

School of Social Welfare

Unit 18 Instructional Workload Credits (IWC)

100% Workload - 6 courses with IWC equivalent of 1.0 per Academic Year

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: 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.

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.

Table 1. Lecturer IWC

Lecturer The Instructional Workload Credit	
Description of the Instructional Offering	IWC per Semester
A regularly scheduled instructional offering requiring significant academic preparation outside class and meets a minimum of three hours per week.	1.00
Two hour lecture per week requiring significant academic preparation outside of class.	0.75
One hour lecture per week requiring significant academic preparation outside of class.	0.50
Team taught three hours of lecture per week - When the faculty equally divide preparation and lecture responsibilities (e.g., two lecturers teaching one course)	0.50 = 1.00*0.50
Team taught two hours of lecture per week - When the faculty equally divide preparation and lecture responsibilities (e.g., two lecturers teaching one course)	0.375 = 0.75*0.50
Assigned Additional Duties - Typically, additional duties are not assigned to lecturers.	
School-appointed Service: • Committee attendance and admissions file review	0.0825

See UC-AFT contract Article 5-B: Field Work Consultants (2260, 2261, 2265, 2266) are academic appointees whose principal duties normally consist of consulting with social welfare agencies about arrangements for the field work course, advising and counseling graduate professional students about their programs, consulting with field work supervisors about the students' field work experience, and determining the field work grade. Other academic duties may include serving on academic and administrative committees.

Table 2. Field Consultant IWC

Field Consultant The Instructional Workload Credit		
Category	Typical Job Duties Include	IWC per Academic Year
Liaison, Consulting, Professional Advising & Field Seminar	<ul style="list-style-type: none"> • Agency evaluation visits • Orientations and first year meetings in August and throughout year • Agency acquisition and screening • Routine monitoring of practica sites to ensure and maintain field education standards • Community collaboration/coordination • First year placement process • Second year placement process • Delivery of first and/or second year field seminars (and modules) depending on cohort assignments • Professional advising of students • Continual assessment of student progress towards competency based learning goals in field • Identification, remediation, and problem-solving of practica-based learning issues • Participation in field and school-wide instructional planning and improvement efforts as needed • Other activities that may not be noted above that are specific to liaison, consulting, professional advising, and field seminar role. 	<p>2.000 = One student cohort of approximately 20 students</p> <p>3.960 = Two student cohorts with approximately 40 students total</p> <p>5.835 = Three student cohorts with approximately 60 students total (Full-time 6.0 appointment requires school appointed service as shown below.)</p>
Service (Direct Service to School)	<p>School-appointed Service: Examples include:</p> <ul style="list-style-type: none"> • Committee chairship or co-chairship <p>At least two:</p> <ul style="list-style-type: none"> • Caucus advising / Lobby Days • Admissions file review and deliberation • Committee membership • Other special assignments/activities 	0.165
Service (Training and Program Coordination)	<p>School-appointed Service (>5% FTE effort): Examples include:</p> <ul style="list-style-type: none"> • Special Project Coordination • Formal Program Coordination (ex. Title IV-E Program Coordinator) • Significant revenue-generating activities • Other special assignments/activities 	0.330-3.000, based on the estimated time needed for the project