



GRADUATE SCHOOL OF EDUCATION UNIT-18 INSTRUCTIONAL WORKLOAD

[GSE follows the UC Berkeley Instructional Workload Guidelines](#)

Full Academic Year = Fall and Spring semester

Employed for a Full Academic Year 9/12 (TC 1630C)			Employed for a Semester-Only 1/10 (TC 1636C)	
For courses with a 33% IWC			For courses with a 33% IWC	
# of courses	Appointment %		# of courses	Appointment %
6 courses	100%		3 courses	100%
5 courses	83%		2 courses	67%
4 courses	67%		1 course	33%
3 courses	50%			
2 courses	33%			
1 course	17% (averaged between both semesters)			

COURSE EQUIVALENCIES & WORKLOAD VALUES			
Description of the Instructional Offering			
One course that meets at least 3 hrs/week	33%	Additional duties (e.g., weekly meetings with graduate students) One hour per week	3.63%
One course that meets 2 hrs/week	25%	Additional duties with extensive outside preparation (e.g., science labs) One hour per week	5.51%
Co-Teaching a Class: Divided prep/lecture responsibilities (50% of 33%)	17%	Co-Teaching a Class: Divided prep, & attend all lectures (67% of 33%)	22%

Additional duties of administrative educational nature, course development, or GSI supervision can be assigned and will follow the [UC Berkeley Instructional Workload Guidelines](#).

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Combinations of courses at various IWCs may result in a total appointment that is lower than 100%

GSE PROGRAMS

Undergraduate Program

Program SESAME

Leadership Program - LEAD and PLI

Additional duties: 3.63%

Examples include - teaching of non-matriculated students in grant funded projects, revenue generation projects, research contributions, course development, development of curriculum, or administrative responsibilities.

A Leadership practicum course that only has 1 hr of actual teaching time = 17%
(Example - 460A course which is a 3 hr course with only 1 hr of teaching)

Berkeley Teacher Education Program

BTEP Lecturers with additional duties:

Committee Work (includes: leadership meetings, admissions, recruitment, School of Ed committees): 33% per year

Support for 1st Year Program Graduates: 17% per year

Program Development (includes special programmatic projects): 17%-33% per year

MA Advising: 11%

The following are the IWC equivalencies for Supervisor of Teacher Education positions:

Supervision and Practicum Courses

1-8 students supervised: 25% per semester

9-16 students supervised: 50% per semester

Site-based Development and Field Placement Support: 33% per semester

Committee Work: 33% per year

MA Advising: with 10 students per semester = 11% per semester

Support for 1st Year Program Graduates: 17% per year

Teaching (non-practicum courses)

3 unit course: 33%

2 unit course: 25%

1 unit course: 17%

Bay Area Writing Project

Our Teacher of Special Program work is consistently the equivalent amount of hours for a writing composition course load for a semester (33%), plus some additional duties (at 3.63%).

The following examples may occur over several weeks, so that the TSP is not exceeding their hours per week:

Establishing contracts with a school for a professional development (PD) series = 20 hours of planning, communication, needs assessment, coaching.

Facilitating a 5-session 1/2 day PD series = 15 hours of delivery + 5 hours of planning for 1 week.

Facilitating the Invitational Summer Institute = 20 hours of delivery + 5 hours of planning per week for 4 weeks

Additional work duties (assessed in 3.63% increments):

Special projects (i.e. planning open programs, attending meetings with partners)

Supporting professional development (coaching, observing)

Regular meetings (leadership team, 1:1 check-ins, grant team meetings) account for the remainder of the work.

School Psychology Program

Additional work duties:

1 hr "supervision" lab = 5.5%

1 hr "consultation" lab = 3.6%