Faculty Workload Course Calculation Reference
Course calculations

- **Lecture**
  - Lecture equals the semester credit hours
  - Exception: add graduate level extra credit (SCHs * .33 for full-time and .25 for part-time faculty).
  - Example:
    - CRN     Course   Number   Type   Enrollment
      12918       SOCG    1013      1       79

    Equals: Semester Credit Hours          3.00
    51 or more Students  SCHs * .33        .99
    (.25 for part-time, .33 for            3.99 or 33% full-time)
Course calculation cont’d

- Laboratory
  - Equals ½ contact hours
    - Exception: Intensive Labs equals SCHs * 2
    - add graduate level extra credit if applies (SCHs * .33 for full-time and .25 for part-time faculty).
  - Example:

<table>
<thead>
<tr>
<th>CRN</th>
<th>Course</th>
<th>Number</th>
<th>Type</th>
<th>Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>12997</td>
<td>HUPF</td>
<td>1151</td>
<td>2</td>
<td>25</td>
</tr>
</tbody>
</table>

Equals: Contact Hours * .5   Ex. 1.00 * .5 = .5 or 4%
If this was an intensive Laboratory it would equal:
1.00 * 2 = 2.00 or 17%
Course calculation cont’d

- Practicum
  - Equals Semester Credit Hours * Enrollment / 12
    - Exception: Large Practicum (Over 13+ Students equals semester credit hours.
    - Nursing Practicum equals semester credit hours * 2
  - add graduate level extra credit if applies (SCHs * .33 for full-time and .25 for part-time faculty).
- Example:
  - CRN   Course Number  Type  Enrollment
        10267    MGMT       3393  3      7

Equals: Semester Credit Hours * Enrolled / 12
Ex. 3 * 7/12 = 1.75 or 14.58%
If this was a large practicum it would equal 3.00 or 25%
Or if this was a Nursing practicum it would equal
3 * 2 = 6.00 or 50%
Course calculation cont’d

- Seminar
  - Equals Semester Credit Hours
  - Exception: add graduate level extra credit (SCHs * .33 for full-time and .25 for part-time faculty).
  - Example:
    - CRN       Course Number Type Enrollment
      12720    ELEG 6011 4 4
    
    Equals: Semester Credit Hours 1.00
    Graduate level course equals 1.00 * .33 = .33
    1.33 or 11.08%
Course calculation cont’d

- Independent Study
  - Equals Semester Credit Hours * enrolled / 15
    - Exception: add graduate level extra credit (SCHs * .33 for full-time and .25 for part-time faculty).
  - Example:
    - CRN  Course  Number  Type  Enrollment
      12968  BIOL  5993  5  1
    - Equals: SCHs * ENRL / 15
      \[ 3.00 * 1 / 15 = 0.2 \]
    - Graduate level equals
      \[ 3.00 * 0.99 = 0.99 \]
      1.19 or 9.92%
Course calculation cont’d

• Thesis
  • Equals Semester Credit Hours * enrolled / 6
  • Exception: add graduate level extra credit (SCHs * .33 for full-time and .25 for part-time faculty).
  • Example:
    • CRN    Course       Number Type Enrollment
      12213   JPSY        5983     8       1

    Equals: SCHs * ENRL / 6  3.00 * 1 / 6 = .5
    Graduate level equals    3.00 * .99   = .99
                              1.49 or 12.42%
Course calculation cont’d

- Dissertation
  - Equals Semester Credit Hours * enrolled / 3
  - Exception: add graduate level extra credit (SCHs * .33 for full-time and .25 for part-time faculty).
  - Example:
    - CRN       Course Number Type Enrollment
      11401     EDUL 8003 9     2
    
    Equals: SCHs * ENRL / 3  3.00 * 2 / 3 = 2.00
    Graduate level equals  3.00 * .99 = .99
    
    2.99 or 24.9%