

Stephen F. Austin State University
Teaching Load Credit Calculation for Faculty Workload
Workload calculation procedures provided per Faculty Workload Policy 02-312
As of February 2025

Course Type	Level	Basis	Calculation (Teaching Load Credit = TLC)*
LEC - Lecture			
SEM - Seminar			
<i>Credit hour course value greater than or equal to contact hour course value</i>			
	UG	Credit Hour	1 SCH = 1 TLC
	UG Section 100 or > enrolled	Credit Hour	1 SCH = 1.5 TLC
	GR	Credit Hour	1 SCH = 1.5 TLC
	DO	Credit Hour	1 SCH = 2.0 TLC
<i>Credit hour course value less than contact hour course value</i>			
	UG	Contact Hour	1 Contact Hour = 0.667 TLC
	UG Section 100 or > enrolled	Contact Hour	1 SCH = 1.5 TLC
	GR	Contact Hour	1 Contact Hour = 1 TLC
	DO	Contact Hour	1 Contact Hour = 1 TLC
LAB - Laboratory			
<i>Credit hour course value greater than or equal to contact hour course value</i>			
	UG	Credit Hour	1 SCH = 1 TLC
	UG Section 100 or > enrolled	Credit Hour	1 SCH = 1.5 TLC
	GR	Credit Hour	1 SCH = 1.5 TLC
	DO	Credit Hour	1 SCH = 2.0 TLC
<i>Credit hour course value less than contact hour course value</i>			
	UG	Contact Hour	1 Contact Hour = 1 TLC
	UG Section 100 or > enrolled	Contact Hour	1 SCH = 1.5 TLC
	GR	Contact Hour	1 Contact Hour = 1 TLC
	DO	Contact Hour	1 Contact Hour = 1 TLC
PRA - Practicum			
<i>Music, Art, Nursing and Forestry Field Station (FORS3110, FORS3123, FORS3125, FORS3129, FORS3135, FORS3136)</i>			
	UG	Contact Hour	1 Contact Hour = 1 TLC
	GR	Contact Hour	1 Contact Hour = 1 TLC
	DO	Contact Hour	1 Contact Hour = 1 TLC
<i>Student Teaching</i>			
<i>(AGED4242, ELED4242, ELED5141, ELED5142, ELED5644, FACS4347, SEED4242, SEED5141, SEED5142, SPED4242)</i>			
When ELED4242 & SEED4242 are being taught by the same instructor AND Credit Hours=3 for each course, then, for each course, TLC = 0.25.			
	UG	Per Student	1 Student = 0.5 TLC
	GR	Per Student	1 Student = 0.5 TLC
<i>All Others</i>			
	UG	Contact Hour	1 Contact Hour = 0.5 TLC
	GR	Contact Hour	1 Contact Hour = 0.75 TLC
	DO	Contact Hour	1 Contact Hour = 0.75 TLC
Note: For PRA course types, the max TLC per course section is 6 for all disciplines (except NURS3006, NURS3030, NURS4006, which have no cap.)			
PRL - Private Lesson			
<i>Music</i>			
	UG	Per Student	# Enrolled x (Contact Hours x 0.667)
	GR	Per Student	# Enrolled x (Contact Hours x 0.667)
MST - Master's Thesis	GR	Per Student	1 Student = 0.667 TLC
DSR - Dissertation			
<i>Forestry</i>	DO	Per Student	1 Student = 0.667 TLC
<i>Education</i>	DO	No Credit	
Notes: A student enrolled in MST courses may be counted no more than twice - once each in two different enrollment periods; maximum TLC per MST course is 3.			
A student enrolled in DSR courses may be counted no more than six times - once each in six different enrollment periods.			
IND - Independent Study (minimum class size required for TLC credit: Undergraduate = 10; Graduate = 5)			
	UG	Credit Hour	1 SCH = 1 TLC
	GR	Credit Hour	1 SCH = 1 TLC
Note: In courses where the minimum class size is not met, no TLC is generated.			

* Cross-listed or variable credit course characteristics may also affect the TLC calculation
The TLC value for each cross-listed section is divided by the number of sections which share the same cross-list code.