

## Workload Measurement Quick Reference WTU, Time Base, Supervision, FTES

### CS Numbers (Non-Supervision) WTU Calculations

CS Number	K-Factor	Units	WTUS	Appt
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	6.8	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
C78				

Notes:

The CS # for a course can be found on the Course Catalog in Campus Solutions. The K-Factor is defined by the CSU for each CS #.

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

C78 classification is used for courses that do not fit into any of the usual classifications. C78 is different from others because it does not generate WTUs. For C78, 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#:	S-25	# Students x 0.50
	S-36	# Students x 0.33
	S-48	# Students x 0.25

### 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 tenured/tenure-track faculty, full workload is 15 WTUs. However, faculty received 3 WTUs service credit from CSU for advising and committee work.

For summer, appt time for lecturers and tenured/tenure track faculty are calculated by WTUs/12 = Appt time.

### 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
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

<sup>1</sup>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 students credit units per FTES, in contrast to 15 students 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.