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:

For Class Size	**use Factor**	**Credit Hours**	**= Adjusted Credit Hours**
51 to 125	1.25	X 3	3.75
126 to 200	1.50	X 3	4.50
201 to 400	1.75	X 3	5.25
More than 400	2.00	X 3	6.00

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 = adjusted credit hours

Example 1:

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

$$FTE = \frac{3}{12} \quad \text{or } 0.25$$

Example 2:

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

$$FTE = \frac{6}{24} \quad \text{or } 0.25$$

Example 3:

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

$$FTE = \frac{1.8 \times 2}{24} \quad \text{or} \quad \frac{3.6}{24} \quad \text{or } 0.15$$

$$FTE = \frac{2.7 \times 2}{24} \quad \text{or} \quad \frac{5.4}{24} \quad \text{or } 0.225$$

$$FTE = \frac{3.0 \times 2}{24} \quad \text{or} \quad \frac{6}{24} \quad \text{or } 0.25$$

Example 4:

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

$$FTE = \frac{10}{160^*} = .0625$$

*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 hour