

## Quick View – Faculty Workload Requirements & Teaching Credit Formulas

**Required Faculty Workload** – 15 Workload Units (WU) per semester; represents 100% load

**Office Hours** – Expected to establish, post (on office door and syllabus), and maintain a minimum of five (5) scheduled office hours where faculty are available to students for conferences and special instruction.

### Workload Unit Requirement Based on Appointment Type –

|                                 |  |
|---------------------------------|--|
| Tenured/Tenure-Track            | 15 WU (Includes 3 WU for Typical Faculty Duties*)      |
| Instructor-Track                | 15 WU (All Teaching WU)                                |
| Coordinator-Track               | 15 WU (Min 7.5 WU Teaching plus WU Coordination/Admin) |
| Clinical-Track/Prof of Practice | 15 WU (Min 7.5 WU Teaching plus WU Clinical Duties)    |
| Research-Track                  | 15 WU (Min. Of 7.5 WU RES )                            |
| Full Time Lecturer              | 15 WU (All Teaching WU)                                |

\*3 WU provided for tenured/tenure-track faculty for typical faculty duties will be reflected on Part B based on faculty member's activities for the term.

### Teaching Load Credit by Course Type –

#### Organized Classes

|   |  |
|---|--|
| Typical lecture course UG, Grad, Honors             | Credit hour value  |
| Contact Hrs Exceeding Credit Hrs/Prescribed Courses | Credit hour value + 1/2 value of difference in contact hours & credit hours                    |
| High Enrollment (UG Only)                           | Multipliers are 50-59=1.4; 60-69=1.6; 70-79=1.8; 80+ =2.0                                      |
| Below Minimum Enrolled Courses                      | Standard course credit w/Dean's approval to offer course                                       |
| Off-Campus/Dual Enroll Courses                      | Up to 1.25 x Credit hour value   |
| Team Taught Courses                                 | Credit hour proportioned according to effort expended – exceptions must be approved by provost |

#### Individualized Instruction

|  |  |
|--|--|
| Professional Counseling Program Practica/Internships                 | .75 WU per student   |
| EDUC: Residency 1 - Ready2Teach Early Childhood, Elem, Spec Ed       | .75 WU per student   |
| Residency 1 - Secondary Education                                    | .75 WU per student   |
| Residency 2 - Student Teaching Supervision                           | .75 WU per student   |
| Problems, Practica, Independent Study, Cooperative, Service Learning | .1 WU per UG SCH/.2 WU per G SCH w/cap of credit hr value of class   |
| Undergraduate/ Graduate Research                                     | .2 WU per SCH w/cap of credit hour value of class                    |
| Internship Supervision   | .1 WU per SCH w/cap of 3 WU per course regardless of credit value    |
| MUSIC: Private Music Instruction                                     | .33 WU per 1/2 hour instruction/.67 per 1 hour instruction           |
| Junior/Partial Senior Recital  | .17 WU per student   |
| Senior Recital/Graduate Recital                                      | .34 WU per UG student/.67 WU per G student                           |
| Class Instruments (piano, guitar, voice)                             | 2.0 WU per 1.0 CR Class  |
| Thesis Supervision   | .3 WU per SCH dependent on responsibilities required for supervision |
| Dissertation Supervision   | .4 WU per SCH dependent on responsibilities for supervision          |