

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>  
(May 20, 2025)

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

WEIGHT 1.5	PERCENT PER SEMESTER	50%
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**Leader of a colloquia or 1 unit course**

207A/B/C

WEIGHT 0.5	PERCENT PER SEMESTER	17%
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**Leader of a 2 unit course**

WEIGHT 0.67	PERCENT PER SEMESTER	25%
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**Instructor in undergraduate Research Track** 12-18 students in one section such as 102A/B/

WEIGHT 1.00	PERCENT PER SEMESTER	33%
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**Instructor in undergraduate Research Design Track** 19- 36 students in two sections (102A/B)

WEIGHT 1.20	PERCENT PER SEMESTER	40%
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**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%

**Leader of a graduate studio** with coordination of 3-5 Instructors and numerous external consultants and heavy NAAB requirements, such as ARCH 203.

WEIGHT 1.20      PERCENT PER SEMESTER 46%

**Team Teaching Definitions:**

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

WEIGHT .50      PERCENT PER SEMESTER      17%

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

WEIGHT .67      PERCENT PER SEMESTER      22%

C.      When a faculty team teaches with an endowed visiting professor

WEIGHT 1.00      PERCENT PER SEMESTER      33%

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

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

WEIGHT .15      PERCENT PER SEMESTER      5%

M.Arch Committee (admissions super reader and attend committee meetings )

WEIGHT .20      PERCENT PER SEMESTER      7%

Media Coordinator (social media/website)

WEIGHT .09      PERCENT PER SEMESTER      3%