



DEPARTMENT OF SPANISH AND PORTUGUESE
 BERKELEY, CA 94720-2590

**DEPARTMENT OF SPANISH AND PORTUGUESE
 UNIT-18 INSTRUCTIONAL WORKLOAD**

Approved March 2022

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



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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](#).

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

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