

## Faculty Workload

Faculty workload is calculated by assigning values to lectures and labs separately. Values are also assigned to courses based on the number of students enrolled. FTE is based on credit contact hours taught, (L or B), or number of students enrolled, (N, S, A, or R). All courses must be assigned a 'FTE unit type' and workload amount.

The university recognizes 12 undergraduate lecture contact credit hours or its equivalency as a full-time teaching load. For lab courses, 15 undergraduate contact hours is considered a full load. Some courses are calculated by the number of students enrolled. An explanation of how course unit types affect FTE is explained below:

### Course Unit Type Schedule Codes

**L      Lecture              Course Contact Credit Hours**

Regular Course

Calculates FTE based on credit contact hour values

12 credit contact hours = 1 FTE

0.08333333 FTE per contact credit hour (0.0833333333333333 X Number of contact Hours)

**B      Lab                      Course Contact Hours**

Laboratory Course

Calculates FTE based on number of contact hours

15 contact hours = 1 FTE

0.06666666 FTE per contact hour (0.0666666666666666 X Number of Contact Hours)

**N      Students Enrolled**

By Arrangement, and Practice

Typically fewer than 5 students enrolled

Calculates FTE based on number of students enrolled

72 students with 3 credit hours = 1 FTE; 18 students with 3 credit hours = 0.25 FTE

216 students with 1 credit hour = 1 FTE; 54 students with 1 credit hour = 0.25 FTE

0.014 FTE per student (0.014 X Number of Students) for a 3 credit hour course

**S Student Contact Credit Hour**

Student Teaching and Internships

Usually less than 10 students enrolled

Calculates FTE based on number of students enrolled

40 students with 6 credit hours = 1.00 FTE; 10 students with 6 credit hours = 0.25 FTE

240 students with 1 credit hour = 1 FTE; 60 students with 1 credit hour = 0.25 FTE

0.025 FTE per student (0.025 X Number of Students) for a 6 hour course

**R Research Credit Hours**

Undergraduate Research

Max 3 students enrolled

Calculates FTE based on number of students enrolled

15 students with 3 credit hours = 1.00 FTE; 3 students with 3 credit hours = 0.2 FTE

45 students with 1 credit hour = 1 FTE; 9 students with 1 credit hour = 0.2 FTE

0.066666666 FTE per student (0.066666666 X Number of Students) for a 3 contact hour course

**A Applied Courses**

Applied Music Courses

Calculates FTE based on number of students

18 students = 1 FTE

0.056 FTE per student (0.056 X Number of Students) for a 1 contact hour course

Since course unit type schedule codes, credit hour values and contact hours are used in determining FTE, it is imperative that these figures be accurate.

## Adjustments:

The workload report classifies adjustments into two categories:

- (1) Adjustments to teaching load
- (2) Adjustments for additional pay.

The first reflects other responsibilities assigned to faculty. The second will identify courses taught by adjuncts, teaching assistants, and faculty overloads.

### Adjustments to Teaching Load:

To reflect faculty assignments other than teaching, we will continue to make adjustments to the faculty load based on the information that you provide us. Academic Affairs should receive a list before each semester of the faculty who has release time from teaching. The list should indicate the nature of the assignment and the credit hour value associated with it. This list should also include any administrative release time for faculty.

### Adjustments for Additional Pay:

All courses taught in overload or by adjuncts for additional pay should be submitted to the Office of Academic Affairs by the beginning of the semester.

## Workload Analysis Procedures

### A. Course Unit Type Schedule Codes

All courses must be assigned a code for computing FTE.

<b>Course Unit Type L:</b>	calculates FTE based on credit contact hour values 12 credit hours = 1 FTE; 0.083 FTE per credit hour
<b>Course Unit Type B:</b>	calculates FTE based on number of contact hours 15 contact hours = 1 FTE; 0.067 FTE per contact hour
<b>Course Unit Type N:</b>	calculates FTE based on the number of students enrolled in class 72 students with 3 credit hours = 1 FTE; 0.014 FTE per student
<b>Course Unit Type S:</b>	calculates FTE based on number of students enrolled in class 40 students with 6 credit hours = 1 FTE; 0.025 FTE per student
<b>Course Unit Type R:</b>	calculates FTE based on number of students enrolled in class 15 students with 3 credit hours = 1 FTE; 0.067 FTE per student
<b>Course Unit Type A:</b>	calculates FTE based on number of students 18 contact hours = 1 FTE; 0.056 FTE per student

1. When a new course is approved by the Senate, the method for calculating FTE should be assigned.
2. No course should be entered in the Course Catalog without all of the following information: Course Unit Type Schedule Code, FTE Percentage, Credit Hour Value, and Contact Hours.

## **B. Course Scheduling**

### **1. Variable Credit Courses**

Courses with variable credits will require the following information each time they are scheduled: Credit Hour Values, and Contact Hours. This information should be entered into Banner.

### **2. Courses Taught Concurrently**

Courses taught concurrently should be noted in Banner where the workload is counted correctly. Courses should be matched with the faculty member initials followed by a number for each of the courses in the schedule. This should be entered into Banner on the SSASECT screen under Meeting Times and Instructors Tab, Schedule Preferences, Partition Preferences Code.

(Example: If courses ABCD 123, EFGH 132 are taught concurrently by Mary Jane Doe, MJD1 should be entered in the Partition Preferences Code for each of those classes. If Mary Jane Doe teaches additional concurrent courses then the next set of courses should be paired with MJD2, and so on. )

### **3. Courses Taught By Arrangement**

FTE for classes taught by arrangement will be based on the number of students enrolled in the class. When a course is scheduled to be taught on an arrangement basis, the Course Unit Type Schedule Code, N, should be used and the FTE calculation will be 0.014 times the number of students enrolled for a three credit hour course. If the course is not three hours credit then the FTE calculation will be 0.014 divided by three, times the number of hours for the course. (Example: If the course is a two hour course then the FTE calculation will be 0.014 divided by 3 times 2 = 0.009 FTE times the number of students enrolled)

**4. Courses taught for student teaching and Internships**

FTE for classes taught for student teaching and internships will be based on the number of students enrolled in the class. When a course is scheduled the Course Unit Type Schedule Code, S, should be used and the FTE calculation will be 0.025 times the number of students enrolled for a six credit hour course. If the course is not six hours credit then the FTE calculation will be 0.025 divided by six times the number of hours for the course. (Example: If the course is a three hour course then the FTE calculation will be 0.025 divided by 6 times 3 = 0.013 FTE times the number of students enrolled)

**C. Teaching Assignments**

Classes that initially have "Staff" assigned as the instructor should be corrected as soon as possible. All necessary corrections and adjustments **must be completed before the 14<sup>th</sup> day of the term.**

**D. Adjustments**

Faculty often are released from teaching duties in order to carry out other responsibilities. Adjustments to the faculty load are necessary to reflect these other assignments. After faculty have been assigned semester workloads, Academic Affairs should be notified in writing of all faculty assignments other than teaching. This report should be completed before the beginning of the semester.