

# IPD Work Sheet for Calculating Course Equivalencies

For Lecturers

List courses and equivalencies in the following manner on the IPD.

Fall/Spring Semester

Course 1: Course 2: Course 3: Course 4:

credits + equivalencies = criterion #: \_\_

credits + equivalencies = criterion #:

credits + equivalencies = criterion #:

credits + equivalencies = criterion #:

Criterion #7 (if relevant):

**Total Credits: \_\_ \_**

(15 Credits is 1.0 FTE for a semester)

Criteria (1-4) apply to all (3+ credit) lecture courses (i.e. non-lab, non-recitation courses).

1. Course enrolling 36-70 students which requires writing assignments and/or essay exams but which has no TA or grader support : 1 equiv. credit
2. Course enrolling 71-200 students which is supported by TAs and/or graders: 1 equiv. credit
3. Course enrolling 71-200 students which has no TA or grader support: 2 equiv. credits
4. Course enrolling over 200 students, with or without TA/grader support: 2 equiv. credits

Criteria (5-6) apply to lab or recitation sections.

1. Supervision of TAs in lab or recitation sections. Equivalencies determined in consultation with the dean’s office. Factors include: enrollment, number of sections and number of credits.
2. Lab or recitation section assigned 0 credits: 1 equiv. credit; if multiple sections, consult with the dean’s office and obtain written approval.

Note: courses enrolling up to 35 students receive 0 equivalency credits, unless they satisfy criterion 6.

1. Additional equivalency credits for long-term lecturers 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: 1 equiv. credit per semester with prior written approval from the dean’s office.