

GE Workload Allocation Guidelines: Summer Term

The approximate number of hours required to comply with GE responsibilities is outlined in the following table. The figures marked with an asterisk represent maximum expectations; in some cases, they will far exceed the actual work performed.

	100- and 200- level multi-sectioned courses	Instructor of record, stand-alone courses
Prepare course meetings	2	-----
Lesson planning	50	96
Classroom teaching	50	32
Grading homework/tests/essays	40	60
Office hours	9	9
Communication (Email)	5	10
Administer oral exams (Outside of reserved class hours)	3	-----
Administrative details (e.g., Prepare final grades)	3	5
Totals	162 hours	212 hours
GE contractual assignment	.37 FTE	.49 FTE