DEFINITIONS

ADJUSTED CREDIT HOURS

The classroom teaching hours for a particular course, adjusted to reflect faculty work requirements either more than or less than the normal expectation.

Example 1:

An instructor teaches a 3-hour course with more than 50 students; credit hours are multiplied by the factor as indicated in the Load Formula:

<table>
<thead>
<tr>
<th>For Class Size</th>
<th>use Factor</th>
<th>Credit Hours</th>
<th>= Adjusted Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>51 to 125</td>
<td>1.25</td>
<td>X 3</td>
<td>3.75</td>
</tr>
<tr>
<td>126 to 200</td>
<td>1.50</td>
<td>X 3</td>
<td>4.50</td>
</tr>
<tr>
<td>201 to 400</td>
<td>1.75</td>
<td>X 3</td>
<td>5.25</td>
</tr>
<tr>
<td>More than 400</td>
<td>2.00</td>
<td>X 3</td>
<td>6.00</td>
</tr>
</tbody>
</table>

Example 2:

An instructor teaches a lab class which meets three clock hours per week for one semester-hour of credit. The Load Formula, applying factors from .6 to 1.0 (depending upon degree of difficulty and/or enrollment size), can yield from 1.8 to 3.0 adjusted credit hours depending upon the factor selected to reflect the kind of instruction or amount of preparation involved.

3 clock-hours X .6 = 1.8 adjusted credit hours, or
3 clock-hours X .9 = 2.7 adjusted credit hours, or
3 clock-hours X 1.0 = 3.0 adjusted credit hours
FTE - Full-Time Equivalent

For part-time faculty, FTE is the full-time equivalent load expressed as a decimal fraction. For instance, a main campus quarter-time faculty member has an FTE of 0.25.

The load formula applies to both part-time and full-time faculty, with main campus full-time load being established at 12 units per semester (all branch campuses use 15 units per semester, Graduate Centers use 9). The FTE shown on the Memo TPT should be the percentage of a full-time load for the semester. Therefore, using main campus as the example:

\[
FTE = \frac{\text{adjusted credit hours}}{12} \quad \text{or} \quad 0.25
\]

Example 1:

An instructor teaches one 3-hour lecture course, with normal preparation, grading and other requirements. FTE is computed as follows:

\[
FTE = \frac{3}{12} = 0.25
\]

Example 2:

An instructor teaches one 3-hour lecture course each semester of the academic year, with normal requirements:

\[
FTE = \frac{6}{24} = 0.25
\]

Example 3:

The instructor described in Example 2 teaches the lab class during each semester of the academic year:

\[
FTE = \frac{1.8 \times 2}{24} = \frac{3.6}{24} = 0.15
\]

\[
FTE = \frac{2.7 \times 2}{24} = \frac{5.4}{24} = 0.225
\]

\[
FTE = \frac{3.0 \times 2}{24} = \frac{6}{24} = 0.25
\]

Example 4:

If an instructor is employed to teach a total of 10 clock hours for one semester, the FTE is figured as follows:

\[
FTE = \frac{10}{160*} = 0.0625
\]

*Clock hours for a main campus full teaching load = 12 hr/(50 min/hr) x 60 min X 16 wks = 160 hours

*Clock hours for non-teaching load = 40 hr/wk X 16 wks = 640 hours