

FACULTY HOURS ALLOCATION

Faculty costs make up a significant part of the yearly Academic Programs Office budget and are updated and distributed on a quarterly basis to department administrators and education coordinators. Following are the assumptions that are used in the annual calculations:

1. Courses are assigned hours based on the number of units in the course with adjustments for new course development and staff division of teaching assignments. A 12-unit course is allocated 456 hours; a nine-unit course is allocated 342 hours; a six-unit course is allocated 228 hours; and seminars are allocated 152 hours. Requests for additional hours should be directed to the Associate Dean.

For budgeting purposes, total hours are distributed evenly among co-instructors. These instructors should discuss the course load and advise APO of the correct proportion of the split.

2. Academic advisors for 'pre-generals' doctoral students (those who have not advanced to candidacy) will be allocated 50 hours per student with adjustments for shared advising or anticipated change to post-generals status during the year. Research supervisors for 'post-generals' doctoral students (those who have successfully completed the thesis proposal defense and advanced to candidacy) will be allocated 152 hours per student with adjustments for shared advising or degree completion before the end of the year. Research supervisors for master's thesis students are allocated 152 hours. When a faculty member is supervising more than one post-generals advisee, the total allotment of advising hours is prorated at 75%.

Students whose primary advisor has moved to another institution are assigned an advisor in absentia. That advisor is allotted 50 hours per year to assist the primary advisor.

3. Committee assignments are allocated as follows: 20 hours for subdiscipline Joint Committee, 20 hours for Education Council, 80 hours for Joint Program Admissions Advisory Committee, 50 hours for the Postdoctoral Scholar Fellow Selection Committee, 50 hours for the Summer Student Fellow Selection Committee, and other assignments as specifically negotiated. Joint Committee chairs are allocated 152 hours; Education Coordinators, 456.

Note that faculty hours change during the year and will be reassessed as circumstances warrant. For example, if a student graduates halfway through the year, the advising time will be prorated for the number of months the student was actually enrolled.