DEPARTMENT OF ARCHITECTURE

GUIDELINES FOR INSTRUCTIONAL WORKLOAD

Based on

Berkeley Campus Guidelines for Non-Senate Faculty:

Article 24 – Instructional Workload (IX) – Campus Standards

https://hr.berkeley.edu/labor/contracts/IX/instructional-workload

(Approved February 2022 by APO)

The basic instructional workload course campus definition:

A regularly scheduled instructional offering requiring significant academic preparation outside class and meets a minimum of three hours per week is weighted as 1.00.

A regular 100% teaching load assumes 3 courses per semester or 6 courses per academic year.

**Regularly scheduled undergraduate course** (3-4 units) or undergraduate studio (5-6 units), such as a section of ARCH 100A/B, 100C, 100D, 1xx or 2xx (regular course offering).

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Leader of a large undergraduate studio** with coordination of 4 to 6 GSIs**,** such as ARCH 11A/B.

WEIGHT 1.37 PERCENT PER SEMESTER 46%

**Leader of an undergraduate lecture course** with coordination of 4-6 GSIs such as ARCH 110, 120, 130, 140, 150, 160, 170A/B

WEIGHT 1.20 PERCENT PER SEMESTER 40%

**Leader of a large undergraduate studio** with coordination of 2-3 GSIs and 6-10 Instructors**,** such ARCH 100A/B

WEIGHT 1.5 PERCENT PER SEMESTER 50%

**Instructor in undergraduate Research Track** 12-18 students in one section (102A/B)

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Instructor in undergraduate Research Track** 19- 36 students in two sections (102A/B)

WEIGHT 1.20 PERCENT PER SEMESTER 40%

**Regularly scheduled graduate course** (3-4 units) or graduate studio (5-6 units), such as a section of ARCH 200A/B, 201, 202, 203, 204A/B or 2xx (regular course offering).

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Leader of a graduate studio** with coordination of 3-5 Instructors**,** such as ARCH 200A/B.

WEIGHT 1.20 PERCENT PER SEMESTER 40%

**Team Teaching Definitions:**

1. When faculty divides preparation and lecture responsibilities (e.g. Two lecturers teaching one course)

WEIGHT .50 PERCENT PER SEMESTER 17%

1. When lecturers divide preparation responsibilities but attend all lectures (e.g. Two lecturers teaching one course)

WEIGHT .67 PERCENT PER SEMESTER 22%

**Collateral Duties (occasionally assumed by lecturers)**

Management of Lecture Series and Exhibitions for one semester

WEIGHT .30 PERCENT PER SEMESTER 10%

Assistant Manager of Lecture Series and Exhibitions for one semester

WEIGHT .20 PERCENT PER SEMESTER 7%

CED Undergraduate Advisor for one semester (Approx. 2 hrs/ wk)

WEIGHT .20 PERCENT PER SEMESTER 7%

One to Three Thesis Committees, or individualized instruction (Approx. 1 hr/wk)

WEIGHT .10 PERCENT PER SEMESTER 3%

Committee service (such as Prizes and Awards)

WEIGHT .06 PERCENT PER SEMESTER 2%

Reading of M Arch admission files (Approx. 200-300 files)

WEIGHT .12 PERCENT PER SEMESTER 4%

Super-reading of M.Arch admissions files (Approx. 300-500 files and attend admissions )

WEIGHT .20 PERCENT PER SEMESTER 7%

Notes:

**See UC-AFT contract Article 24-A.1a**: The full-time (100%) instructional workload standard for Unit 18 Faculty for an academic year shall not exceed six (6) instructional workload credits over two (2) semesters, or

**A.1c**: c. A full-time course load workload for a 100%-time Unit 18 faculty member who teaches writing and foreign language courses will not exceed five (5) instructional offerings, classes, courses on a semester campus.

With,

**A.2a:** For purposes of this Article, a course shall be valued at one instructional workload credit (IWC) when it meets the following definition: an instructional offering that is regularly scheduled, requires significant academic preparation by an individual Unit 18 faculty member independently (e.g. syllabus development, lesson planning for class meetings, and assignment development), office hours, and/or grading outside the class by the instructor, and meets a minimum of three (3) hours per week. Two or more sections of a course taught by one Unit 18 Faculty shall have the same IWC as two or more sections of a course taught by multiple Unit 18 Faculty.