

WORKLOAD AND COURSE EQUIVALENCIES FOR LECTURERS  
TECHNOLOGY MANAGEMENT PROGRAM Effective date 3/1/19

	DESCRIPTION OF INSTRUCTIONAL OFFERING	VALUE
A.	Instructional Workload Course (IWC)	1.00
	Definition: Regularly scheduled instructional offering requiring significant academic preparation outside class and meeting a minimum of three hours per week.	
B.	Course Equivalencies (Values are expressed in terms proportionate to an IWC)	
1.	TMP 1 unit course	0.33
2.	TMP 2 unit course	0.67
3.	TMP 3 and 4 unit course	1.00
4.	Enrollment exceed our base maximum of 80 without TA assistance:	
	80-120 total students (TMP111/211 excluded)	.33
	120-200 total students (TMP111/211 excluded)	.67
C.	Other Equivalencies	
1	a. Recruiting MTM projects – per project secured (maximum of four)	.25
	b. Supervising an MTM project team	0.50
2.	Team-teaching a course (i.e. two lecturers equally sharing the teaching of one IWC offering at a 1.0 value)	0.67
3.	Teaching Assistant Supervision - when supervising 4 or more TAs (using TA headcount, not FTE) assigned to one course	0.33
4.	Assignments by department chair to special project related to the unit's curriculum and delivery of instruction	0.33