

Herbert Wertheim School of Public Health and Human Longevity Science

Lecturer (Unit 18) Instructional Workload Policy

In the **School of Public Health**, 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:

4-units = 1.0 IWC (standard course)

2-units = 0.5 IWC

1-unit = 0.25 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

9 courses per academic year = 100% time (3 maximum per quarter) for the academic year

6 courses per academic year = 67% time for the academic year

3 courses per academic year = 33% time for the academic year

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

X number of 4-unit courses for 2 quarters = $X/6 * 100\%$ for six months

6 courses over two quarters = 100% (3 maximum per quarter) for six months

4 courses over two quarters = 67% average for six months

2 courses over two quarters = 33% average for six months

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

X number of 4-unit courses total for 1 quarter = $X/3 * 100\%$ for three months

3 courses in one quarter = 100% (maximum) per quarter

2 courses in one quarter = 67% per quarter

1 course in one quarter = 33% per quarter

Co-Teaching of courses is prorated for the percent of the class taught, *e.g.*,

3/4 of class taught = 75% x IWC for course

1/2 of class taught = 50% x IWC for course

1/3 of class taught = 33% x IWC for course