

WORKLOAD COMPUTATION FORM	
Name:	
Department:	
Semester:	
Total Workload:	

Compute Instructional hours for FIRST sections of didactic and seminar courses.

Instructional Hours							
DIDACTIC	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
				x 1 1/3			
				x 1 1/3			
				x 1 1/3			
				x 1 1/3			
				x 1 1/3			

Compute Instructional hours for SUBSEQUENT sections of didactic and seminar courses.

Instructional Hours							
DIDACTIC	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
				x 2/3			
				x 2/3			
				x 2/3			
				x 2/3			

Compute Instructional hours for FIRST sections of lab-like and clinical courses.

Instructional Hours							
LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
				x 2 =			
				x 2 =			
				x 2 =			
				x 2 =			

Compute Instructional hours for SUBSEQUENT sections of lab-like and clinical courses.

Instructional Hours							
LAB/CLINICAL	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours	
				x 1 =			
				x 1 =			
				x 1 =			
				x 1 =			

Compute Instructional hours for team-teaching courses.

TEAM TEACH	Instructional Hours					
	Course Section	Course Credit	Multi. Factor	Prep. Time*	Contact	Instructional Hours

* Prep. Time for team-teaching is 50% of that of non-team teaching courses.

Instructional hours for individualized instruction, mediated learning, or other non-traditional modes of instruction.

NON-TRAD	Instructional Hours					
	Course Section	Course Credit	Multi. Factor	Prep. Time	Contact	Instructional Hours
			x 1/3 =			
			x 1/3 =			

TOTAL INSTRUCTIONAL HOURS:

Reassignment for department chairperson, curriculum coordinator, or for any other purpose. (Where faculty are given load reduction within the instructional workload for any activity other than teaching, the number of hours required for the faculty will be equal to twice the credit hour reduction with the proportional reduction in office hours of one hour per three credit hour equivalent load reduction.)

REAS. TIME	Course Section	Course Credit	Multi. Factor		Reass. Hrs.
			x 2	=	
			x 2	=	
			x 2	=	

TOTAL REASSIGNMENT HOURS:

TOTAL INSTRUCTIONAL AND REASSIGNMENT HOURS:

Subject to the provisions of Article 12, the standard faculty instructional and reassignment workload shall be a minimum of 29 instructional and reassigned hours per week and a maximum of 35 instructional and reassigned hours per week. An assignment of more than 31 Total Instructional and Reassignment Hours for faculty teaching only didactic courses or for 34 or more Total Instructional and Reassignment Hours for faculty teaching other than only didactic courses, will require an adjustment in the 11 hours of non-instructional workload.

NON-INSTRUCTIONAL HOURS			Stand. Hrs	Actual Hours
ADVISING	Total # of advisees =	18	3	
1-7 advisees = 1 hr.	26-31 advisees = 5 hrs.			
8-13 advisees = 2 hrs.	32-37 advisees = 6 hrs.			
14-19 advisees = 3 hrs.	38-43 advisees = 7 hrs.			
20-25 advisees = 4 hrs.				
OFFICE HOURS (Reduced For Reassigned Time)			4	
COLLEGE SERVICE			4	

TOTAL NON-INSTRUCTIONAL HOURS:

TOTAL WORKLOAD