

<h1>CALS</h1>	College of Agriculture and Life Sciences
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Art. 16.15	Art. 16.17	Art. 16.18	Notes
N/A	April 15, 2013	April 15, 2013	
Not Submitted	Provost Approved	Provost Approved	

Additional Info:

Current Departments

Animal and Veterinary Sciences: 51020

Community Development & Applied Economics: 51040

Nutrition and Food Sciences: 51080

Plant Biology: 51030

Plant & Soil Science: 51070

**CALS Equivalency Guidelines
for CBA Articles 16.17 and 16.18 rev.**

16.17 - theses/independent work

(Each department or equivalent unit that engages in the instructional activities of supervising theses and dissertation; independent studies, reading and research; and internships is expected to develop equivalency standards that provide instructional credit for each of these activities.)

Faculty who serve as a primary thesis advisor for active graduate students are assigned 0.02 - 0.05 FTE per graduate student depending on discipline and degree (MS vs. PhD). Some departments utilize group advising of graduate students and an appropriate FTE can be assigned for this activity. For undergraduate thesis and research projects, the FTE assignment is similar for graduate students and can range widely depending on discipline and the nature of supervision (individual vs. group).

ASCI: Assign 0.05 for advising graduate students, regardless of the number in the faculty lab. Also assign an additional 0.01 to 0.04 for having 1-12 undergraduate researchers.

CDAE: Between .05-.10 depending on how many each faculty member has – in some cases students are "grouped" for advising.

NFS: Similar to CDAE

PBIO: For thesis candidates assign 0.03 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 per student to advisor (total of 0.13), who serves as an advisor to all, but without as much close a regular contact.

PSS: 0.02 FTE per MS student; 0.03 FTE per PhD student.

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

16.18 - large enrollment courses

(Each department or equivalent unit shall develop equivalencies for instruction in large enrollment classes.)

A "typical" 3 credit course in CALS is weighted 0.10 FTE

A large 3 credit class over ~80 students is 0.15 FTE

A 4 credit class (usually includes a lab section taught by the faculty member) is 0.15 FTE

Courses taught for the first time are afforded an additional 0.05 FTE 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 FTE twice (i.e., prepared one year and delivered for the first time the next).

A course that is "team taught" has the effort split proportional to the effort of each instructor. For example, if two professors share a typical 3 credit course, they are each assigned 0.05 FTE; if unequal contributions by faculty participants, it could be split 0.075FTE/0.025 FTE. A 1 or 2 credit course is 0.05 FTE or 0.075 FTE depending on the number of students.

"Additional Sections". If a faculty member teaches more than one section of the same course, they are assigned 0.10 FTE for the course and 0.05- 0.10 FTE for the second section. Generally, we discourage two sections of the same course (as opposed to one larger section) because of the disruption of their time for scholarship.