

INSTRUCTIONAL WORKLOAD POLICY
Non-Senate Instructional Unit
The Paul Merage School of Business

The full-time Instructional Workload for this unit is 9 Instructional Workload Courses (or the equivalent) per academic year.

This instructional workload assumes that the faculty-instructor may participate in governance and in professional and university service, and that routine, normal service of this type will normally carry an instructional workload course equivalency of 0. Where such participation or service is assigned and carries a significantly heavier load, an instructional workload equivalency may be assigned.

A list of equivalencies specific to this academic unit are indicated below.

Where class size is a consideration in assigning workload, anticipated class size, not actual, will be the basis of instructional workload assignments.

There may be Instructional Workload Equivalencies not foreseeable at this time: these will be assigned on an ad hoc basis to the extent that they appear to be one-time arrangements. Any which would appear likely to be repeated will require notification to UC/AFT and will be added to the formal Instructional Workload Policy.

Equivalencies:


1. Departmental courses which have equivalencies other than 1.0 IWC:
 - Half course 2 units = 0.50 IWC
 - Basic course 4 units = 1.00 IWC

2. Duties other than teaching, which, if assigned, carry workload credit, and are assigned IWC equivalency:
 - Pre-course Course Development (range: 0.25 – 1.5)

 - Additional Workload Advising Students (range: 0.15 – 0.5)
 Advising PhD students (range: 0.15 – 1.0)

 - Other assigned duties may be provided equivalencies as detailed in [Article 24, Section B](#).
 Examples include: Regular committee work for department, e.g. standing personnel committee (up to 1.00 per year)
 Coordinating and supervising of extracurricular student activities or projects
 Developing and coordinating internships
 Special sessions to advise community of subject matter expertise
 Information sessions for prospective students

Review and Approved:

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