

## GE Workload Allocation Guidelines

The approximate number of hours required to comply with GE responsibilities is outlined in the following table. In some cases, these are **maximum** expectations and will far exceed the actual work performed. Numbers in brackets represent weekly times (term total divided by 10 weeks, not including week 11 or finals week). Figures marked with an asterisk are non-recurring events that are not performed each week.

	5-credit multi-sectioned courses	4-credit multi-sectioned courses	Discussion leader w/ professor	Instructor of record, stand alone
Orientation (Prorated over 3 terms per year) *	10 [1.0]	10 [1.0]	4 [0.4]	2 [0.2]
Prepare course meetings	-----	6 [0.6]	-----	-----
Course meetings	9 [0.9]	9 [0.9]	10 [1.0]	-----
Lesson planning	50 [5.0]	50 [5.0]	20 [2.0]	90 [9.0]
Attend lectures	-----	-----	30 [3.0]	-----
Classroom teaching	50 [5.0]	40 [4.0]	30 [3.0]	30 [3.0]
Grading homework/tests/essays	30 [3.0]	40 [4.0]	65 [6.5]	40 [4.0]
Quiz and exam preparation *	-----	-----	-----	10 [1.0]
Administer oral exams (Outside of reserved class hours) *	4 [0.4]	6 [0.6]	-----	-----
Office hours	20 [2.0]	20 [2.0]	20 [2.0]	20 [2.0]
Communications (Email)	10 [1.0]	10 [1.0]	10 [1.0]	10 [1.0]
Discussion after class observation *	2 [0.2]	2 [0.2]	1 [0.1]	1 [0.1]
Administrative details (e.g., Reporting final grades, copy/scan documents) *	3 [0.3]	3 [0.3]	6 [0.6]	5 [0.5]
Mentoring (Observation, assessment training, etc.) *	20 [2.0]	10 [1.0]	15 [1.5]	4 [0.4]
Service/outreach (e.g., Foreign Language Day, language tables)	5 [0.5]	5 [0.5]	5 [0.5]	5 [0.5]
<b>Totals</b>	<b>213 [21.3]</b>	<b>211 [21.1]</b>	<b>214 [21.4]</b>	<b>215 [21.5]</b>
<b>GE Contractual Assignment</b>	<b>215 [21.5]</b>	<b>215 [21.5]</b>	<b>215 [21.5]</b>	<b>215 [21.5]</b>