



School of Biological Sciences
Departments of
Ecology, Behavior & Evolution
Cell & Developmental Biology
Molecular Biology
Neurobiology
Unit 18 Faculty
Workload Policy

Standard Instructional Workload Credit (IWC)

In the Division 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%)

In accordance with Article 24.A(3):

The University will take the entirety of the work assigned into consideration when determining IWC.

- a. It is recognized that some course offerings may warrant IWC valuation greater than one (1) IWC. Factors that may be considered in determining that a course warrants a valuation greater than one IWC include the following: laboratory supervision, extensive supervision of academic student employees, very large lecture courses (approximately 200 students), grading-intensive classes, courses requiring significant feedback on student writing, studio instruction, and clinical instruction that the University requires the Lecturer to perform. The above list is not exhaustive.
- b. It is recognized that some course offerings may warrant IWC valuation less than one (1) IWC. Such examples include but are not limited to a course that meets two (2) or fewer hours per week, independent study classes, partial term classes. Course offerings that are valued at less than one (1) IWC are expected to require less time or effort to teach than a course offering valued at one (1) IWC.