



In accordance with the *Memorandum of Understanding for Non-Senate Instructional Faculty: Article 24 – Instructional Workload: Berkeley Campus Workload Standards*, the instructional workload course calculations will be administered and calculated by the Department of Mathematics as follows:

Standard duties and responsibilities of a Unit 18 Lecturer:

Course Assignment - *An instructional offering that is regularly scheduled, requires significant academic preparation, office hours, and/or grading outside the class by the instructor, and meets for the minimum number of hours, as outlined below.*

Basic Unit 18 Lecturer Responsibilities - *All duties customarily related to course instruction including, but not limited to: holding regular office hours (2 hours/wk); attending appropriate meetings/orientations; DSP administration; writing up to two letters of recommendation/course/semester; calculating grades, supervising up to three GSIs for the course assignment; supervising all assigned readers for the course assignment, etc.*

Standard Course Instructional Workload Percentage -	
One course that meets at least 3 hrs/week	33%
One course that meets 2 hrs/week	25%
Co-teaching w/ divided prep/lecture responsibilities	17%
Co-teaching w/ divided pre/lecture responsibilities, and attendance at all lectures	22%
Lead one (1) discussion session	25%
Standard Instructional Workload Percentage for Small Enrollment Courses w/ <101 students:	
One course that meets at least 3 hrs/week	33%
Additional Duties (required)	
One Additional Office Hour (increasing total office hours to 3/week/course)	3.63%
Additional Class course prep	3.63%
Additional Letters of recommendation	3.63%
Total Additional Duties IWC%:	44%



Standard Instructional Workload Percentage for Large Enrollment Courses w/ >100 students:	
One course that meets at least 3 hrs/week	33%
Additional Duties (required)	
One Additional Office Hour (increasing total office hours to 3/week/course)	3.63%
GSI Meetings & Supervision for Large Class (>100 students)	3.63%
Large Class (>100 students) course prep	5.51%
DSP Administration for large course (>100 students)	3.63%
Total Additional Duties IWC%:	50%
Examples of Other Additional Duties - if required, will receive additional IWC %.	
Mentoring Advanced UG Students (i.e. individualized instruction)	5.51%

Unit 18 lecturers receiving a 100% IWC will typically be assigned to teach two lower division courses with anticipated enrollment in excess of 100 students/course. Additional duties of administrative educational nature, course development, or GSI supervision can be assigned and will follow [L&S Guidelines](#).