

Faculty Workload Guidelines 2026

This document works in conjunction with the current Collective Bargaining Agreement. Specifically, Article 9 ([link](#)). Please refer to this document for further information on instructional and non-instructional workload and other definitions.

Cross-listed Courses

Cross-listed courses receive workload hours and contact hours for one of the courses only. The cumulative assigned faculty responsibility for all faculty for all cross-listed CRNs must add to 100%.

Faculty Involvement Factor (FIF)

The FIF applies to workload calculations for externship, a multiplier: FIF/3. It accounts for differences in department/program implementation. It is determined by the chair, in consultation with the faculty member, and approved by the Dean and the Provost.

The FIF levels are defined as

- 1 – Faculty involvement is low and not critical, requiring minimal, purely administrative tasks. FIF1 activities would carry a (1/3) multiplier.
- 2 – Faculty involvement is minimal but critical, requiring administrative and relationship-building tasks outside of the university. FIF2 activities would carry a (2/3) multiplier.
- 3 – Faculty involvement is consistent and required, similar to more traditional coursework in terms of time spent and student contact. FIF3 activities would be assigned workload as specified in the workload guidelines.
- 4 – Faculty involvement is considerable and possibly individualized but may be more or less significant at different times throughout the internship/externship/project/thesis experience. FIF4 activities would carry a (4/3) multiplier recognizing faculty involvement above and beyond traditional coursework or to provide an incentive for faculty working in areas the university wants to develop.

Externship Workload

Workload for externships and internships is calculated using the following model. Due to the varied nature of the programs, externship workload may be adjusted based on the nature of the faculty work involved using the Faculty Involvement Factor (FIF), as determined by the faculty member and department chair, and approved by the Dean.

Cohort Based Externships:

Considerations in determining workload include:

- Discipline
 - Number of students
 - Location of sites
 - Number of students at each site
 - Implementation of new internships site
 - The percentage of responsibility of the faculty member versus the clinical preceptor.
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- 6-12 IWLUs per term for fewer than 18 students enrolled x FIF
 - 12 IWLUs per term for 18-24 students enrolled x FIF
 - 12-24 IWLUs per term for 25+ students enrolled x FIF

Non-Cohort Based Externships:

EXTERNSHIP DESCRIPTION: At this time, externships in this category are found in Communication, Psychology, and PHM. These students are not in a cohort model and take variable amounts of externship credit per term until they reach the required amount of externship credit.

WORKLOAD CALCULATION: These programs require onboarding of students, site check-ins and oversight, yet the workload for the faculty has been recognized to be less than that of the cohort-based allied health program externships.

$4\text{IWLUs} + (0.1 * \text{average number of credit hours}) + (0.1 * \text{total number of students}) = \text{Total IWLUs}$
Exceptions:

Number of students less than 10:

If a faculty member is supervising fewer than 10 students, the total IWLUs will receive a “proportional multiplier” of at least 0.3. (9 students = 0.9, 8 students = 0.8, and so forth, with the lowest multiplier as 0.3)

Class-based Clinical Experiences for Graduate Courses:

Externships in this category are offered in a lecture-based model. However, the students are placed in an external placement or clinic to provide services. There are professionals at the site that provide guidance and oversight of the work; however, the students must bring back experiences and present them in the class. The work of the faculty members is to oversee the placement, coordinate with the professional at the site, to instruct the class and grade the student. At the present time this includes ABA and MFT.

$\text{IWLUs per course} = (0.5 \times \text{the number of students}) \times (0.5 \times \text{the number of credit hours})$

Externships that are offered as a laboratory course but require the faculty to be on site to provide instruction, oversight, and use their license to cover work in the externship and supervision. These currently occur in DPT.

$2 \text{ IWLUs per section} \times (.5 \times \text{the number of students})$

Graduate Projects/Theses:

Graduate Project:

$\frac{1}{2} \times \text{number of students} \times \text{credits}$ (Example: $0.5 \times 2 \text{ students} \times 3.5 \text{ credits} = 3.5 \text{ IWLUs}$)

Graduate Thesis:

$\frac{2}{3} \times \text{number of students} \times \text{credits}$ (Example: $\frac{2}{3} \times 6 \text{ students} \times 1 \text{ credit} = 4.0 \text{ IWLUs}$)

Graduate Capstone Course:

Graduate capstone courses are granted typical course workload.

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. As these courses typically have less than 10 students, it is required that the Deans approve the running of these courses.

Workload units are based on the following:

$\frac{1}{4}$ (.25) WLU per student each term

Open Practice Lab Courses

Open practice courses will receive non-instructional workload.

Minimum Class Size Standards

The minimum enrollment for undergraduate courses is ten (10) and graduate courses are (6). The Dean may approve an exception to this by offering the workload below, offering it as an independent study, or allowing it to run for full workload; all need to be approved by the Provost when putting a faculty member over the CBA-articulated workload for a year.

- Courses with fewer than 10 students are assigned 10% workload per student, with a minimum of 1/2 workload.
- Graduate-level courses with fewer than 6 students are assigned 1/6 workload per student, with a minimum of 1/2 workload.

Courses that are required for timely completion of a curriculum receive full workload regardless of enrollment.

Courses that are cross-listed for graduate and undergraduate students, the graduate student minimum will be used.

When multiple sections of a class or lab are offered, minimum class size is based on an average of enrollment in those sections. If all students from a low-enrolled section can be moved into other sections under their current enrollment cap, the low-enrolled section can be cancelled.

Shared Courses

Based on information received from the instructors sharing a course, percentage of responsibility is determined. The total workload hours for the course is apportioned based on this, with the total not to exceed 100% of the total course workload.

When multiple instructors are required to be concurrently present during the course by an accreditation board, the workload units are adjusted to reflect full workload according to the scheduled instruction hours of the class. The adjusted workload will be determined by the Department chair subject to the Dean's approval.

Special Committees and Assignments:

Faculty Senate President – 0.25 FTE per academic term.

CPC Chair – .25 FTE for one term.

Assessment Commission Chair – .25 FTE for fall quarter.