



DEPARTMENT OF HISTORY
 TEL: (510) 642-1971
 FAX: (510) 643-5323
 EMAIL: history@berkeley.edu
 WEB: <http://history.berkeley.edu>

3229 DWINELE HALL
 BERKELEY, CALIFORNIA 94720-2550

**DEPARTMENT OF HISTORY
 UNIT-18 INSTRUCTIONAL WORKLOAD**

[The Department follows the L&S Guidelines for Course Work](#)

Full Academic Year = Fall and Spring semester

Employed for the Full Academic Year 9/12 (TC 1630C)			
For courses with a 33% IWC		For Courses with a 40% IWC*	
# of courses	Appointment %	# of courses	Appointment %
6 courses	100%	5 courses	100%
5 courses	83%	4 courses	80%
4 courses	67%	3 courses	60%
3 courses	50%	2 courses	40%
2 courses	33%	1 course	20%
1 course	17%		(averaged between both semesters)
	(averaged between both semesters)		

Employed for a Semester-Only 1/10 (TC 1636C)			
For courses with a 33% IWC		For Courses with a 40% IWC*	
# of courses	Appointment %	# of courses	Appointment %
3 courses	100%	3 courses	120%
2 courses	67%	2 courses	80%
1 course	33%	1 course	40%

COURSE EQUIVALENCIES & WORKLOAD VALUES			
Description of the Instructional Offering			
One course that meets at least 3 hrs/week	33% or 40%*	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 [L&S Guidelines](#).

DEPARTMENT SPECIFIC IWC RUBRIC FOR COURSES THAT ATTRIBUTE TO A 100% FTE

Lecturer in Lieu of GSI 20%

Will work with Instructor of Record to cover sections - Coverage needed to attend lectures, hold sections weekly, attend weekly GSI meeting.

Lecturer in Lieu of GSI / head GSI 20%

Admin work would manage other GSI's (5-12) including office hours to support GSI's, training sessions, review of course materials, and scheduling meetings.

Proseminar/103 25% course with extensive prep (total 33%)

In general, this additional work adds 8%.

Instructor will conduct seminar (2 hours/week); extensive prep (1.5 hours/week) maintain regular office hours. This is a different format than the course catalog, History still formats seminars this way. No discussion section/GSIs.

375 pedagogy 2 units, 25%

Instructor will conduct seminar (2 hours/week); maintain regular office hours. No discussion sections or need for GSI Supervision.

3 hour 33% course w supervision: (total 37%)

In general, grad supervision adds 4%.

Instructor will conduct lecture (3 hours/week), supervise sections taught by graduate students (0-1 hours/week); prep for lecture/discussion, prepare and grade exams; maintain regular office hours.

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

*Applies to courses that fall under Article 24 for R&C and certain language instruction.