Bren School of Information and Computer Sciences
DEPARTMENT OF INFORMATICS
2015-16
INSTRUCTIONAL WORKLOAD POLICY
Non-Senate Instructional Unit

The full-time Instructional Workload for this Unit is 9 Instructional Workload Courses (or the equivalent) per academic year.

This instructional workload assumes that the faculty-instructor may participate in governance and in professional and university service, and that routine, normal service of this type will normally carry an instructional workload course (IWC) equivalency of 0. Where such participation or service is assigned and carries a significantly heavier load, an instructional workload equivalency may be assigned.

A list of equivalencies specific to this academic unit is indicated below.

Where class size is a consideration in assigning workload, anticipated class size, not actual, will be the basis of instructional workload assignments. In cases where the actual class size is significantly higher than the anticipated size, the Department may, at its discretion, make a compensatory adjustment in workload in a future quarter.

There may be Instructional Workload Equivalencies not foreseeable at this time: these will be assigned on an ad hoc basis to the extent they appear to be one-time arrangements. Any that would appear likely to be repeated will require notification to UC/AFT and will be added to the formal Instructional Workload Policies.

1. Equivalencies for undergraduate courses assigned by Department:

   a) Courses with large expected enrollments (250 or more): 1.5 IWC.

   b) Leading one discussion section: 0.5 IWC.

   c) Two-unit courses: 0.5 IWC.

   d) Other three- or four-unit courses: 1.0 IWC, except that courses with very large expected enrollments (150 or more) count as 1.5 IWC.

   e) Course offerings, which for exceptional reasons have an unusually heavy workload, may be assigned additional IWC credit at the discretion of the Department.

2. Equivalencies for graduate courses assigned by the Department:

   a) ICS 398A, 398B: 0.5 IWC.

   b) Four-unit graduate courses that have a substantial lecture component: 1.0 IWC.

   c) Other graduate courses are not usually assigned to lecturers.

3. Each assigned duty other than teaching will have an IWC equivalency determined by the Department in the range of .25 to 1.5 IWC. The value will be assigned based on the amount of anticipated work necessary to complete the assigned task.

Examples include:

Curricular development
Coordinating academic dishonesty detection systems such as MOSS
IMPAC and articulation coordination
Membership on certain assigned committees
Overseeing potential lecturer pool
Coordinating awards for students
Processing disqualifications of undergraduate students
Advising- e.g., ACM Chapter, Programming Team, UGrad Computing Facility
Serving as ICS or Statistics TA Advisor
Grading of the TOEP exams
Assisting deans and chairs with course scheduling
Serving as resource and mentor on teaching issues for new, visiting, or adjunct faculty
Participating in the preparation or administration of grant proposals or other projects

Jessica Utts, Chair — 4/21/16 Date

Hal Stern, Dean — 4/25/16 Date