

## 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 should 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 Research	.2 WU per SCH with 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