

**Palomar College**  
**\*Universal Workload Calculations**

\*Refer to sample calculations below.

Catalog Hrs/Wk	Actual FTEF			
	Appendix B Workload Schedule			
	15	18	20	24
<b>0.5000</b>	0.0333	0.0278	0.0250	0.0208
<b>1.0000</b>	0.0667	0.0556	0.0500	0.0417
<b>1.5000</b>	0.1000	0.0833	0.0750	0.0625
<b>2.0000</b>	0.1333	0.1111	0.1000	0.0833
<b>2.5000</b>	0.1667	0.1389	0.1250	0.1042
<b>3.0000</b>	0.2000	0.1667	0.1500	0.1250
<b>3.5000</b>	0.2333	0.1944	0.1750	0.1458
<b>4.0000</b>	0.2667	0.2222	0.2000	0.1667
<b>4.5000</b>	0.3000	0.2500	0.2250	0.1875
<b>5.0000</b>	0.3333	0.2778	0.2500	0.2083
<b>5.5000</b>	0.3667	0.3056	0.2750	0.2292
<b>6.0000</b>	0.4000	0.3333	0.3000	0.2500
<b>6.5000</b>	0.4333	0.3611	0.3250	0.2708
<b>7.0000</b>	0.4667	0.3889	0.3500	0.2917
<b>7.5000</b>	0.5000	0.4167	0.3750	0.3125
<b>8.0000</b>	0.5333	0.4444	0.4000	0.3333
<b>8.5000</b>	0.5667	0.4722	0.4250	0.3542
<b>9.0000</b>	0.6000	0.5000	0.4500	0.3750
<b>10.0000</b>	0.6667	0.5556	0.5000	0.4167
<b>10.5000</b>	0.7000	0.5833	0.5250	0.4375
<b>12.0000</b>	0.8000	0.6667	0.6000	0.5000
<b>12.5000</b>	0.8333	0.6944	0.6250	0.5208

Catalog Hrs/Wk	Instructor Detail Entries			
	Appendix B Workload Schedule			
	15	18	20	24
<b>0.50</b>	3.333	2.778	2.500	2.083
<b>1.00</b>	6.667	5.556	5.000	4.167
<b>1.50</b>	10.000	8.333	7.500	6.250
<b>2.00</b>	13.333	11.111	10.000	8.333
<b>2.50</b>	16.667	13.889	12.500	10.417
<b>3.00</b>	20.000	16.667	15.000	12.500
<b>3.50</b>	23.333	19.444	17.500	14.583
<b>4.00</b>	26.667	22.222	20.000	16.667
<b>4.50</b>	30.000	25.000	22.500	18.750
<b>5.00</b>	33.333	27.778	25.000	20.833
<b>5.50</b>	36.667	30.556	27.500	22.917
<b>6.00</b>	40.000	33.333	30.000	25.000
<b>6.50</b>	43.333	36.111	32.500	27.083
<b>7.00</b>	46.667	38.889	35.000	29.167
<b>7.50</b>	50.000	41.667	37.500	31.250
<b>8.00</b>	53.333	44.444	40.000	33.333
<b>8.50</b>	56.667	47.222	42.500	35.417
<b>9.00</b>	60.000	50.000	45.000	37.500
<b>10.00</b>	66.667	55.556	50.000	41.667
<b>10.50</b>	70.000	58.333	52.500	43.750
<b>12.00</b>	80.000	66.667	60.000	50.000
<b>12.50</b>	83.333	69.444	62.500	52.083

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Catalog Hrs/Wk	Actual FTEF			
	Appendix B Workload Schedule			
	15	18	20	24
15.0000	1.0000	0.8333	0.7500	0.6250
16.0000	1.0667	0.8889	0.8000	0.6667
17.0000	1.1333	0.9444	0.8500	0.7083
18.5000	1.2333	1.0278	0.9250	0.7708
19.0000	1.2667	1.0556	0.9500	0.7917
30.0000	2.0000	1.6667	1.5000	1.2500
48.0000	3.2000	2.6667	2.4000	2.0000

Catalog Hrs/Wk	Instructor Detail Entries			
	Appendix B Workload Schedule			
	15	18	20	24
15.00	100.000	83.333	75.000	62.500
16.00	106.667	88.889	80.000	66.667
17.00	113.333	94.444	85.000	70.833
18.50	123.333	102.778	92.500	77.083
19.00	126.667	105.556	95.000	79.167
30.00	200.000	166.667	150.000	125.000
48.00	320.000	266.667	240.000	200.000

\* All workload calculations are based on catalog hours (not units) and an 18-week semester regardless of session length or credit or noncredit.

$\frac{\text{Catalog Contact Hrs}}{\text{Workload Factor}}$	ACCT 100	$\frac{3}{15}$	=	.2000 FTEF	Contact hours from catalog.
	N ESL 901	$\frac{54/18}{20}$	=	.1500 FTEF	Scheduled for 54 hours. CDCP eligible. Noncredit, Acad Grp = J or K
	N ART 906	$\frac{24/18}{24}$	=	.0556 FTEF	Scheduled for 24 hours. Not CDCP.