

Division of Humanities and Fine Arts
Template for Workload Credit for Lecturers

I. Traditional academic courses

DESCRIPTION	VALUE (IWC)
A. Regularly scheduled instructional offering requiring significant academic preparation outside class and meeting a minimum of three hours per week.	1.0
B. Course w/ enrollment of 150-200 (based on 3-year average ¹) for classes with TA's ²	1.5
C. Course w/ enrollment over 200 (based on 3-year average) for classes with TA's ²	2.0
D. Course w/ enrollment over 200 (based on 3-year average) for classes without TA's	1.5
E. Course w/ enrollment over 325 (based on 3-year average) for classes without TA's	2.0
F. Additional section of course	1.0
G. Concurrent related offering of 1 or 2 units ³	0.5
H. Discussion section(s) associated with a course (includes Honors sections)	0.25
I. Two-unit course	0.5
J. Team-teaching a course	0.67
K. Independent study courses (such as 199's, honors contacts, senior project, etc.), ⁴ thesis or dissertation advising, or other teaching assignments	Prorated as with administrative duties

¹ For example, if a course with TA's had enrollments of 142, 168, and 158 students over the preceding three years, the three-year average would be 154; the instructor would be given 1.5 IWC, even if the current enrollment only reached 145. Conversely, if the preceding enrollments were 138, 148, and 152, the 3-year average would be 146; the instructor would receive 1 IWC, even if the current course enrolled 160 students. In this latter case, the 3-year average would increase to 153 in the calculation for the following year (average of 148, 152, and 160); at which point, the instructor would receive 1.5 FTE for the course. If, however, a department institutes a new, large-enrollment course, plans a major shift in enrollment due to a room change, or makes other adjustment, it should consult the Dean's office in advance to determine the appropriate IWC.

² Credit for supervising TA's has been incorporated into the IWC and should not be additionally assigned.

³ Includes Film 46MS.

⁴ Independent study courses need to be pre-approved by the Chair and the Dean. The amount of IWC credit will depend on the description of duties, but should be roughly in keeping with proportions proposed elsewhere in this document.

II. Additional equivalencies related to language courses

DESCRIPTION	VALUE (IWC)
A. Additional section of a spoken language course	1.0
B. Regularly scheduled instructional offering meeting a minimum of five hours (days) per week	1.25
C. Conversation courses	0.5
D. Program Coordinator duties (per language)*	
a. Small programs (3-8 sections of first-year offerings in any given quarter)	1.0/year
b. Medium programs (9-15 sections of first-year offerings in any given quarter)	1.5/year
c. Large programs (more than 15 sections of first-year offerings in any given quarter)	2.0/year
E. Administrative duties	1.0/year
Full-time instructors in the languages are automatically given 1.0 IWC per year for administrative duties.	

*Includes TA Practicum

III. Additional equivalencies specific to the Writing Program

DESCRIPTION	VALUE (IWC)
A. Additional section of a course offering 3 or more credits	1.0
B. Supervision of TA's who serve as primary instructors (load is 4-9 TA's per year, depending on TA experience, as determined by the Director)	1.0/year
C. Faculty Advisor (assessment of transfer equivalencies, etc.)	1.0/year
D. Administrative Duties	
Full-time instructors in the Writing Program are automatically given 1.0 IWC per year for administrative duties such as committee service and curriculum development. Part-time Continuing Lecturers are expected to maintain significant administrative duties and can still be awarded the administrative IWC. Part-time Temporary Lecturers can receive one administrative IWC every two years, with duties assigned proportionally. Dean's approval via the annual review of curriculum plans is required.	

IV. Additional equivalences specific to the Theater Program

DESCRIPTION	VALUE (IWC)
A. Studio classes that meet 3 hours per week	0.5
B. Studio and studio/lecture classes that meet at least 4 hours per week	1.0
C. Design/Technical Executive Supervision	0.5-2.0/qtr
D. Direction of a major departmental production	1.0

Other duties, such as special creative projects, auditioning, evaluating students, and participation in recruitment, should receive credit under Section VII Administrative or Other Duties, as appropriate and determined by departmental practice.

V. Additional equivalences specific to the Dance Program

DESCRIPTION	VALUE (IWC)
A. Studio instruction	
a. 2 hours per week	0.33
b. 3 hours per week	0.5
c. 4 hours per week	0.67
d. 4.5 hours per week	0.75
B. Dance 94, 190, 194 (student companies)	0.16-1.0 per qtr

Other duties, such as special creative projects, auditioning, evaluating students, and participation in recruitment, should receive credit under Section VII Administrative or Other Duties, as appropriate and determined by departmental practice.

VI. Additional equivalencies specific to the Department of Music

DESCRIPTION	VALUE (IWC)
A. Mentorship/Supervision	.17/qtr
B. Tutorials and private lessons	
a. One-hour lessons	.15/student/qtr
b. Half-hour lessons	.075/student/qtr
C. Ensembles	
a. Small (enrollment less than 20)	
i. Meets less than 3 hours	.30/qtr
ii. Meets more than 3 hours	.51/qtr
b. Large (enrollment more than 20)	1.0/qtr
c. Choirs	1.0/qtr
d. Chamber Music and Piano Ensembles	.15/section/qtr
e. Group Instruction/Tutorial meeting for more than 2 hours or 2 hour lecture courses requiring significant preparation	.67/qtr
f. Group Instruction/Tutorial meeting for less than 2 hours	.33/qtr

D. Performance Coordination and Administration	
a. Performance coordinator	Up to .15/qtr
b. Ensemble administration	Up to .25/qtr
c. Forum (i.e., colloquium) administration	.25-.33/qtr

VII. Equivalencies for administrative or other duties not specified above

DESCRIPTION	VALUE
Administrative or other duties assigned by the Chair for unusually demanding duties, including advising, department committee service, co-supervision of programs, programmatic planning, administration of placement exams, coordination and supervision of extra-curricular activities, development and coordination of internships, curricular development including websites, auditioning and recruitment, and similar duties. ¹ For first-year language program coordinators, unusually demanding duties may include the implementation of a new curriculum or the need for training of multiple first-time lecturers.	1.0/year for hours roughly equivalent to one course; can be prorated

¹ Requires approval of Chair and Dean via the annual curriculum plan review for any assignments of special administrative or other duties.