

**INSTRUCTIONAL WORKLOAD POLICY**  
Non-Senate Unit 18 Instructional Unit

1. The full-time Instructional Workload for this unit is **9** Instructional Workload Courses (or the equivalent) per academic year.

This instructional workload assumes that the faculty-instructor may participate in governance and in professional and university service, and that routine, normal service of this type will normally carry an instructional workload course (IWC) equivalency of 0. Where such participation or service is assigned and carries a significantly heavier load, an instructional workload equivalency may be assigned.

A list of equivalencies specific to this academic unit are indicated below.

Where class size is a consideration in assigning workload, anticipated class size, not actual, will be the basis of instructional workload assignments.

There may be Instructional Workload Equivalencies not foreseeable at this time: these will be assigned on an ad hoc basis to the extent that they appear to be one-time arrangements. Any which would appear likely to be repeated will require notification to UC/AFT and will be added to the formal Instructional Workload Policy.

Equivalencies:

1. Departmental courses which have the equivalencies other than 1.0 IWC, and their IWC equivalency (i.e. .75, .5, etc.):

Any in person course with more than 200 students = 1.5 IWC

Any in person course with more than 300 students = 2.0 IWC

Hybrid Calculus course (Math 2A/2B/5A/5B):

2 online and 1 in person lecture with more than 300 students = 1.5 IWC

2 online and 1 in person lecture with more than 400 students = 2.0 IWC

Online Pre-Calculus and Calculus courses (Math 1A/1B/2A/2B/5A/5B):

All online lectures with more than 400 students = 1.5 IWC

All online lectures with more than 500 students = 2.0 IWC

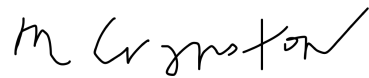
Math 105LA/105LB/107L = .5 IWC

In addition to lecturing 150 minutes per week, grading homework, writing and helping to grade midterm exams and a final exam, and assigning course grades, a lecturer is expected to make him/herself available for student consultation by holding regularly scheduled office hours, one hour per week per IWC. A lecturer for one section of any Undergraduate Mathematics course is expected to supervise a Graduate Student Teaching Assistant(s) (TA) and a grader when provided.

2. Duties besides teaching which, if assigned, carry workload credit, and assigned IWC equivalency.

Calculus coordination for all Math 2A and 2B courses during the academic year = 1 IWC/year

Running ALOHA sessions for all Math 1A and 1B Pre-calculus courses, and setting up and coordinating all the Placement Exams with the testing center, ALEKS, and ProctorU = .5 IWC/year

 03/16/2022  
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Chair Date

Rationale for online calculus IWC:

Online calculus course instructors are supplied with department-created videos that significantly reduce both their preparation time and instructional time. These courses are traditionally taught asynchronously, with instructors using the prescribed 'lecture time' for office hours. Thus, there is significant time savings in administering online courses that allows for twice the enrollment of similarly-valued IWC in-person classes.

Rationale for hybrid calculus IWC:

Similar to online classes, hybrid class course instructors are supplied with department-created videos that reduce their preparation time. The one hour per week of in-person lecture time is used for classroom activities and administering in-person assessments. Since the hybrid model does require some weekly preparation for in-class activities, but

not as much as an in-person class, we use the average of enrollments cutoffs of in-person and online courses. For example, an in-person class with more than 200 students carries 1.5 IWC, while an online class with 400 students carries 1.5 IWC. Thus, for a hybrid class, the enrollment cutoff for 1.5 IWC corresponds to the average, which is 300.