

CHEMISTRY & BIOCHEMISTRY

Non-Senate Faculty WORKLOAD POLICY

In the Department of Chemistry and Biochemistry (CBC), instructional workload credit (IWC) and appointment percentages are derived directly from the academic units assigned to a course, unless otherwise noted. A 4-unit course is considered the standard basis for the IWC and level of efforts calculations, however, many CBC courses have a higher workload:

Standard Courses	High Workload Courses
4-units = 1.0 IWC 2-units = 0.5 IWC 1-unit = 0.25 IWC	Designated Lab Courses = 1.5 IWC High Enrollment (over 200) = 1.5 IWC

The percentage of effort for an appointment is determined by the total IWC and applies standard rounding rules to the nearest full percent of effort. The following examples illustrate this practice:

Employed for the Full Academic Year (9/12 basis, payroll July 1 to June 30)

X number of 4-unit courses = $X/9 * 100\%$ for the year; X number of high workload courses = $X/6 * 100\%$ for the year

% time for academic year	Standard	High Workload
100% (maximum)	9 courses	6 courses
67%	6 courses	4 courses
50%		3 courses
33%	3 courses	

Employed for Two Quarters (9/9 basis, payroll follows fiscal quarters)

X number of 4-unit courses = $X/6 * 100\%$ for 6 months; X number of high workload courses = $X/4 * 100\%$ for 6 months

% time per quarter	Standard	High Workload
100% (maximum)	6 courses	4 courses
67%	4 courses	
50%		2 courses
33%	2 courses	

Employed for One Quarter (9/9 basis, payroll follows fiscal quarters)

X number of 4-unit courses = $X/3 * 100\%$ for 3 months; X number of high workload courses = $X/2 * 100\%$ for 3 months

% time in quarter	Standard	High Workload
100% (maximum)	3 courses	2 courses
67%	2 courses	
50%		1 course
33%	1 course	