IPD Work Sheet for Calculating Course Equivalencies

For 1.0 FTE Lecturers

Note: Where possible, complete the combined IPD/RPT for the entire year; include on-line courses.

Course 1: ___ credits + ___ equivalencies = criterion #:
Course 2: ___ credits + ___ equivalencies = criterion #:
Course 3: ___ credits + ___ equivalencies = criterion #:
Course 4: ___ credits + ___ equivalencies = criterion #:
Course 5: ___ credits + ___ equivalencies = criterion #:
Course 6: ___ credits + ___ equivalencies = criterion #:
Course 7: ___ credits + ___ equivalencies = criterion #:
Course 8: ___ credits + ___ equivalencies = criterion #:

Criterion #9 (if relevant):
Criterion #10 (if relevant):

Total Credits: ___ /30 (IPD treats 30/30 as 1.0 FTE) (The first 8 criteria are mutually exclusive; we are looking for the one most accurate choice)

1. All courses (whether lab or nonlab) typically enrolling fewer than 35 students: 0 equiv. credits.
2. Non-lab course typically enrolling 35-70 students which requires writing assignments and/or essay exams but which has no TA or grader support: 1 equiv. credit
3. Non-lab course typically enrolling 70-200 students which is supported by TAs and/or graders: 1 equiv. credit
4. Non-lab course typically enrolling 70-200 students which has no TA or grader support: 2 equiv. credits
5. Non-lab course typically enrolling over 200 students, with or without TA/grader support: 2 equiv. credits
6. Lab-linked course typically enrolling between 35 and 70 students and requiring supervision of TAs: 1 equiv. credit (2 credits where true contact hours exceed course credits)
7. Lab-linked course typically enrolling 70-150 students and requiring supervision of TAs: 2 equiv. credits (3 credits where true contact hours exceed course credits)
8. Lab-linked course typically enrolling more than 150 students and requiring supervision of TAs: 3 equiv. credits
9. Additional equivalency credits for long-term lecturers (whether base-funded or not) who are contributing to their department’s mission outside of the regular classroom, e.g., supervising an occasional independent study or collecting assessment data for program review: 2 equiv. credits per semester for full-time lecturer; 1 equiv. credit per semester for half-time to full-time lecturer.
10. One equivalency credit may be awarded per semester where a majority of courses are different preps.