

board. In one institution it has been composed of as many as 170 persons.

Apart from the president, the chief administrative officers include the registrar (secrétaire-général in French-language institutions) who often acts as secretary to the various boards and whose office usually admits students, prepares timetables, and keeps student records; the business officer (often called controller or bursar) whose office is charged with the day-to-day financial operations of the institution, including the collection of fees; and deans and department heads who administer faculty and departmental affairs.

The position of vice-president has recently been added in some universities. There may be one such person in smaller institutions or several in larger ones in such areas as administration, finance, and development.

Other administrative posts may include an admissions officer, buildings and grounds superintendent, deans of men and women, librarian, as well as others.

Teaching staffs

The usual terminology employed for the various ranks of teaching staff below the level of dean (doyen in French-language institutions) of a faculty or school is, in descending order, professor (professeur), associate professor (professeur agrégé), assistant professor (professeur adjoint), and lecturers and instructors (chargés de cours). More junior grades of demonstrators, class and laboratory assistants, and fellows, are often filled by graduate students.

A typical university department will have more assistant and associate professors than full professors. New appointments are usually made at the assistant professor level or lower; a master's degree usually being the minimum qualification required.

A Dominion Bureau of Statistics survey of university teachers' salary scales for 1964-65 showed that at least ten institutions had minimums of \$13,000 for full professors; \$9,500 for associate professors; \$7,500 for assistant professors; and about \$6,000 for the rank immediately below that of assistant professor. While other institutions approach these levels, many others (especially in the Atlantic Provinces) pay less.

For the 1963-64 academic year, there were about 13,000 full-time teachers and research workers at all Canadian universities and colleges. For the past three years an average of over 1,000 new teaching personnel, many from other countries, have been added annually to Canadian higher education teaching ranks.

To assist persons interested in the possibility of teaching at a Canadian university or college, the Canadian Universities Foundation (75 Albert St., Ottawa 4, Ontario) publishes a free periodic listing, Academic Vacancies in Canadian Universities and Colleges; the Canadian Association of University Teachers (77 Metcalfe St., Ottawa 4, Ontario) publishes listings of vacancies, and notices for those wishing to advertise their availability for teaching posts in Canada, in the CAUT Bulletin; and the Department of Citizenship and Immigration (Ottawa, Ontario) has issued a memorandum, Admission to Canada of Teachers for Appointment to Canadian Universities and Colleges: Immigration Requirements and Procedures, which is obtainable directly from the Department or from regional superintendents of immigration.

Types of institutions

An institution of higher education in Canada is generally defined as one that offers one or more years of work beyond the most advanced high-school grade in the province in which it is located, with all or part of the work offered being acceptable for credit towards a university degree or equivalent diploma. The definition thus excludes institutions offering technical and vocational post-high school courses for which credit is not given.