

Teaching Load Calculation Guide for Faculty at Pfeiffer University

This table provides detail for determining the Instructional Units (IU) of faculty as outlined in the Handbook in section 2.8.4.H. All full-time faculty are required to teach a minimum of 24 IU and a maximum of 26 IU during the academic year. Department chairs and Program directors will submit an IU calculation using the information below to their respective Dean by the midpoint of each semester. This report will be reviewed and submitted to the Office of Academic Affairs. Faculty who are found to be in overload status will be duly compensated during the May pay period.

Type of Class	Number of IU	Notes/Explanation
Non-clinical, graduate-level courses	1.33 IU per semester hour	A conventional 3sh course carries 3.99 IU
Undergraduate lecture/seminar courses	1 IU per semester hour	Includes HPED courses formerly listed as "activity" courses.
Natural and Health Science courses with labs	5.0 IU for a 4sh course	
Natural and Health Science labs taught separately	2.0 IU for a 1sh lab	2.5 IU for a 2sh lab
Music – Musicianship I, II, III	4.3 IU for 4sh class	per NASM recommendations
Music – Class Piano	1.3 IU per semester hour	per NASM recommendations
Music – applied music lessons	.67 IU per hour (30 minute sessions = .33 IU)	This is calculated out per student registered for applied lessons.
Music – Ensembles	2.0 IU per semester hour	per NASM recommendations
Undergraduate Independent Research (includes faculty support of Honors Program, Milton Rose Program and other major field requirements of this nature).	.5 IU (for both 1sh and 2sh course listings)	IU calculated on a per student basis.
Independent/Directed Study	.1 IU per semester hour	
Internship Facilitation	.33 IU per semester hour	
Student Teaching	.67 IU per semester hour	IU calculated on a per student basis.
Graduate Clinical Programs		Follow guidelines of accrediting bodies. Teaching load and administrative responsibilities specified on faculty contracts and in departmental workload policies.
Undergraduate Nursing Program		Follow guidelines of accrediting body. Teaching load and administrative responsibilities specified on faculty contracts.
Team Teaching	Depending on circumstance, IU may be shared or team may receive full credit.	Approved by Chair/Program Director and Dean.