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** –

<table>
<thead>
<tr>
<th>Tenured/Tenure-Track</th>
<th>15 WU (Includes 3 WU for Typical Faculty Duties*)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor-Track</td>
<td>15 WU (All Teaching WU)</td>
</tr>
<tr>
<td>Coordinator-Track</td>
<td>15 WU (Min 7.5 WU Teaching plus WU Coordination/Admin)</td>
</tr>
<tr>
<td>Clinical-Track/Prof of Practice</td>
<td>15 WU (Min 7.5 WU Teaching plus WU Clinical Duties)</td>
</tr>
<tr>
<td>Research-Track</td>
<td>15 WU (Min. Of 7.5 WU RES )</td>
</tr>
<tr>
<td>Full Time Lecturer</td>
<td>15 WU (All Teaching WU)</td>
</tr>
</tbody>
</table>

*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
  - 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
  - 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