

**DIVISION OF HUMANITIES
INSTRUCTIONAL WORKLOAD COURSE EQUIVALENTS**

UC-AFT Memorandum of Understanding (MOU) and Campus Academic Personnel Policy References (CAPM):

UC-AFT MOU, Article 24A.1, Instructional Workload:

“The full-time (100%) instructional workload standard for NSF for an academic year shall not exceed nine (9) instructional workload courses over three (3) quarters or six (6) instructional workload courses over two (2) semesters, or the equivalent. Instructional workloads may be lower, based upon the instructional workload standard of the campus, department, program or unit. A full-time course load for a 100% NSF who teaches writing and foreign language courses will not exceed eight (8) instructional offerings/classes/courses/sections on a quarter campus.”

CAPM 516.000, Appendix B – Santa Cruz Campus Unit 18 Workload:

“The full time (100%) instructional workload standard for unit members for an academic year is 8 instructional workload courses (IWC) or the equivalent. An IWC is defined as a regularly scheduled course requiring significant academic preparation outside the class by the instructor, and which meets a minimum of three hours per week.

There must be duties assigned in a quarter to have a percent assigned to the quarter. The IWCs do not have to be evenly distributed. If duties are assigned in more than one quarter, the percent time shall be averaged over the quarters, but shall not be averaged to cover a quarter in which no duties are assigned. If appointment is made one quarter at a time (i.e., at the time the appointment is made there is no commitment to future employment in a subsequent quarter), each appointment must be considered as a discrete appointment. If appointment is made for two or more years, each year should be averaged individually. Such "averaging" may affect eligibility for UCRS membership and other benefits.”

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Assignments must be recommended by the Chair and approved by the Dean in writing, in advance of the assignment, in order to be paid, unless they are simply confirmation of annual assignments by the Chair for a Continuing Lecturer (e.g., not requiring augmentation).

NSF are not permitted to volunteer to perform individual studies, administrative duties, or service responsibilities, or other duties that are eligible for compensation in accordance with Article 24.

Duties listed on this rate card are not exhaustive but represent typical assignments in the Division of Humanities.

A. Regular Scheduled Courses (Applies to Humanities Departments, Program, and Course Sponsoring Agencies and Colleges for which Humanities has administrative responsibility)

Normal duties associated with a course assignment include responsibilities such as holding regular office hours, being available to advise students in the class, attending faculty

meetings/orientations, grading and evaluation of students, incidental integration of technology into instruction, writing letters of recommendation, responding to student questions via email during scheduled office hours, supervising Teaching Assistants and other instructional assistants (e.g., Readers and Tutors) assigned to the course, etc.

1. Lecture course, 4-5 hours per week regularly scheduled = 1.0 course per quarter (37.5%)
2. Seminar (LD, UD, Grad – 4-5 hours/week regularly scheduled = 1.0 course per quarter (37.5%)
3. Co-taught course (same definition as above) = Workload is pro-rated at an agreed upon level by the Chair/Dean up to one course/instructor.

If less than 5 units, courses are weighted in direct relation to credit:

4-unit course	.80 course/quarter	30%
3-unit course	.60 course/quarter	22.5%
2-unit course	.40 course/quarter	15%
1-unit course	.20 course/quarter	7.5%

B. Academic-Related Activities

Assigned responsibilities based on average hours per week/quarter the Dean expects the NSF to spend on the work assigned, in accordance with the following table (other percentages are possible, based on the per hours per week/quarter formula):

Avg. Hours/Week	Avg. Hours/Quarter	Course Equiv.	Annual % time	Quarter % time
10.5	105	1/2	6.25	18.75
7	70	1/3	4.167	12.5
3.5	35	1/6	2.083	6.25
1.75	17.5	1/12	1.04	3.125

1. Designated service as a supervisor, advisor, mentor to undergraduate and/or graduate students (e.g., undergraduate majors, honors work, training of Teaching Assistants, Graduate Student Instructors, supervision of readers, tutors, or other instructional assistants)
2. Supervision of Individual Studies assigned to the instructor as a specific responsibility
3. Administration of placement and/or proficiency examinations
4. Coordination and supervision of student activities that connect with the academic programs (e.g., student publications, performances, exhibits, special events)
5. Development and coordination of internships

6. Course, curriculum or program development required by the department/program that goes beyond that considered to be within the normal responsibilities of an instructor and that is assigned by the Chair and approved by the Dean (e.g., course redesign, development of on-line instructional materials or courses, initial development of digital course, significant web content redesign and management, etc.)
7. Special advising, tutoring, coaching, or community outreach programs sponsored by a program or department

C. Administrative and Service Assignments

Assigned responsibilities based on average hours per week/quarter the Dean expects the NSF to spend on the work assigned, in accordance with the following table (other percentages are possible, based on the per hours per week/quarter formula):

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1. Committee work for department or program (e.g., standing personnel committee, curriculum development committee, participation in faculty recruitments, general committees or sub-committees etc.)
2. General Service for the Department or Program (e.g., preparation of reports and proposals, supervision of non-academic staff and students, routine business inherent to the program or discipline, proctoring and reading examinations not associated with an otherwise assigned teaching duty, advising students at large, and other routine administrative tasks typical of the unit member’s discipline but beyond what is inherently required by the unit member’s teaching assignment.)
3. Coordination of Programs (e.g., Entry Level Writing Requirement, Language coordination, College Writing Center coordination, College core course coordination, coordination of special College instructional Programs, etc.)