

## Instructional Workload Credits (IWCs)

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The full-time (100%) instructional workload standard for NSF for an academic year shall not exceed nine (9) instructional workload courses over three (3) quarters. A course is defined as an instructional offering that is regularly scheduled, requires significant academic preparation, office hours, and/or grading outside the class by the instructor, and meets a minimum of three (3) hours per week. (MOU, Article 24)

100% appointment for one quarter is 3 IWCs. The percent of the appointment can be determined by dividing the total IWC value by 3. (i.e.  $1.00/3 = 0.3333 = 33.33\%$  appointment). To correspond to the distribution line in PPS, round to four decimal places.

An IWC value can be changed if the department feels the current value no longer accurately reflects the workload. Use the IWC Request form and provide justification for the change.

A course that does not have an established IWC value cannot be assigned to a lecturer. Use the IWC Request form in order to establish one and include all aspects of the course (lecture, discussion, lab, TA supervision, etc.) even if the lecturer will only teach one part.

In determining the relative workload value of instructional offerings and course equivalencies, the department shall consider the instructional and evaluation methods employed, the nature of the courses assigned, the preparation required, the number of students expected to enroll, and the availability of support employees. Unless granted an exception and with approval of the Vice Provost, lecturers should not be given duties of graduate student instruction, teaching 190s or 290s, or graduate committee duties.

General Guidelines for IWC Assignment (as determined by Associate Executive Vice Chancellor J.B. Vickery, 08/26/87):

"After consulting with UCSD with regard to their assigning of IWC values for lecture/laboratory courses (they give such courses having two hours of lecture and eight hours of laboratory per week a value of 1.5), I calculated the value for exclusively laboratory duties as follows:

1. The basic instructional workload course carrying a value of 1.0 calls for significant preparation and lecture meetings at least three times a week.
2. A course of the same sort but meeting only twice a week for lectures would presumably receive a value of 0.67. Therefore, 0.67 would be subtracted from the 1.5 of the combined lecture/laboratory course leaving 0.83 as the value of 8 hours of laboratory duties or 0.103 per hour.
3. Using the instructional workload standard of nine IWCs over three quarters would result in the closes approximation to 100% employment of 29.126 laboratory hours per quarter. These duties would provide a quarterly IWC of 2.98.
4. The 0.02 difference from the 3.0, 100% employment can be taken care by general language in the appointment letter.

I trust the above will be of some general assistance in this and future assignments of this order."

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Use previous IWC approvals as a guide, but the following are typically true:

- 1 hour lecture/week = 0.33
- 2 hours lecture/week = 0.67
- 3 hours lecture/week = 1.00
- 1 hour discussion/week = 0.30
- 3 hours lab/week = 0.60
- 6 hours lab/week = 1.20
- TA supervision = 0.20, each additional TA adds 0.05
- Grading and grade administration = 0.25