incorporating the powers of board and senate.

Apart from the president, the senior officers are: the vice-presidents, each usually responsible for a particular area of university life (academic matters, administration, finance, research); the registrar, who may act as secretary to the board or senate and whose office usually admits students, prepares timetables and keeps student records; the business officer (often called comptroller or bursar), whose office is charged with the day-to-day financial operation of the institution, including the collection of fees; and deans and department heads, who administer faculty and departmental affairs. Other administrative posts include an admissions officer, deans of men and of women, a librarian, a development officer, an information and/or public relations officer, a research administrator and an institutional research officer.

Teaching staff

The lowest teaching rank is normally that of lecturer. This is usually a one-year appointment and the candidate will be expected to have at least a master's degree. Most appointments, however, are made initially at the rank of assistant professor. From this point, faculty members become eligible for promotion to the ranks of associate professor and full professor.

For appointment to a university staff, a doctoral degree is usually expected. Faculty members appointed without this qualification are expected to continue their studies towards the doctorate. In some professional faculties, some staff have professional qualifications only, but the majority possess an earned doctorate.

The expansion in the number and size of Canadian universities in the 1960s required the recruitment of faculty members, many of whom came from abroad. However, in accordance with Canada's employment and immigration laws, foreign faculty can not be hired unless there are no Canadian citizens or landed immigrants qualified to fill vacant positions.

Most teaching posts are advertised in *University Affairs*, a periodical of news and opinion published ten times a year by the AUCC. Yearly subscription rates are: \$8.50 third class in Canada, \$13.25 first class; outside Canada, \$13.25 surface mail and \$21 air mail. Single copy price is \$2 in