

Utah Tech University Policy Addendum

635a: Workload Model



I. Instructional Credit Hours

- 1.1 Instructional Credit Hours (ICH) is the unit of measure for instructional activity defined by Utah Board of Higher Education policy, which incorporates credit, lecture, and lab hours and supports Course Learning Outcomes (CLOs).
- 1.2 The formula used to determine ICH is as follows: **(Student Credit Hours: SCH) x (Workload Factor: WLF) x (Team Teaching Fraction) = ICH**. See Course WLF Calculations table below (Table 1). For example: “C or S” enrollment classifications, instruction type, weekly class hour unit (contact hours), and WLF will be approved by the University Curriculum Committee within the calculations of the table below.
- 1.3 The formula used to compute the workload factor (WLF) is as follows: **1.0 WLF = 3 Working Hours**. For example: 1.0 WLF for a lecture course is equivalent to an hour of preparation, 50 minutes of active instruction, and an hour of grading per week. 1.0 or 0.75 WLF for a lab/clinical course is 50 min to an hour in lab/clinical plus equipment set-up, take-down and maintenance.
- 1.4 Formula to determine weekly contact hours is as follows: **Total Hours of Contact with Student ÷ 15 weeks + Final Exam = Weekly Contact Hour Per Unit**. For example: a clinical which requires 120 hours of clinical instruction: 120 hours ÷ 15 weeks = 8 weekly contact hours plus a final exam outside of clinical coursework.
 - 1.4.1 Credit hours for this clinical course would then be the weekly contact hours divided by the three (3) hours per credit. Ex: 8 weekly contact hours ÷ 3 = 2.5 credits. (All course credits must be in increments of 0.5. WLF can be identified out to the 100ths place, ex. 1.33)
- 1.5 Course size will be the enrollment listed below or the facility limit or where otherwise stipulated by Accreditation or study abroad travel limitations as identified in the table below (Table 1). Course size may be adjusted higher to accommodate better space utilization.

Table 1: Course WLF Calculations								
Course Enrollment Classification	Schedule Type	Description	Student Credit Hours	Weekly Contact Hours	Normal	Course	Size	Workload Factor (WLF)
					Lower Div	Upper Div	Graduate	
C-1	LEC	Standard Instruction Course	1	1	40	40	30	1.0
C-2	LEC	Composition Instruction	1	1	25	25	25	1.0* + 1
C-3	LEC	Large Instruction Course	1	1	facility limit (41 min)			1.0
C-4	LEC	Seminar, Study Abroad, Capstone, Special Topics, Senior Projects	1	1	10 (min)	10 (min)	10 (min)	1.0
C-5	LEL	Combined Instruction / Lab	2	1 Hr Instruction + 2 Hr Lab	40	40	40	1.0 Instruction + 1.5 Lab
C-6	LEL	Combined Instruction / Lab	2	1 Hr Instruction + 3 Hr Lab	40	40	40	1.0 Instruction + 2.25 Lab
C-7	LEL	Science/Health Science Combined Instruction / Lab	2	1 Hr Instruction + 2 Hr Lab	40	40	40	1.0 Instruction + 2.0 Lab
C-8	LEL	Science/Health Science Combined Instruction / Lab	2	1 Hr Instruction + 3 Hr Lab	40	40	40	1.0 Instruction + 3.0 Lab
* Total student credit hours times this number then add the 1.								

Table 1: Course WLF Calculations--Continued								
Course Enrollment Classification	Schedule Type	Description	Student Credit Hours	Weekly Contact Hours	Normal	Course	Size	Workload Factor (WLF)
					Lower Div	Upper Div	Graduate	
C-9	LBC	Lab with Credit	1	2	Facility limit (30 Max)			1.5
C-10	LBC	Lab with Credit	1	3	Facility limit (30 Max)			2.25
C-11	LBC	Science / Health Science Lab with Credit	1	2	Facility limit (30 Max)			2
C-12	LBC	Science / Health Science Lab with Credit	1	3	Facility limit (30 Max)			3
C-13	LAB	Lab without Credit	0	2	Facility limit (30 Max)			1.5
C-14	LAB	Lab without Credit	0	2	Facility limit (30 Max)			2
C-15	CLN	Clinical--Faculty Only	1	3	Accreditation Requirements			0.75 per weekly hour
C-16	CLN	Clinical--Offsite	1	3	Accreditation Requirements			0.33 per weekly hour
C-17	STU	Art/Design Studio	1	2	Facility Limits			1.33
C-18	STU	Dance Studio	1	2	Facility Limits			1.5
C-19	ENS	Music Ensemble Small	1 credit only	1-4	Determined by type of Ensemble			1.0-4.0 respectively
C-20	ENS	Music Ensemble Large	1 credit only	1-6	40	40	40	1.0-6.0 respectively

1.6 The formulae used to identify Supervised Instruction is identified in the table below (Table 2).

Table 2: Supervised Instruction								
Course Enrollment Classification	Schedule Type	Description	Student Credit Hours	Weekly Contact Hours	Normal	Course	Size	Workload Factor (WLF)
					Lower Div	Upper Div	Graduate	
S-1	INT	Internships Offsite	1	3 hrs offsite for student	N/A	N/A	N/A	Enrollment x Credit Hours ÷ 10
S-2	INV THE	Individualized Instruction / Independent Study/Thesis	1	1 hr for faculty/ 3 hrs for student	N/A	N/A	N/A	Enrollment x Credit Hours ÷ 10
S-3	INV THE	Individualized Instruction / Independent Study / Thesis	1	1 hr for faculty/ 3 hrs for student	N/A	N/A	N/A	Enrollment x 0.25
S-4	INV PRA THE	Individualized Instruction / Independent Study / Thesis	2	2 hr for faculty and 6 hrs for student	N/A	N/A	N/A	Enrollment x 0.33
S-5	INV PRA THE	Individualized Instruction / Independent Study / Thesis	3+	1 hr x credits for faculty and 3 hrs x credits for student	N/A	N/A	N/A	Enrollment x 0.5
S-6	MUM / ACT	Private Lessons for Majors	1-2	1-2	N/A	N/A	N/A	Enrollment x 0.67
S-7	MUN	Private Lessons for Non-Majors	1	1	N/A	N/A	N/A	Enrollment x 0.33
S-10	CON OTH	Non-traditional instruction, conferences, other, etc.	varies	varies	N/A	N/A	N/A	0

1.7 See the table below (Table 3) for descriptions and examples of the Course Enrollment Classifications and Schedule Types.

Table 3: Course Classification System--Examples			
Course Enrollment Classification	Schedule Type	Description	Typical Examples and Comments
C-1	LEC	Standard Instruction Course	Instruction courses in any discipline in which class participation is a planned portion of the instructional method.
C-2	LEC	Composition Instruction	Instruction intended for General Education Foundational Writing courses. Includes ENGL 1010, ENGL 1010D, and ENGL 2010.
C-3	LEC	Large Instruction Courses	Instruction courses in any discipline with more than 40 enrollment.
C-4	LEC	Seminar, Study Abroad, Capstone, Special Topics, Senior Projects	Instruction courses in any discipline in which student participation is the primary instructional method.
C-5	LEL	Combined Instruction/Lab	Combined instruction where 1 or more hour(s) is/are devoted to classroom instruction and lab hours are taught in 2 hour blocks. For example a 3 credit class will be taught with 2 hrs in classroom and 2 hours in lab or 1 hour classroom and 4 hours in lab. Usually lower division labs.
C-6	LEL	Combined Instruction/Lab	Combined instruction where 1 or more hour(s) is/are devoted to classroom instruction and lab instruction hours are taught in 2 hour blocks. For example a 3 credit class will be taught with 2 hrs in classroom and 3 hours in lab or 1 hour in classroom and 6 hours in lab. Usually upper division labs.
C-7	LEL	Science/Health Science Combined Instruction/Lab	Combined instruction in either science or health science courses where 1 or more hour(s) is/are devoted to classroom instruction and lab instruction hours are taught in 2 hour blocks. For example a 3 credit class will be taught with 2 hrs in classroom and 2 hours in lab or 1 hour in classroom and 4 hours in lab. Usually lower division labs.
C-8	LEL	Science/Health Science Combined Instruction/Lab	Combined instruction in either science or health science courses where 1 or more hour(s) is/are devoted to classroom instruction and lab instruction hours are taught in 2 hour blocks. For example a 3 credit class will be taught with 2 hrs in classroom and 3 hours in lab or 1 hour in classroom and 6 hours in lab. Usually upper division labs.
C-9	LBC	Lab with Credit	Lab instruction taught in 2 hour blocks. For example a 2 credit lab will require 4 hours contact. Usually lower division labs.
C-10	LBC	Lab with Credit	Lab instruction taught in 3 hour blocks. For example a 2 credit lab will require 6 hours contact. Usually upper division.
C11	LBC	Science/Health Science Lab with Credit	Lab instruction taught in 2 hour blocks. For example a 2 credit lab will require 4 hours contact. Usually lower division labs.
C-12	LBC	Science/Health Science Lab with Credit	Lab instruction taught in 3 hour blocks. For example a 2 credit lab will require 6 hours contact. Usually upper division.
C-13	LAB	Lab without Credit	Lab instruction where no credit is assigned for instruction requiring faculty workload.

Table 3: Course Classification System--Examples continued			
Course Enrollment Classification	Schedule Type	Description	Typical Examples and Comments
C-14	LAB	Science/Health Science Lab without Credit	Lab instruction where no credit is assigned for instruction requiring faculty workload.
C-15	CLN	Clinical--Faculty only	Health Science clinical instruction with university faculty providing all clinical instruction.
C-16	CLN	Clinical--Offsite	Health Science clinical instruction that takes place at an offsite facility where primary instruction is provided by the off-site facility and university faculty provide secondary oversight.
C-17	STU	Art/Design Studio	Art and Design course instruction that allows for in-depth observation, participation, experimentation, or practice.
C-18	STU	Dance Studio	Dance course instruction that allows for in-depth observation, participation, experimentation, or practice.
C-19	ENS	Music Ensemble Small	Music instruction where two or more vocalists or instrumentalists are learning together.
C-20	ENS	Music Ensemble Large	Music instruction where large groups are learning together.
S-1	INT	Internships Offsite	Faculty supervised instruction where students are placed with an offsite mentor who oversees the day to day responsibilities.
S-2	INV / THE	Individualized Instruction/Independent Study/Thesis	Supervised instruction which requires an hour per week per credit hour with each supervised student. Students will be assigned 2 hours per week per credit hour of work outside supervision.
S-3	INV / THE	Individualized Instruction/Independent Study / Thesis	Supervised instruction which requires an hour per week with each supervised student. Students will be assigned 2 hours of work per week outside supervision.
S-4	INV / PRA / THE	Individualized Instruction / Independent Study / Practicum / Thesis	Supervised instruction which requires 2 hours per week with each supervised student. Students will be assigned 4 hours per week of work outside supervision.
S-5	INV / PRA / THE	Individualized Instruction / Independent Study / Practicum / Thesis	Supervised instruction which requires an hours X credits per week with each supervised student. Students will be assigned 2 hours x credits per week of work outside supervision. Practicum (PRA) courses may require a supervised lecture component as well as activity component either in or outside a classroom which may exceed the total supervised hours per week.
S-6	MUM / ACT	Private Lessons for Majors	Supervised individual music or acting instruction required for the major. Overload and part-time faculty compensated directly through student fees.
S-7	MUN	Private Lessons for Non-Majors	Supervised individual music instruction for non-majors. Overload and part-time faculty compensated directly through student fees.
S-10	CON / OTH	Non-traditional Instruction, conferences, private instruction, other, etc.	No workload will be assigned to the course through the curriculum process. Workload, as applicable, would be assigned through the ACH process.

II. Academic Administrative Credit Hours

- 2.1 Academic Administrative Credit Hours (A-ACH) is the unit of workload for administrative duties as assigned by the Provost and Vice-President for Academic Affairs or University leadership. Workload is identified by policy or by the respective supervisor. See Table 4.

Table 4: Workload for Academic Administrative Credit Hours		
Description	Detailed Description	Proposed WLF
Associate Dean	Works under the direction of the dean. See Academic Structure Policy 661.	12-24 A-ACH per year determined by Dean and approved by Provost/VPAA
Department Chair	Works under the direction of the dean. See Academic Structure Policy 661.	6-12 A-ACH per year determined by Dean and approved by Provost/VPAA
Program Director/Coordinator	Works under the direction of the Dean and the Department Chair. See Academic Structure Policy 661.	0-3 A-ACH per semester See Policy 643, section 6.5
University Academic Services	Assigned by the Provost/University leadership (Examples include Director of Community Engaged Learning, Faculty Athletic Representative, Director of Undergraduate Research, CTL Director)	A-ACH assignments vary. Assigned by the respective supervisor.

III. College Administrative Credit Hours

- 3.1 College Administrative Credit Hours (C-ACH) is the unit of workload for administrative duties within a college in excess of required service. Specific role assignments and responsibilities are defined by individual college policy and assigned by the dean.

IV. Academic Support Credit Hours

- 4.1 Academic Support Credit Hours (ASCH) is the unit of workload for academic activities that support student learning and success outside of direct instruction and in excess of required service. Categories for these duties are listed in the table below (Table 5). Specific role assignments and responsibilities are defined by individual college policy and assigned by the dean.

Table 5: Categories for Academic Credit Hours
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Academic Support Activity	Detailed Description
Accreditation	Manages the accreditation process for the university, a department, college, or specialized professional program (Includes self-study).
Assessment	Manages the assessment process for a department, program, college, or university.
Course Coordination	Oversee the curriculum of a regular multi-section course (minimum of 3 or more recurring instructors), supervises instructors teaching sections of the course, and potentially handles the setup and ordering of supplies for activities in the course, including interdisciplinary collaboration.
Instructional Support	Activities required for a course to run that do not have ICHE attached to them (Examples: ceramics and photo studio, field trips, some labs, outreach related to course material and are required by a course).
Outreach	Assigned activities are done with or without student involvement that has a goal of providing educational experiences to people who are not University students (Examples STEM center, Upward Bound, Code Camp, Dixie Prep). ICH awarded for Service or Academic Support, but not both.
Production(s)	Theatre and Dance Productions.
Program Development	Assigned work necessary for the start or growth of an academic program. Activities could include developing a program proposal or creating curriculum for a new or revised program.
Professional-track Faculty Service	Other duties and responsibilities assigned in lieu of teaching for Professional Track (non-tenure track) faculty. (See Policy 631, section 3.6)
Student Organization Support	Provides support for learning opportunities directly to students through a formalized student organization (Examples include Southern Quill, Student Media, VITA, DECA).

4.2 ASCH assignments are optional assignments. A faculty member is not required to take on such assignments.

4.3 No faculty member will be granted workload for the same assignment which includes required service workload.

V. Shared Governance Credit Hours

5.1 Shared Governance Credit Hours (SGCH) is the unit of workload for shared governance in faculty senate leadership. Categories for these duties are listed in the table below (Table 6).

Table 6: Categories and Workload for Shared Governance Credit Hours		
Description	Detailed Description	Proposed WLF
Faculty Senate President	Duties defined by University Policy 640a	12 SGCH per year

President-Elect	Duties defined by University Policy 640a	6 SGCH per year (Could be more at the discretion of the Provost/VPAA)
Past President	Duties defined by University Policy 640a	2 SGCH per year
Parliamentarian	Duties defined by University Policy 640a	2 SGCH per year
Secretary	Duties defined by University Policy 640a	2 SGCH per year

VI. Service Activity/ Scholarship/Creative Activity

- 6.1 All full-time faculty are required to provide six (6) workload credits of service to the University in a contract year. This is the equivalent of twenty (20) percent of the work week or eight (8) hours minimum of service in a week. Before ASCH or C-ACH can be awarded or workload overload assigned, the service hours for an individual faculty member should be accounted for. Required service workload can be met with scholarly/creative activity as defined and approved by the College dean.

Policy Owner: Provost/Vice President of Academic Affairs (VPAA)

Policy Steward: Faculty Senate

History:

Approved 07/01/2012

Revised 4/28/23