
INTEROFFICE MEMORANDUM

TO: ACADEMIC DEANS; DEAN'S ADMINISTRATIVE ASSISTANTS
FROM: KATHLEEN LIGHT, PROVOST
SUBJECT: PART-TIME FACULTY WORKLOAD CALCULATION
DATE: MAY 6, 2015
CC: ANNETTE THOMPSON, DIRECTOR, HUMAN RESOURCES

This memo is to simplify guidelines for calculating workload units for part-time faculty. We will be using the IRS guideline which is to count 2 ¼ hours of service per week for each hour of teaching or classroom time and an hour of service per week for each additional hour outside of the classroom the faculty member spends performing duties he or she is required to perform (such as required office hours or required attendance at faculty meetings).

The following table is an example for a 3-credit face-to-face course for varying terms.

Length of Term	Classroom hours per week	X 2.25	Office hour	Workload
16 weeks	3 hours	X 2.25	1	7.75
10 weeks	4.5 hours	X 2.25	1	11.125
8 weeks	6 hours	X 2.25	1	14.5
5 weeks	9 hours	X 2.25	1	21.25
3 week May term	15 hours	X 2.25	1	34.75*

*Please note: a part-time faculty teaching one 3-credit course during the 3 week May term is allowable if that person has taught less than 30 hours / week during the spring semester.

If you are calculating workload for a person teaching a lab or practicum you will use the number of clock hours per week in the clinical or lab + any additional expectations such as office hours or attendance at faculty meetings.

Length of Term	Clinical hours per week	Out of clinical hours per week	Workload
16	8	4	12