

INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>1. Lecture X = # of Student Credit Hours Class size 60 or fewer students Class size >60 students Academic departments/units will determine the appropriate class size for online, on-ground, and/or hybrid course offerings.</p>	<p align="center">X X</p>	<p align="center">X X+1</p>
<p>2. Laboratory For lower division labs, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits. Example: $(1 + 3) \div 2 = 2$ All upper division labs will use the following formula: $(\text{student credit hours} + \text{contact hours} + 1) \div 2 = \text{teaching load credit}$. Example: $(1 + 3 + 1) \div 2 = 2.5$</p>		
<p>3. Activity courses (Physical Education, etc.) For activity courses, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits. Example: $(1 + 2) \div 2 = 1.5$</p>		
<p>4. Special Problems, Independent Study, or Individual Study a. Non-Lab Classes Per student – Undergraduate Per student – Graduate b. Lab Classes (as specified in the University Bulletin) Note: The maximum work load credit an instructor may earn under section 5 per semester is three.</p>	<p align="center">1 1 1</p>	<p align="center">1/9 1/6 1/3</p>
<p>5. Supervision Supervision of individual students who are taking 15 credit hours in practice teaching, other practica, and</p>		<p align="center">.75 per student</p>

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<p>Ensembles shall have WLC equal to contact hours to a maximum of three.</p> <p>All ensembles not listed above shall have WLC equal to the formula (student credit hours + contact hours) ÷ 2, to a maximum of two WLC.</p> <p>Director of Bands, Director of Choral Activities, and Director of Orchestras receive an annual stipend to coordinate and oversee recruitment and outreach activities for their respective areas.</p> <p><u>Performance Courses</u> No WLC will be given for recitals offered on a zero-credit basis. When students enroll in Junior and Senior Recitals (MUS 3950, 4930) on a credit basis, those recitals shall have WLC granted at the rate of 1/3 (.333) per student. When students enroll in Graduate Recital (MUS 5930) on a credit basis, those recitals shall have WLC granted at the rate of 2/3 (.667) per student.</p> <p>For all other performances courses (as listed in Appendix A), add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of work load credits. Example: $(1 + 2) \div 2 = 1.5$</p>		
<p>7. Art</p> <p><u>Studio Courses</u> For studio courses that meet 6 hours per week, instructors will receive 4 work load credits.</p>		
<p>8. Theatre and Dance</p> <p>For 2 SCH dance technique studio courses that meet 3 hours per week, the instructors will receive 3 work load credits.</p>		

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<p>9. Clinical Instruction</p> <p>Nursing Lab (NL) Nursing clinical instructors in university lab settings should receive WLC's per clinical group and shall be the same as upper division labs calculated as follows: (Student credit hour + contact hours +1) ÷ 2</p> <p>Nursing Clinical Instruction Clinical instructors receive 0.75 work load credits for each contact hour (2 contact hours = 1 Student credit hour) NCD- Direct Instructors who supervise students in direct patient care settings will consist of 6-8 students per faculty group.</p> <p>Nursing Practicum Preceptor-based Clinics Preceptor-based clinics involve a maximum of 40 students and result in 3 WLC/Semester Hour.</p> <p>Nursing Workload Guidelines The nursing workload is a collegial decision between faculty, director, and the clinical agency involved. In cases where there are variations in the clinical group numbers through no fault of the instructor (unequal group numbers) allocation of WLC will be at the discretion of the director with the approval of the Dean.</p> <p>Radiologic Technology Clinics Instructional load credit for Radiologic Technology Clinics will be equal to two times the student credit hours of the course. Supervision of the Radiologic Laboratory Internships will be included as part of the administrative duties of the Director of the Rad Tech program, the department chair, or his or her faculty designee and will be awarded .75 WLC credit. (RLTN 4084A/B)</p>		

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and 6 per summer and may not exceed an annual total of 27.		
<p>13. <u>HHP Department Internship</u>: The maximum work load credits an instructor may earn per semester are 8.</p> <p>Coordinator of students who are taking a 12 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 9 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 6 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 3 credit hour HHP internship.</p>	<p>12</p> <p>9</p> <p>6</p> <p>3</p>	<p>.083 per student</p> <p>.062 per student</p> <p>.041 per student</p> <p>.02 per student</p>