



DEPARTMENT OF ITALIAN STUDIES
6303 DWINELLE HALL
BERKELEY, CALIFORNIA 94720-2620

PHONE: (510) 642-2979
FAX: (510) 642-6220

DEPARTMENT OF ITALIAN STUDIES 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)	

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



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DEPARTMENT OF ITALIAN STUDIES UNIT-18 INSTRUCTIONAL WORKLOAD

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%

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Additional duties of administrative educational nature, course development, or GSI supervision can be assigned and will follow [L&S Guidelines](#).

- Coordinator and instructor of record for supervisory practicum (Italian 302/303) for Language or R&C GSIs: $\frac{1}{2}$ language/R&C IWC = **20%**
- Coordinator of annual undergraduate conference including instructor of record for Italian 98/198 units in which participants enroll: $\frac{1}{2}$ IWC = **17%**
- Supervisor of peer tutoring including instructor of record for Italian 97/197 units in which peer tutors enroll: Dependent on number of weekly meetings x 3.63% (number of meetings varies with enrollment).

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