

**Division of Social Sciences**  
**Template for Workload Credit for Lecturers**

For lecturers teaching a full academic year (3 quarters),  
 9 IWC per year = 100% for the academic year

**NOTE:** The department of Exercise and Sport Studies will not be covered by this divisional template pending review of unit assignments for their course offerings. Please refer to the individual ESS template for IWCs until further notice.

**I. Traditional academic courses**

DESCRIPTION	VALUE (IWC)
A. Regularly scheduled instructional offering requiring significant academic preparation outside class and meeting a minimum of three hours per week.	1.0
B. Course w/ enrollment of 150-200 (based on 3-year average <sup>1</sup> ) for classes with TAs <sup>2</sup>	1.5
C. Course w/ enrollment over 200 (based on 3-year average) for classes with TAs <sup>2</sup>	2.0
D. Course w/ enrollment over 200 (based on 3-year average) for classes without TAs	1.5
E. Course w/ enrollment over 300 (based on 3-year average) for classes without TAs	2.0
F. Concurrent related offering of 1 or 2 units	0.5
G. Discussion section(s) associated with a course (includes Honors sections)	0.25
H. Two-unit course	0.5
I. Team-teaching a course	0.67
J. Independent study courses (such as 199s, honors contracts, senior project, etc.) <sup>3</sup> , thesis or dissertation advising, or other teaching assignments	Prorated as with administrative duties

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<sup>1</sup> For example, if a course with TAs had enrollments of 142, 168, and 158 students over the preceding three years, the three-year average would be 154; the instructor would be given 1.5 IWC, even if the current enrollment only reached 145. Conversely, if the preceding enrollments were 138, 148, and 152, the 3-year average would be 146; the instructor would receive 1 IWC, even if the current course enrolled 160 students. In this latter case, the 3-year average would increase to 153 in the calculation for the following year (average of 148, 152, and 160); at which point, the instructor would receive 1.5 FTE for the course. If, however, a department institutes a new, large-enrollment course, plans a major shift in enrollment due to a room change, or makes other adjustment, it should consult the Dean's office in advance to determine the appropriate IWC.

<sup>2</sup> Credit for supervising TAs has been incorporated into the IWC and should not be additionally assigned.

<sup>3</sup> Independent study courses need to be pre-approved by the Chair and the Dean. The amount of IWC credit will depend on the description of duties, but should be roughly in keeping with proportions proposed elsewhere in this document.

## II. Equivalencies for administrative or other duties not specified above

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DESCRIPTION	VALUE
Administrative or other duties assigned by the Chair for unusually demanding duties, including advising, department committee service, co-supervision of programs, programmatic planning, administration of placement exams, coordination and supervision of extra-curricular activities, development and coordination of internships, curricular development including websites, auditioning and recruitment, and similar duties. <sup>4</sup> For first-year language program coordinators, unusually demanding duties may include the implementation of a new curriculum or the need for training of multiple first-time lecturers.	1.0/year for hours roughly equivalent to one course; can be prorated



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Endorsed, Charles R. Hale, Dean  
Division of Social Sciences

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<sup>4</sup> Requires approval of Chair and Dean via the annual curriculum plan review for any assignments of special administrative or other duties.