Instructional Workload Definitions

Instructional Load Standard
A full instructional load (for one term) is defined as:
- 12 workload hours
- 18 contact hours

Contact Hour
A contact hour is defined as 50 minutes of *scheduled* instruction.

Workload Hour
Workload hours are determined using the following formulas:
- 1 lecture contact hour = 1 workload hour
- 3 lab contact hours = 2 workload hours
  (for the following prefixes only):

  | ART  | GIS  |
  | BIO  | GME  |
  | CE   | HSC  |
  | CHE  | MECH, MET |
  | CLS  | MFG  |
  | CST  | MGT  |
  | DH/DHE | MIS |
  | DMS  | MIT  |
  | ECHO | NMT  |
  | EE   | PHY  |
  | EET  | PSY  |
  | EMS  | RCP  |
  | ENGR | RDSC |
  | ENGT (excluding ENGT 103 and 104) | REE |
  | ENV  | VAS  |

- 3 lab contact hours = 1 workload hour
  (for the following prefixes):

  | ACAD | ECO | JOUR |
  | ACC  | ENG | MATH |
  | AHED | GEOG | MUS |
  | ANTH | GEOL | PHED |
  | BUS  | HED | SPE  |
  | COM  | HUM | WRI |
Concurrent Courses
Concurrent courses receive workload hours and contact hours for one of the courses only. However, student credit hours for both courses are recorded.

Continuing Education Courses
Continuing Education courses are not included in faculty workload calculations.

Co-op Courses
Co-op courses receive student credit hours only.

Dental Hygiene Clinics
Pro-rated workload hours and pro-rated student credit hours are given to instructors sharing dental hygiene clinics. Each instructor receives full contact hours, based on clinic schedules provided by the department.

Distance Delivery Courses
Development of multi-media distance delivery courses, development of course modules for distance delivery, and all distance-delivery courses now come under the Distance Education department and are not included in faculty workload calculations.

Externship Workload
Considerations in Determining Workload
- Discipline
- Number of students served
- Location of extern sites
- Number of students at each site
- Implementation of a new externship program

Workload
- 12 workload units per term
  18-22 students enrolled
- 6-12 workload units per term
  Fewer than 18 students enrolled
- 12-24 workload units per term
  22 to 48 students enrolled

Graduate Course Workload
To make graduate programs more fiscally viable and to reflect current workload guidelines for undergraduate courses with low enrollment, the following has been implemented:

- Enrollment of 1-5: WLU = 2/3 x number of credits.  3 credit course = 2 WLU.
- Enrollment of 6-11: WLU = 1 x number of credits.  3 credit course = 3 WLU.
- Enrollment of 12 or greater: WLU = 4/3 x number of credits.  3 credit course = 4 WLU.
- Projects or thesis: 1/6 x number of credits x number of students:
  3 term, 3 credit sequence with one student = 1.5 WLU.  3 students = 4.5 WLU.

Graduate Teaching Assistants
See attachment: Graduate Admission Process and Graduate Assistantships.
High School Advanced Credit Courses
High School courses are not included in faculty workload calculations. Non-instructional workload hours may be given upon approval by the Provost.

Independent Studies/Reading and Conference Courses
There may be times when it is necessary to accommodate students with special interests, needs, or when course schedules do not permit students to take a required course. Independent Studies/Reading and Conference Courses are designed to fill this need. Workload units are based on the following:
- < 3 students per year = 0 WLU
- 3-5 students per year = 1 WLU
- 6-9 students per year = 2 WLU
- > 9 students per year = 3 WLU

Lab Practice Courses
Lab practice courses receive student credit hours only.

Minimum Class Size Standards
Class sections, seminars, and workshops with enrollments of less than 10 will be reviewed by the Department Chair during the first two weeks of the term to determine if the class will run.

Classes required for graduation:
- Paid in full, if in sequence (follows curriculum map). However, low enrollment classes (less than 10 students) will be evaluated by the Department Chair and a determination made as to whether a waiver or substitution can or should be made.

Out of sequence and general education or elective classes with less than 10 students are at the discretion of the Department Chair. The Department Chair may:
- Cancel the class.
- Make a substitution or waiver.
- Offer the class at the following reduced rates:
  - 6-9 students: ¾ pay
  - 3-5 students: ½ pay
  - Less than 3 students and/or independent study: No pay.

Non-Instructional Assignments
Non-instructional assignments may be added to an instructor’s workload. Such assignments must be approved by the appropriate Department Chair, College Dean, and Provost. These assignments receive workload hours, but do not receive contact hours or student credit hours.

Overlapping Contact Hours
Overlapping contact hours are adjusted so that duplicate contact is not given to the instructor.

Overloads
The FTE for an instructor carrying a paid overload is adjusted to reflect additional pay. The additional FTE is determined using this formula:

\[
\text{Overload workload hours} / 12 = \text{FTE}
\]
Overload will be compensated at $625/workload unit when a faculty member reaches 39 workload units for the 9-month academic year. Overload will then be paid for all units over 36.

Overload is calculated at the end of spring term and is paid on June 30.

Remedial Courses
Remedial courses (those numbered below 100 and Math 101) are not included in faculty workload calculations.

Scheduled Contact Hours
Contact hours are based on scheduled meeting times for a section.

Senior Projects
Senior Projects receive full workload units for sections with enrollment of three students or more. Sections with enrollment of one or two students receive no workload units.

Shared Courses
Based on information received from the instructors sharing a course, percents of responsibility are determined. The appropriate percent is multiplied times each instructor’s workload hours, contact hours, and student credit hours. When both instructors are present at all times during the course, the contact hours are adjusted to reflect full contact according to the scheduled hours for the class.

Student Credit Hours
A student credit hour is defined by the following formula:

\[ \text{Number of credit hours per session} \times \text{number of students in the session}. \]

Student credit hours, when divided by 15, show the student FTE generated by the instructor.

Zero-Credit Sections
Zero-credit sections receive no student credit hours.

Non-Instructional Workload (NIWL) Guidelines

Appropriate Non-Instructional Workload Assignments:
Grant Preparation/Grant Administration/Principal Investigator:
Refer to the Proposal Approval Form (PAF) filled out and submitted to Office of Sponsored Research.

Special Committees and Assignments:
Faculty Senate President – 0.25 (3 WLU) per term.
CPC Chair – 0.25 (3 WLU) for one term.
Assessment Commission Chair – 0.25 (3 WLU) Fall Term.
Faculty Athletic Representative – 0.25 (3 WLU) per term + $1500 stipend.
(Paid by Athletics)