

UTSA Workload Calculations/Weights – Worksheet for All Faculty

ORGANIZED CLASSES:

SCHD Code	Type of Class	Workload Formula
A	Lecture	Lecture Hrs x WF(Size) x WF(Level)
B	Laboratory	Lab Hrs x WF(Lab) x WF(Size) x WF(Level)
E	Seminar	(Credit or lecture Hrs) x WF(Size) x WF(Level)

Note: If course is a lecture/Lab combination course, the WLC formula = A + B. If course is a lecture with linked Lab courses, the formula is A for the Lecture and B for all Labs linked to the lecture.

OTHER CLASSES:

SCHD Code	Type of Class	Workload Formula
C	Practicum	(Credit Hrs x Enrollment) x WF(Practicum)
D, M	Internship, Supervision	(Credit Hrs x Enrollment) x WF(Internship)
F, J	Independent Study	(Credit Hrs x Enrollment) x WF(Independent Study) OR credit hours, whichever is smaller
G	Private Lesson	Enrollment x .667 x (1.0 for Undergraduate or 1.2 for Masters or 1.5 for Doctoral)
H	Group TV	Same as A
I	Thesis	(Credit hours x Enrollment) x WF(Thesis)
K	Dissertation	(Credit hours x Enrollment) x WF(Dissertation)
L	Group music instruction	Contact Hrs x 0.75
R	Recitation	No credit

Note: All hybrid courses (AHB, BHB, or EHB) calculate separately when held at same day and time instead of rolling up into the primary course.

WEIGHT FACTORS by Course Level

	All Levels	UG Level	GR Level
WF (Lab):	0.667		
WF (Practicum):		0.1	0.2
WF (Internship)		0.083	0.166
WF (Independent Study)		0.1	0.2
WF (Thesis)	0.167		
WF (Dissertation):	0.333		
WF (Level):		1.0	1.5

WEIGHT FACTORS

WF (Lab):	0.667
WF (Practicum):	0.1 Undergraduate, 0.2 Graduate
WF (Internship)	0.083 Undergraduate, 0.166 Graduate
WF (Independent Study)	0.1 Undergraduate, 0.2 Graduate
WF (Thesis)	0.167 for chair of Thesis
WF (Dissertation):	0.333 for chair of Dissertation
WF (Level):	1.0 Undergraduate, 1.5 Graduate

WF (Size) Credit is increased for teaching a large class as shown below:

Class Size	59 or Less	60 - 69	70 - 79	80 - 89	90 - 99	100 - 124	125 - 149	150 - 174	175 - 199	200 - 249	250 or More
WF (Size)	1.0	1.1	1.2	1.3	1.4	1.5	1.6	1.7	1.8	1.9	2.0

For Faculty: All fulltime tenured/tenure track faculty must meet a minimum workload of 9 for each fall and spring term for a total of 18 for the year. NTT Faculty must meet the number of workload credits that correspond with their percent appointment for the semester being verified.

NTT % Time Appointment	Term Workload Should Be
100	12
75	9
50	6
25	3