



## **CECS Workload Policy - Lecturers**

The standard teaching load for lecturers (of any rank) is four (4) three (3)-credit didactic courses in each of the fall and winter semesters for a 100% appointment. Following this model, each 3-credit course would carry a workload effort of 25% and each 4-credit course would be 33.33%.

Courses with an associated lab which is counted as a separate one (1)-credit class, would have a workload effort of 8.33%.

For courses where the lecturer is not the sole instructor of record, the effort assignment will be prorated accordingly and clearly defined in any offer letters or teaching assignment letters.

This workload includes but is not limited to teaching courses, course preparatory work, holding office hours<sup>1</sup>, and attending department and school meetings. Administrative and/or service duties may be assigned to Lecturers III-IV. Such duties may include mentoring student competition teams, developing new course modalities, and/or significant committee service. These duties will be clearly defined on an annual basis and will reduce the teaching load accordingly.

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<sup>1</sup> Office hour expectations vary by department, but range between 1 hour per course to 1 hour of office hours for every hour of instruction. Refer to the department chair for specific expectations.