



DEPARTMENT OF ARTS AND HUMANITIES (HUM)
 BERKELEY, CALIFORNIA 94720-2920

DEPARTMENT OF ARTS AND HUMANITIES (HUM)
UNIT-18 Instructional Workload
 Approved March 2022

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

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 [L&S Guidelines](#).

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