

Academic Administration – Faculty Workload

March 2014

WORKLOAD ENTRY & FORMULAS

Institutional Workload Record

Schedule Entries & Instructor
Assignments

A grey, downward-pointing arrow with a textured fill, indicating the flow from the first step to the second.

Workload Calculations

A grey, downward-pointing arrow with a textured fill, indicating the flow from the second step to the third.

Reports

Definitions

ICHE Instructional Credit Hour Equivalent

ACHE Academic Credit Hour Equivalent

GCHE Governance Credit Hour Equivalent

Non-instructional Workload



Add them all up to get total Workload Credit Hour Equivalent

Variables & Operations Used in Calculations

- Section instructional method codes (lecture, lab, independent study, etc.)
- Class size*
- Instructor % of responsibility (team-taught?)
- Groups cross-listed sections together as one
- Credit and contact hours (cannot be zero)
- Lesson length for School of the Arts private lessons

*If enrollment = 1, then independent study formula is applied no matter the section schedule type.

USHE Workload Formulas

Schedule Type	Formula
Lecture, Lab, Lec/Lab*	$\text{Base Credit Hours} + ((\text{Contact Hours} - \text{Base Credit Hours}) / 2)$
INV (Individualized)	$(\text{Enrolled} * \text{Base Credit Hours}) / 10$
SUP (Supervised Remotely)	$(\text{Enrolled} * \text{Base Credit Hours}) / 20$
OPR (Performance Ensemble – Arts)	Base Contact Hours are used
OPL & OLN (Private Lessons – Arts)	OPL: $(\text{Enrolled} * 2/3)$ OLN: $(\text{Enrolled} * 1/3)$
THE (Thesis)	$(\text{Enrolled} * \text{Base Credit Hours}) / 6$
DIS (Dissertation)	$(\text{Enrolled} * \text{Base Credit Hours}) / 3$

*This formula is used most often.

USHE Enrollment Multiplier

If Enrollment is...	Then multiply ICHE by...
1-60	1
61-100	1.2
101-150	1.4
151-200	1.6
201 or greater	1.8

ICHE Logic

- If section is x-listed, then total enrollments of all sections in group
- Use appropriate formula based on schedule type
- Apply Enrollment Multiplier
- If x-listed, split ICHE among sections proportionate to share of total enrollment
- Apply instructor % responsibility to ICHE