



**DEPARTMENT OF SOCIOLOGY
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% (averaged between both semesters)
1 course	17% (averaged between both semesters)		

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%

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%

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%