



School of Biological Sciences

Departments of
Ecology, Behavior and Evolution
Cell and Developmental Biology
Molecular Biology
Neurobiology

Unit 18 Faculty Workload Policy

Standard Instructional Workload Credit (IWC)

In the School of Biological Sciences, 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 (maximum) 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 courses total for 2 quarters = $X/6 * 100\%$ for six months

6 courses over two quarters = 100% (maximum) per quarter

4 courses over two quarters = 67% per quarter

2 courses over two quarters = 33% per quarter

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

X courses total for 1 quarter = $X/3 * 100\%$ for three months

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

2 courses over one quarter = 67% per quarter

1 course over one quarter = 33% per quarter

Non-Standard Instructional Workload Credit (IWC)

Enrollment projected to be over 200 students = 1.5 IWC (50%)

Laboratory courses = 1.5 IWC (50%)

Writing intensive courses (BGGN 293) = 1.5 IWC (50%)

Considerations for Non-Standard Instructional Workload Credit (IWC)

In accordance with Article 24 of the [Contract for Lecturers \(IX\) between University of California and the American Federation of Teachers](#) (MOU), as part of the teaching assignment for laboratory courses, engagement with preparatory meetings (typically hosted on Mondays) are standard practice and are considered as part of academic course preparation of a laboratory course. Please consult with your supervisor, as stated in your offer letter, if you have any questions regarding this requirement.