

Workload Measurements Quick Reference WTU, Time Base, Supervision, FTES

1. CS Numbers (Non Supervision) WTU Calculations

CS Number	K-Factor	Units	WTUS (K-Factor x Units)	Appt Time
C1 to C6	1			
		1	1.0	0.07
		2	2.0	0.13
		3	3.0	0.20
		4	4.0	0.27
C7 to C14	1.3			
		1	1.3	0.09
		2	2.6	0.17
		3	3.9	0.26
		4	5.2	0.35
C15	1.5			
		1	1.5	0.10
		2	3.0	0.20
		3	4.5	0.30
C16 to C17	2			
		1	2.0	0.13
		2	4.0	0.27
		3	6.0	0.40
		4	8.0	0.53
C18	6	1	6.0	0.40
C19 to C21	3	1	3.0	0.20
		2	6.0	0.40
		3	9.0	0.60
		4	12.0	0.80

Notes:

1. The CS number for a class can be found on the Course Master File. The K-Factor is defined by the CSU for each CS number.

2. Many courses have "split" (two) classifications. To calculate total WTUs:

CS-4 (2 units)	2.0 WTU
CS-7 (1 unit)	<u>1.3 WTU</u>
Total WTUs	3.3

3. The C78 classification is used for courses that do not fit into any of the usual classifications. C78 is different from the others because it does not generate WTUs. For C78s an appropriate number of assigned time WTUs and assigned time code 15 should be used.

Supervision WTU Calculations

Supervision Courses					
WTUs are calculated by the number of students enrolled.					
CS#:	<table border="1" style="width: 100%;"> <tr> <td style="width: 15%;">S-25</td> <td># Students x .48</td> </tr> <tr> <td>S-36</td> <td># Students x .33</td> </tr> </table>	S-25	# Students x .48	S-36	# Students x .33
S-25	# Students x .48				
S-36	# Students x .33				

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2. Conversion of Common WTUs to Appointment Times

WTU	Appointment Time (WTU/15)
1.0	0.07
1.3	0.09
2.0	0.13
2.3	0.15
2.6	0.17
3.0	0.20
3.3	0.22
3.9	0.26
4.0	0.27
6.0	0.40
7.5	0.50
9.0	0.60

Notes:

For lecturers, a full workload is 15 WTUs.
Therefore, WTUs/15 = Appt Time.

For full-time tenure/tenure track faculty, full work load is 15 WTUs. However, 3 WTUs are assumed for advising and committee work.

3. Calculation of FTES (Full time equivalent students)

$$\text{FTES} = \frac{\text{Course Credit Units} \times \text{Enrollment}}{\text{divided by 15}}$$

Course Credit Units (CCU)	x Enroll =	Student Credit Units (SCU)	SCU/15= FTES (students) ¹
1.0	15	15	1.0
	20	20	1.3
	25	25	1.7
	30	30	2.0
	40	40	2.7
	75	75	5.0
2.0	15	30	2.0
	20	40	2.7
	25	50	3.3
	30	60	4.0
	40	80	5.3
	75	150	10.0
3.0	15	45	3.0
	20	60	4.0
	25	75	5.0
	30	90	6.0
	40	120	8.0
	75	225	15.0

¹ Effective Summer 2006, the State of California agreed that the CSU should change the calculation of graduate full-time equivalent students (FTES) to recognize how graduate instruction differs from undergraduate instruction. Graduate FTES is calculated at 12 student credit units per FTES, in contrast to 15 student credit units per FTES used for undergraduate enrollments. The graduate formula is used to calculate FTES for enrollments of students who are officially designated as either classified graduate, conditionally classified graduate and doctoral students.