

**Workload Credits (WLC) and Teaching Load Credits (TLC) Calculation Guidelines<sup>1</sup>**  
**October, 2014**  
**Revised June, 2016**

All fulltime (benefit eligible) faculty are responsible for 24 WLC per academic year; non-tenure-track faculty may be responsible for fewer as specified by their contract. Each WLC is estimated to require no less than 45 hours of work.

TLC credits are a subset of the WLC. The tenure-track (both pre- and post- tenure) faculty members<sup>2</sup> in a department/college are collectively required to produce a **minimum** number of TLC during the academic year<sup>3</sup>. This minimum is calculated as follows:

- Multiply the number of tenure-track faculty by 18 TLC<sup>4</sup>.
- Subtract the approved WLC for the department chair, if the chair is among these faculty.
- Subtract the approved WLC for any graduate program director from among these faculty.
- Subtract the approved WLC for any semester or academic year leaves.
- Subtract the approved WLC for externally funded research as explained by item 15 below.

Workload credits and teaching load credits are determined using the following guidelines.

1. The following activities, and others similar to them, normally do not carry WLC as they are considered part of the usual work of a faculty member.
  - a. Regular office hours
  - b. Participation in recruitment efforts
  - c. Advising of student honor societies and clubs
  - d. Managing departmental websites
  - e. Peer classroom visits
  - f. Mentoring junior faculty
  
2. The following activities, and others similar to them, normally do not carry WLC as they are considered part of the usual work of a faculty member. On the advice of chairperson as appropriate, deans may assign WLC in exceptional circumstances when such work exceeds what is considered normal within the college.
  - a. Service on standing committees

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<sup>1</sup> This document provides an initial structure to count and assign WLC; it is expected to evolve as the university learns from its implementation. For example, we know that a task force needs to investigate a more nuanced system of counting undergraduate research and make a recommendation about amending this document.

<sup>2</sup> Excluding faculty who hold endowed chairs and professorships; their WLC are assigned according to the terms of the endowment.

<sup>3</sup> The choice of the word “collectively” is intentional to allow units, consistent with the concept of a holistic department, to have flexibility of how they assign WLC within the unit.

<sup>4</sup> It is important to realize that having the faculty actually teach, on average, the minimum 18 TLC stated here is a medium to long term goal that will be achieved as the University budget permits. Factors influencing the timing of full implementation include, but are not limited to, continued progress in enrollment growth and appropriate allocation of faculty resources.

- b. Academic advising
  - c. Membership on task forces
3. The following items, and others similar to them, normally do carry WLC, provided an estimate of time has been determined and approved by the Dean.
    - a. Leading departmental assessment or accreditation work
    - b. Research activity with timeline and deliverables, as consistent with the faculty handbook<sup>5</sup>
    - c. Leading a major curricular overhaul
    - d. Journal editorships
    - e. Election to a major office in a national organization
    - f. Continuing education for strategic retooling
    - g. Other titled duties which must
      - i. Have a job description with responsibilities and authority approved by the Dean
      - ii. Have a term length
      - iii. Have clear evaluation procedures
      - iv. Have an open application process
      - v. Have a vote by faculty to select the finalist, or appointment by the appropriate administrative office
      - vi. Have final approval of the Dean
  4. Work done coordinating programs, labs, studios, etc., is calculated as WLC. Work done maintaining equipment should be calculated as WLC.
  5. Internship coordination carries no TLC, unless
    - i. there are regular class meetings with an enrollment of at least 8 students or there are accreditation criteria that require load credit
    - ii. there are at least 25 students enrolled under the supervision of a single instructor
  6. Directing undergraduate scholarship activities, including honors projects, can earn WLC based on the estimate of contact time, using 45 contact hours to 1 WLC as the basis for conversion.<sup>6</sup>
  7. Instruction for intensified courses can earn WLC based on the estimate of contact time, using 45 contact hours to 1 WLC as the basis for conversion.<sup>7</sup>

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<sup>5</sup> Tenured and tenure-track faculty are expected to maintain an active scholarly agenda. The assignment of WLC is for effort that will significantly advance, in some definable manner, this agenda.

<sup>6</sup> The reason for assigning WLC, rather than TLC, to this activity is so that it is not used to satisfy the unit's minimum TLC commitment.

<sup>7</sup> The reason for assigning WLC, rather than TLC, to this activity is so that it is not used to satisfy the unit's minimum TLC commitment.

8. The formula for calculating TLC for clinical and studio contact time is

$$\text{TLC} = (\text{faculty contact time} + \text{studio/clinical share of course credit})/2$$

9. TLC for private music instruction will be assigned as .67 TLC per clock hour of instruction, consistent with the guidelines and requirements from NASM (*Handbook, II. E. 4*).

10. TLC for laboratory sections in science and engineering are calculated on a 1:1 basis with contact hours, with a limit of 3 TLC per section. Deans may make exceptions to meet accreditation requirements.

11. Extra TLC is awarded for lecture courses which are regularly scheduled to have high enrollments according to the following schedule.

|                                  |       |     |
|----------------------------------|-------|-----|
| Expected Enrollment <sup>8</sup> | 75-99 | >99 |
| Extra TLC Assigned               | 2     | 3   |

12. Elective courses that are regularly scheduled and are regularly under-enrolled will be awarded reduced levels of TLC as determined by the appropriate dean.

13. TLC for mixed undergraduate/graduate courses and graduate courses are calculated the same way as are strictly undergraduate courses.

14. Overload payments are normally made for any WLC over 24 once a threshold of 27 TLC is reached or for other combinations of at least 27 WLC, in both cases with prior approval of the appropriate deans.

15. If the university includes WLCs as a required or voluntary match for an externally funded grant, the first three WLC may not reduce the minimum TLC expected of the tenure track faculty in the unit. Any additional WLC included in the match will reduce the expected minimum TLC by the appropriate amount.

16. Departments which have faculty on one semester sabbaticals must include 12 TLC for that person as part of the departmental minimum TLC expected for the academic year.

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<sup>8</sup> Caps for these sections should be routinely set high enough to realistically achieve the enrollment. (e.g. Routinely setting the cap at 75 to result in an actual enrollment of 65 will not qualify.)

17. Faculty supervising credit-bearing student research, independent studies, undergraduate theses, or similar projects, as approved by the Dean, may receive TLC for supervising student research based on the following scale.

| SCH generated (per year) | TLC awarded |
|--------------------------|-------------|
| 1-5                      | 0.5         |
| 6-10                     | 1.0         |
| 11-14                    | 1.5         |
| 15-19                    | 2.0         |
| 20 or more               | 3.0         |

18. Faculty supervising master's theses will be awarded TLC for the independent study semester according to the independent study schedule provided in these guidelines. The faculty member will be awarded 1 TLC for the thesis semester itself.

19. Deans have the authority to establish additional guidelines as long as they are appended to this document for public information.