

1 **ARTICLE XX**
2 ***Workload***

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4 **XX.1 Calculating FTE.**

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6 (a) Each full-time instructional employee shall be assigned a total of twelve
7 classroom contact hours per week, or equivalent in research, service,
8 administration, and other duties, for each of the regular semesters, excluding
9 summer. A classroom contact hour means a regularly scheduled activity of not
10 less than fifty minutes in a course of instruction approved by the university. For
11 the purposes of this section, classroom contact hours for non-face-to-face
12 modalities shall be the same as if they were offered in a face-to-face modality.
13 For example, a course that is regularly scheduled for three hours of classroom
14 contact hours (e.g., two seventy-five-minute sessions or three fifty-minute
15 sessions), shall be example, a laboratory session that requires six hours of
16 contact time in a face-to face modality, shall be six classroom contact hours in
17 any modality it is offered.

18
19 (b) Undergraduate Courses. The percent effort for a given course is obtained by
20 dividing the number of classroom contact hours by twelve and multiplying by
21 100%.

22 (c) Graduate Courses. The percent efforts for a given course are obtained by
23 dividing the number of classroom contact hours by twelve and multiplying by
24 33%.

25
26 (d) Combined Undergraduate and Graduate Courses. The percent effort for a
27 combined course are obtained by dividing the number of classroom contact
28 hours by twelve and multiplying by 150%.

29
30 (e) Directed Individual Studies. The percent effort will be calculated based on
31 0.5 contact hours per student enrolled. Directed Individual Studies will be
32 offered and approved at the Dean's discretion. Directed Individual Studies will
33 not be offered for more than five students per course.

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35 (f) Other instructional efforts in a non-classroom environment, such as
36 (1) Thesis/Dissertation Supervision;
37 (2) Supervision of Interns;
38 (3) Clinical Activity;

39 (4) preparation of class materials and
40 (5) assigned office hours, will be based on average weekly direct contact
41 hours with students.

42
43 (g) Academic advisement will be based on 0.4% FTE per assigned advisee. (g)

44 Other non-instructional efforts such as

45 (1) Academic Admin/Support Services;

46 (2) Leave of Absence with Pay;

47 (3) Public or Institutional Service;

48 (4) Supervision of Cooperative Education;

49 (5) University Governance; and

50 (6) Research and other Sponsored Activities, will be based on the
51 average number of weekly hours dedicated to such effort, divided by forty and
52 multiplied by 100%.

53
54 (h) Effect of work load on FTE. Many factors affect the quality of education,
55 including class size, instructional methods, and active and engaged learning
56 strategies. Maintaining quality of education may require more direct contact or
57 place greater demands on the instructor. These workload factors shall be
58 incorporated into the FTE calculation as specified below.

59 (1) Courses with an enrollment capacity of 76 - 150 students shall afford a
60 50% increase in assigned effort for that course. Courses with an enrollment
61 capacity of more than 150 students shall afford a 100% increase in assigned
62 effort for that course. If actual enrollment exceeds the enrollment capacity, the
63 actual enrollment is used for this calculation.

64 (2) Courses that are combined lecture plus lab shall be uncombined into a
65 lecture and a lab when two conditions are met: (i) the instructor for both lecture
66 and lab are not the same employee, and (ii) the employee teaching the lecture
67 does not supervise the lab or engage in laboratory instruction.

68 (3) A new preparation, substantial revisions to an existing course, or a
69 change in course modality (e.g., changing a face-to-face course to an online
70 course) shall afford a 50% increase in assigned effort for that course.

71 (4) A course that is assigned less than six weeks before its starting date
72 shall afford a 50% increase in assigned effort for that course.

73 (5) Other situations that place extra demands on instructors to maintain
74 quality of instruction shall be provided an appropriate increase in assigned effort
75 for that course.

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77 **XX.2 UCF Course Classroom Contact Hour Table**

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79 Assigned responsibility shall be calculated to the nearest single decimal only.

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Course Classroom Contact Hours	Undergraduate Effort %	Graduate Effort %	Combined Undergraduate and Graduate Course
1	8.3	11.1	12.5
2	16.7	22.2	25.0
3	25.0	33.3	37.5
4	33.3	44.3	50.0
5	41.7	55.4	62.5

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