

**COLLEGE OF AGRICULTURE AND LIFE SCIENCES  
OFFICE OF THE DEAN**

**Course Equivalent Policy**

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The College of Agriculture and Life Sciences (CALS) at the University of Vermont administers faculty workloads pursuant to the Collective Bargaining Agreement (CBA) between the University of Vermont and United Academics. These guidelines provide general expectations regarding course equivalencies.

**I. Faculty appointments and course equivalents**

I.A. For purposes of this document FTE=Course Equivalents (CE). These guidelines were developed using a nine-month, full time equivalency at 1.0 CE. If the appointment term is a twelve-month 1.0 CE, the CE on the workload form should be adjusted such that the total amount of time assigned to any given course will be approximately the same. In other words, a 12-month faculty member should not be assigned 0.1 CE in this example, because that faculty member would be assigned more total hours than the 9-month faculty member for the same course.

To do this adjustment for a 12-month faculty member, simply multiply the CE by 0.8 (which accounts for 12-month faculty vacation time).

For example, if a given 3 credit-hour course normally has 0.1 CE for a 9-month faculty member, the adjustment for a 12-month 1.0 CE faculty member would be:

$$0.1 \times 0.8 = 0.08 \text{ CE}$$

**II. Course Equivalents**

-A "typical" 3 credit course in CALS is weighted 0.10 CE

-A large 3 credit class over ~80 students is between .12 and .15 CE

-A 4 credit class (in which the lab section taught by the faculty member) is between 0.125 CE and .175 depending on the size of the lecture. If the lab is taught by a TA, the course reverts to the lecture equivalencies.

-A 1 credit lab section is assigned .03 CE

- An independent study for one student is typically between .01 and .05 CE, as assigned by the chair depending on the number of credits of the independent study (1 to 5 credits).

-Undergraduate research supervision is typically assigned between .01 and .05 CE, depending on the number of credits and amount of supervision required and assigned by the chair.

-Graduate student advising typically is assigned .05 CE, but the chair may assign otherwise depending on where the student is in their degree program and the amount of supervision required. See \*\* below for guidelines by department.

Any 3 credit course taught for the first time is typically afforded an additional 0.05 CE for preparation; this can be assigned either in the semester the course is taught, or the preceding semester if the course is anticipated to be taught on the next annual workload. However, the faculty member does not get the "extra" 0.05 CE twice (i.e., prepared one year and delivered for the first time the next). The amount of prep time allocated will be determined by the chair and will depend on the expertise of the faculty and the number of course credits. It may range from 0 CE to .05 CE.

A course that is "team taught" has the effort split proportional to the effort of each instructor. For example, if two professors share a 3-credit course that would be assigned .10, they are each assigned 0.05 CE; if unequal contributions by faculty participants, it could be split 0.075CE/0.025 CE. A 1 or 2 credit course for a class 50 or less is 0.0165 CE or 0.034 CE each, adjusted by percentages allocated to large sections.

"Additional Sections". If a faculty member teaches more than one section of the same course, they are assigned 0.10 CE for a course  $\geq 50$  and 0.05- 0.10 CE for the second section. This is adjusted using the large class adjustments.

### **III. Advising**

#### *Undergraduate Academic Advising*

A typical advising load in CALS varies from 10-to-35 undergraduate advisees. An assignment of  $\leq 17$  undergraduate students = 0.05 CE. An assignment of 18-35 undergraduate students = 0.10. Typically, faculty do not exceed 0.15 CE for advising except in unique situations, as determined by the chair.

*Advising undergraduate and graduate research and independent study* \*\*CE assignments for advising undergraduate and graduate research, independent study and internships vary by department.

If not listed under department, the effort for supervising undergraduate theses and special projects is the same as for MS students, or group advising.

#### *Department of Animal and Veterinary Sciences*

0.02-0.05 CE per graduate student per year

0.02 per undergraduate researchers (up to 5)

#### *Department of Community Development and Applied Economics*

Between .05-.10 depending on how many each faculty member has (e.g. 0.10 for 30 advisees) –

in some cases students are "grouped" for advising. For thesis advising and undergrad honors--3 to 5 per thesis.

*Department of Nutrition and Food Science*

Guidelines are similar to CDAE.

*Department of Plant Biology*

For all thesis candidates assign 0.03 CE regardless of degree on the premise that a mentor meets for at least an hour weekly with each of these students.

For Field Naturalist candidates assign 0.015 CE per student to advisor who serves as an advisor to all, but without as much close a regular contact.

*Department of Plant and Soil Science*

0.02 CE per MS student

0.03 CE per PhD student