INSTRUCTIONAL WORKLOAD GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

	T	
	Student	Teaching
Type of Instruction	Credit	Load
	Hours	Credits
1. Lecture		
X = # of Student Credit Hours		
Class size 60 or fewer students	X	X
Class size >60 students	X	X+1
Academic departments/units will determine the appropriate		
class size for online, on-ground, and/or hybrid course		
offerings.		
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: (student credit hours + contact hours + 1) \div		
2 = teaching load credit.		
Example: $(1 + 3 + 1) \div 2 = 2.5$		
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: $(1 + 2) \div 2 = 1.5$		
Example. $(1+2)\cdot 2=1.5$		
4. Special Problems, Independent Study, or		
Individual Study		
a. Non-Lab Classes		
Per student – Undergraduate	1	1/9
Per student – Graduate	1	1/6
b. Lab Classes (as specified in the University	1	1/3
Bulletin)		
Note: The maximum work load credit an instructor may		
earn under section 5 per semester is three.		
5. Supervision		
Supervision of individual students who are taking 15		.75 per student
credit hours in practice teaching, other practica, and		

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	C. 1	T. 1.
	Student	Teaching
Type of Instruction	Credit	Load
	Hours	Credits
internships. The maximum work load credits an		
instructor may earn per semester are 12, regardless		
of the number of students being supervised.		
Drastics	3	1
Practica Supervision of student practica in such areas as	3	1
counseling, individual and group testing, and clinical		
practice, where the student commitment is for 3		
units of credit.		
units of credit.		·
Social Work Field Instruction		.75 per student
Students work in a social service agency at least 8		r - r
hours per day, four days per week, for 15 weeks and		
receive 12 student credit hours.		
Clinical Supervision of Teacher Candidates	3	4
Clinical supervision of teacher candidates in a public	4	5
school-based setting which totals at least 36 contact		
hours.		
6. Music		
6. Music		
Individual Instruction		
One contact hour individual lessons shall		
be assigned 2/3 (.667) work load credit, and half		
contact hour		
lessons shall be assigned 1/3 (.333) work load credit		
toward the instructional load assignment.		
<u>Ensembles</u>		
NOTE: Multiple undergraduate courses and/or		
sections held at the same hour will receive workload		
credit for just one section. Undergraduate-graduate		
sections taught at the same hour follow the		
calculation for dual-listed courses in Item #11.		
Deinstein I Francische (s. 1. d. 1.		
Principal Ensembles (orchestra, choir, symphonic		
band / wind ensemble, and chamber singers)		
together with Opera Workshop, Guitar Ensemble, Jazz combo, Jazz Collegians, and Percussion		
Jazz comou, Jazz conegians, and reicussion		

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Type of Instruction	Student Credit Hours	Teaching Load Credits
Ensembles shall have WLC equal to contact hours to a maximum of three.		
All ensembles not listed above shall have WLC equal to the formula (student credit hours + contact hours) ÷ 2, to a maximum of two WLC.		
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.		
Performance Courses No WLC will be given for recitals offered on a zerocredit 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.		
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: $(1 + 2) \div 2 = 1.5$		
7. Art		
Studio Courses For studio courses that meet 6 hours per week, instructors will receive 4 work load credits.		
8. Theatre and Dance		
For 2 SCH dance technique studio courses that meet 3 hours per week, the instructors will receive 3 work load credits.		

Type of Instruction	Student Credit	Teaching Load Credits
9. Clinical Instruction	Hours	Credits
Nursing Lab (NL)		
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 $+1$) $\div 2$		
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.		
Nursing Practicum		
Preceptor-based Clinics Preceptor-based clinics		
involve a maximum of 40 students and result in 3		
WLC/Semester Hour.		
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.		
Radiologic Technology Clinics Instructional load gradit for Padiologic Technology		
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. (<i>RLTN 4084A/B</i>)		

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Type of Instruction	Student Credit Hours	Teaching Load Credits
Medical Laboratory Science Clinics Instructional load credit for supervision of Medical Laboratory Science Clinics will be equivalent to the student credit hours of the course.		
10. Graduate Instruction		
Regular graduate faculty who are teaching graduate lecture courses will receive the following work load credit:		
For one three credit hour graduate course For one four credit hour graduate course:		4 5
Thesis or Dissertation Direction: Per Thesis or Dissertation/Per Student		1
Graduate Research Paper: Per Paper/Per Student EDS Field Study: Per Report/Per Student		1/3 1
11. Dual-Listed Graduate-Undergraduate Courses		
A dual-listed graduate-undergraduate course with seven (7) or more students enrolled in the graduate section will result in four (4) WLC for the faculty member for a three (3) SCH course. In a dual-listed course that has fewer than 7 graduate students, the WLC will be 3.		
11 Adjunct/Overload Instruction		
For adjunct/overload instruction, when contact hours do not equal student credit hours, work load credit will be calculated in the same manner as it is for full-time faculty.		
12. Part-Time Adjunct Workload		
Adjunct instructors may not exceed 12 work load credits (WLC) per semester and 24 WLC per academic year		

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