



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

The Department follows the L&S Guidelines for Course Work

**Full Academic Year = Fall and Spring semester**

<b>Employed for the Full Academic Year 9/12 (TC 1630C)</b>			
<b>For courses with a 33% IWC</b>		<b>For Courses with a 40% IWC*</b>	
<b># of courses</b>	<b>Appointment %</b>	<b># of courses</b>	<b>Appointment %</b>
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)		

<b>Employed for a Semester-Only 1/10 (TC 1636C)</b>			
<b>For courses with a 33% IWC</b>		<b>For Courses with a 40% IWC*</b>	
<b># of courses</b>	<b>Appointment %</b>	<b># of courses</b>	<b>Appointment %</b>
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](#).

**Soc 199/601 = 33% for 25 students or 1.32% per student GSI supervision at one hour per week = 3.63%**

**Soc 299 = 2.64% per student**

**Additional duties assigned to large enrollment courses – 195 seats or more, without sections or GSI support**

- **Additional Office Hours** (especially around assignments, and as needed) : 1.5 hours per week, or 3.75%
- **Reader Meetings and Management:** 1 hour per week, or 2.5%
- **Extra grading and grading administration** (grading late or resubmitted assignments, or reviewing assignments with various problems and issues, reviewing short assignments, tracking extra credit, attendance, extensions): 1 hour per week, or 2.5%
- **DSP administration/Referrals** to student resources, CARE reports, meetings/communication/reporting around Student Conduct issues: 1 hour per week, or 2.5%
- **Extra email and communication with students:** 2-3 hours per week, or 4.5%
- **Additional letters of recommendation and mentorship:** 1/2 hour per week, or 1.25%

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