

~~INSTRUCTIONAL WORK~~ TEACHING LOAD CREDIT GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>1. Lecture $X = \#$ of Student Credit Hours Class size 60 or fewer students Class size >60 students Academic departments/units, <u>upon approval of the dean</u>, will determine the appropriate class size for online, on-ground, and/or hybrid course offerings.</p>	<p>X X</p>	<p>X X+1</p>
<p>2. Laboratory For lower division labs, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits. Example: $(1 + 3) \div 2 = 2$ All upper division labs will use the following formula: $(\text{student credit hours} + \text{contact hours} + 1) \div 2 = \text{teaching load credit}$. Example: $(1 + 3 + 1) \div 2 = 2.5$</p>		
<p>3. Activity courses (Physical Education, etc.) For activity courses, add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of teaching load credits. Example: $(1 + 2) \div 2 = 1.5$</p>		
<p>4. Special Problems, Independent Study, or Individual Study a. Non-Lab Classes Per student – Undergraduate Per student – Graduate b. Lab Classes (as specified in the University Bulletin) b. <u>Lab Classes – Lower Level</u> <u>Lab Classes – Upper Level</u> - Note: The maximum work load credit an instructor may earn under section 4<u>5</u> per semester is three <u>credits</u>.</p>	<p>1 1 1 <u>1</u></p>	<p>1/10<u>9</u> 1/7<u>6</u> 1/4 or 1/5 based on level <u>1/4/3</u></p>

~~INSTRUCTIONAL WORK~~ TEACHING LOAD CREDIT GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>5. Supervision Supervision of individual students who are taking 15 credit hours in practice teaching, other practica, and internships. The maximum work <u>teaching</u> load credits an instructor may earn per semester are 12, regardless of the number of students being supervised.</p> <p><u>Practica</u> Supervision of student practica in such areas as counseling, individual and group testing, and clinical practice, where the student commitment is for 3 units of credit.</p> <p><u>Social Work Field Instruction</u> Students work in a social service agency at least 8 hours per day, four days per week, for 15 weeks and receive 12 student credit hours.</p> <p><u>Clinical Supervision of Teacher Candidates</u> Clinical supervision of teacher candidates in a public school-based setting which totals at least 36 contact hours.</p>	<p>3</p> <p>3</p> <p>4</p>	<p>.75 per student</p> <p>1</p> <p>.</p> <p>.75 per student</p> <p>4</p> <p>5</p>
<p>6. Music</p> <p><u>Individual Instruction</u> One contact hour individual lessons shall be assigned 2/3 (.667) work load credit, and half contact hour lessons shall be assigned 1/3 (.333) work load credit toward the instructional load assignment.</p> <p><u>Ensembles</u> <i>NOTE: Multiple undergraduate courses and/or sections held at the same hour will receive workload credit for just one section. Undergraduate-graduate</i></p>		

~~INSTRUCTIONAL WORK~~ TEACHING LOAD CREDIT GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p><i>sections taught at the same hour follow the calculation for dual-listed courses in Item #11.</i></p> <p>Principal Ensembles (orchestra, choir, symphonic band / wind ensemble, and chamber singers) together with Opera Workshop, Guitar Ensemble, Jazz combo, Jazz Collegians, and Percussion Ensembles shall have W<u>T</u>LC equal to contact hours to a maximum of three.</p> <p>All ensembles not listed above shall have W<u>T</u>LC equal to the formula (student credit hours + contact hours) ÷ 2, to a maximum of two W<u>T</u>LC.</p> <p>Director of Bands, Director of Choral Activities, and Director of Orchestras receive an annual stipend to coordinate and oversee recruitment and outreach activities for their respective areas.</p> <p><u>Performance Courses</u></p> <p>No T<u>W</u>LC will be given for recitals offered on a zero-credit basis. When students enroll in Junior and Senior Recitals (MUS 3950, 4930) on a credit basis, those recitals shall have W<u>T</u>LC granted at the rate of 1/3 (.333) per student. When students enroll in Graduate Recital (MUS 5930) on a credit basis, those recitals shall have W<u>T</u>LC granted at the rate of 2/3 (.667) per student.</p> <p>For all other performances courses (as listed in Appendix A), add the number of semester credit hours to the number of contact hours. Dividing that sum by two yields the number of work-<u>teaching</u> load credits.</p> <p>Example: (1 + 2) ÷ 2 = 1.5</p>		
<p>7. Art</p> <p><u>Studio Courses</u></p>		

~~INSTRUCTIONAL WORK~~ TEACHING LOAD CREDIT GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>For studio courses that meet 6 hours per week, instructors will receive 4 work<u>teaching</u> load credits.</p>		
<p>8. Theatre and Dance</p> <p>For 2 SCH dance technique studio courses that meet 3 hours per week, the instructors will receive 3 work<u>teaching</u> load credits.</p>		
<p>9. Clinical Instruction</p> <p>Nursing Lab (NL) Nursing clinical instructors in university lab settings should receive WT<u>TLC</u>'s per clinical group and shall be the same as upper division labs calculated as follows: $(\text{Student credit hour} + \text{contact hours} + 1) \div 2$</p> <p>Nursing Clinical Instruction Clinical instructors receive 0.75 work<u>teaching</u> load credits for each contact hour (2 contact hours = 1 Student credit hour) NCD- Direct Instructors who supervise students in direct patient care settings will consist of 6-8 students per faculty group.</p> <p>Nursing Practicum Preceptor-based Clinics Preceptor-based clinics involve a maximum of 40 students and result in 3 WT<u>TLC</u>/Semester Hour.</p> <p>Nursing Workload Guidelines The nursing workload is a collegial decision between faculty, director, and the clinical agency involved. In cases where there are variations in the clinical group numbers through no fault of the instructor (unequal group numbers) allocation of TW<u>LC</u> will be at the discretion of the director with the approval of the Dean.</p>		

~~INSTRUCTIONAL WORK~~ TEACHING LOAD CREDIT GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
<p>Radiologic Technology Clinics Instructional load credit for Radiologic Technology Clinics will be equal to two times the student credit hours of the course. Supervision of the Radiologic Laboratory Internships will be included as part of the administrative duties of the Director of the Rad Tech program, the department chair, or his or her faculty designee and will be awarded .75 WTLC credit. (RLTN 4084A/B)</p> <p>Medical Laboratory Science Clinics Instructional load credit for supervision of Medical Laboratory Science Clinics will be equivalent to the student credit hours of the course.</p>		
<p>10. Graduate Instruction</p> <p>Regular graduate faculty who are teaching graduate lecture courses will receive the following work<u>teaching</u> load credit:</p> <p>For one three credit hour graduate course 4 For one four credit hour graduate course: 5</p> <p>Thesis or Dissertation Direction: Per Thesis or Dissertation/Per Student 1 Graduate Research Paper: Per Paper/Per Student 1/3 EDS Field Study: Per Report/Per Student 1</p>		
<p>11. Dual-Listed Graduate-Undergraduate Courses</p> <p>A dual-listed graduate-undergraduate course with seven (7) or more students enrolled in the graduate section will result in four (4) WTLC for the faculty member for a three (3) SCH course. In a dual-listed course that has fewer than 7 graduate students, the WTLC will be 3.</p>		
<p>1+2. Adjunct/Overload Instruction</p>		

INSTRUCTIONAL WORK ~~TEACHING~~ LOAD ~~CREDIT~~ GUIDELINES FOR FULL-TIME AND ADJUNCT FACULTY

Type of Instruction	Student Credit Hours	Teaching Load Credits
For adjunct/overload instruction, when contact hours do not equal student credit hours, work load credit will be calculated in the same manner as it is for full-time faculty.		
<p>123. Part-Time Adjunct Workload</p> <p>Adjunct instructors may not exceed 12 workteaching load credits (WTLC) per semester and 24 WTLC per academic year and 6 per summer and may not exceed an annual total of 27 WTLC.</p>		
<p>134. HHP Department Internship: The maximum workteaching load credits an instructor may earn per semester are 8.</p> <p>Coordinator of students who are taking a 12 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 9 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 6 credit hour HHP internship.</p> <p>Coordinator of students who are taking a 3 credit hour HHP internship.</p>	<p>12</p> <p>9</p> <p>6</p> <p>3</p>	<p>.083 per student</p> <p>.062 per student</p> <p>.041 per student</p> <p>.02 per student</p>

APPENDIX A – ~~W~~TLC of Performance Courses in Department of Music

<u>Course No.</u>	<u>COURSE NAME</u>	<u>SCH</u>	<u>CH</u>	<u>TLC</u> <u>(SCH + CH) / 2</u>
<u>MUS 1160</u>	<u>Class Piano I</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1169</u>	<u>Piano for Adult Beginners</u>	<u>1</u>	<u>2</u>	<u>1.5</u>

<u>MUS 1170</u>	<u>Class Piano I</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1185</u>	<u>Aural Skills I</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1195</u>	<u>Aural Skills II</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1210</u>	<u>Class Guitar</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1250</u>	<u>Class Voice</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1270</u>	<u>Alexander Technique</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 1700</u>	<u>Accompanying</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 2160</u>	<u>Class Piano II</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 2170</u>	<u>Class Piano II</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 2185</u>	<u>Aural Skills III</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 2195</u>	<u>Aural Skills IV</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
	<u>Foundations of Music</u>			
<u>MUS 2240</u>	<u>Education</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 3140</u>	<u>Intro Jazz Harmony</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
	<u>Jazz Harmony Performance</u>			
<u>MUS 3141</u>		<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 3700</u>	<u>Accompanying</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 3800</u>	<u>Basic Conducting</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 3810</u>	<u>Choral Conducting</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 3820</u>	<u>Instrumental Conducting</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 3890</u>	<u>Brass Group Instruction</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
	<u>Percussion Group</u>			
<u>MUS 3900</u>	<u>Instruction</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 4522</u>	<u>Italian Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 4523</u>	<u>German Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 4524</u>	<u>French Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 4525</u>	<u>Latin/English Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
	<u>Woodwind Group</u>			
	<u>Instruction—Double</u>			
<u>MUS 4790</u>	<u>Reed/Flute</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
	<u>Woodwind Group</u>			
<u>MUS 4800</u>	<u>Instruction—Single Reed</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 4810</u>	<u>Orchestration</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 4890</u>	<u>String Group Instruction</u>	<u>2</u>	<u>3</u>	<u>2.5</u>
<u>MUS 5522</u>	<u>Italian Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 5523</u>	<u>German Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 5524</u>	<u>French Diction</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 5700</u>	<u>Accompanying</u>	<u>1</u>	<u>2</u>	<u>1.5</u>
<u>MUS 5800</u>	<u>Advanced Conducting</u>	<u>3</u>	<u>3</u>	<u>3</u>

|

Exceptions

Exceptions to these guidelines must be approved in advance by the Provost.