DEPARTMENT OF CITY AND REGIONAL PLANNING

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

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).

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Regularly scheduled undergraduate studio** (5-6 units).

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Regularly scheduled graduate course** (3-4 units).

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Regularly scheduled graduate studio** (5-6 units).

WEIGHT 1.00 PERCENT PER SEMESTER 33%

**Team Teaching Definitions:**

1. When two lecturers divide preparation and lecture responsibilities

WEIGHT .50 PERCENT PER SEMESTER 17%

1. When two lecturers divide preparation responsibilities but attend all lectures

WEIGHT .67 PERCENT PER SEMESTER 22%

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

One to two MCP professional report committees (approx. 0.5 hr/wk)

WEIGHT .05 PERCENT PER SEMESTER   2%

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.