

## **Staffing Formula Worksheet: How to Choose a Staffing Formula for Your Class**

Staffing Formulas, also known as Course Classifications, determine the character and size of your class. Because the choice of Staffing Formula also has consequences for faculty workload, be sure to consult with the chair of your department before submitting your course proposal.

The most commonly used Staffing Formulas include:

C1: Large Lecture – Courses in any discipline. 1 class hour per unit of credit per week.

C2: Lecture discussion – Lecture courses in any discipline in which class participation is a planned portion of the instructional method. 1 class hour per unit of credit per week.

C4: Discussion – Courses in any discipline in which student participation (discussion) is the primary instructional method. 1 class hour per unit of credit per week.

C5: Seminar – Courses in any discipline using seminar methods of instruction. 1 class hour per unit of credit per week.

Increasingly useful for departments proposing or revising High Impact Practice courses are Staffing Formulas such as:

S1, S2, or S3 (formerly S48/S36/S25): S-Factor courses are assigned when the mode of instruction involves direct one-on-one contact between faculty and student. The average amount of faculty time per student referenced in the definitions includes faculty preparations, evaluation, travel, and liason with agencies when necessary. An S-2 category, for example, would be chosen for a course that requires of the instructor an average of one hour per week of activity with each individual supervised student. The faculty member would receive one-half WTU for each student. Please see page 4 of this worksheet for further information.

C78: Non-traditional instruction, examination, or evaluation (workload is assigned). Courses which generate credit by examination, or evaluation, or which are taught in modes described by the formulas. Faculty workload is assigned. Weekly class hours per unit of credit varies.

# Course Classification System

The formula used to determine faculty workload for "C" (classroom) classes is as follows:  
**(Adjusted Course Credit Units) x (K-Factor) x (Team Teaching Fraction) = WTU**

The formula used to determine faculty workload for "8" (supervision) classes is as follows:

$$\text{Enrollment} + \text{S Factor} \times 12 = \text{WTU}$$

(8 factor for each — 823, 824, 825, 836, 848 — is identified in the footnote at the bottom of the page.)

## The California State University COURSE CLASSIFICATION SYSTEM

Weekly Course Classification Number	Class Hrs. APDB Code	Description	Per Unit of Credit	Normal LD	Class UD	Size Workload GDK-Factor	
C1	01	large lecture	1	facility limits (50)		1.0	
C2	02	lecture discussion		40	40	40	1.0
C3	03	lecture-composition lecture-counseling lecture-case study		30	30	30	1.0
C4	04	discussion		25-39	25-39	25-39	1.0
C5	05	seminar		20	20	15	1.0
C6	06	clinical processes	1	20	10	10	1.0
C7	07	fine arts and science activities	2	24	24	24	1.3
C8	08	education workshops and social science activities	2	30	30	30	1.3
C9	09	music activity – large group	2	40	40	40	1.3
C10	10	music activity – small group	2	10	10	10	1.3
C11	11	physical education and recreation activities	2	30	30	30	1.3
C12	12	speech, drama & journalism activities	2	20	20	20	1.3
C13	13	technical activities and laboratories	2	facility limits (24)			1.3
C14	14	remedial courses	2	15	15	15	1.3
C15	15	technical activities and laboratories	3	facility limits (24)			1.5
C16	16	science laboratories	3	facility limits (24)			2.0
C17	17	clinical practice off campus	3	8	8	8	2.0
C18	18	major intercollegiate sports (not more than four per year)	3 or more	20	20		6.0
C19	19	minor intercollegiate sports	3 or more	20	20		3.0
C20	20	major performance	3 or more	20	20	20	3.0
C21	21	music performance	3 or more	40	40	40	3.0
*S5	23	supervision	N/A	12	12	12	N/A
#S4	24	supervision	N/A	18	18	18	N/A
+S3	25	supervision	N/A	24	24	24	N/A
•S2	36	supervision	N/A	36	36	36	N/A
#S1	48	supervision	N/A	48	48	48	N/A
C77	77	peer-taught courses, ROTC or non-workload instruction which is not state supported	varies	N/A	N/A	N/A	0.0
C78	78	nontraditional instruction, examination, or evaluation (workload is assigned)	varies	N/A	N/A	N/A	0.0

\*23 = Code for APDB and Class Schedule      12 = S Factor to use in formula to determine WTUs  
 #24 = Code for APDB and Class Schedule      18 = S Factor to use in formula to determine WTUs  
 +25 = Code for APDB and Class Schedule      24 = S Factor to use in formula to determine WTUs  
 •36 = Code for APDB and Class Schedule      36 = S Factor to use in formula to determine WTUs  
 #48 = Code for APDB and Class Schedule      48 = S Factor to use in formula to determine WTU

## Supervision Course Categories and WTU Generation

Category		Number of Students per:	
New	Old	1 WTU	12WTU*
S-1	S-48	4	48
S-2	S-36	3	36
S-3	S-25	2	24
S-4	None	1.5	18
S-5	S-23	1	12

For coding purposes on curricular proposal forms, APDB and Class Schedule, the following CS numbers need to be used:

S-1 = S-48

S-2 = S-36

S-3 = S-25

S-4 = S-24

S-5 = S-23

\* Each number in this column is the S Factor (by category) to be used in the workload formula for Supervision classes, based on 12 WTU standard.

## Memorandum of Understanding

The California State University and the California Faculty Association agree that in the calculation of faculty workload, the following definitions shall be used in describing instruction involving one-on-one contact between faculty and student.

### **S-Factor Definitions**

S-Factor courses are assigned when the mode of instruction involves direct one-on-one contact between faculty and student. The average amount of faculty time per student referenced in the definitions includes faculty preparation, evaluation, travel, and liaison with agencies when necessary.

S-1 . This category maybe used for any supervision that requires of the instructor \*an average of three-quarters of one hour per week of activity with each individual supervised student. The faculty member would receive one-third WTU for each student.

S-2. This category may be used for any supervision that requires of the instructor an average of one hour per week of activity with each individual supervised student. The faculty member would receive one-third WTU for each student.

S-3. This category is restricted to supervision as a primary technique of instruction in requiring of the instructor an intensity of supervision resulting in an average of on and one-half hours per week with each supervised student or in liaison with school or agency personnel. The faculty member would receive one-half WTU for each student.

S-4. This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of two hours per week with each supervised student or in liaison with agency personnel. The faculty member would receive two-thirds WTU for each student.

S-5. This category is restricted to supervision as a primary technique of instruction in which the instructor assumes direct responsibility for the activities of the student, and that requires of the instructor an intensity of supervision resulting in an average of three hours per week with each supervised student or in liaison with agency personnel. The faculty member would receive one WTU for each student