

UTSA Workload Calculations/Weights – Worksheet for All Faculty

ORGANIZED CLASSES

SCHD	Type of Class	WLC Formula
A	Lecture	Lecture hrs x WF(size) x WF(level)
B	Laboratory	Lab hrs x WF(lab) x WF(size) x WF(level)
<p>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.</p>		
E	Seminar	(Credit or lecture hrs) x WF(size) x WF(level)
H	Group TV	Same as A
O	Discussion or review	No credit
L	Group music instruction	Contact hrs x .75

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.

OTHER CLASSES

SCHD	Type of Class	WLC Formula
C	Practicum	(Credit hrs x enrollment) x WF(practicum)
D, M	Internship, Supervision	(Credit hrs x enrollment) x WF(internship)
F	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)
I	Thesis	(Credit hours x enrollment) x WF(thesis)
K	Dissertation	(Credit hours x enrollment) x WF(dissertation)

WEIGHT FACTORS

WF (lab):	0.667											
WF (practicum):	0.1 undergraduate, 0.2 graduate											
WF (internship)	0.083 undergraduate, .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	

Note: 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.

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