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To: Faculty and Academic Administrators

From: Brian L. Crawford *BLC*

Re: Calculation of Instructional FTE

Date: August 19, 2015

The purpose of this memo is to set the method of calculation used to create Instructional FTE reports. These reports have also been known in the past as "Faculty Productivity Reports." This memo does not change the undergraduate course enrollment expectations that have been used previously for these calculations. The only changes being made to the previous method are, 1) the inclusion of graduate courses in the calculations and, 2) the establishment of a timeframe within which the calculations will take place each semester. The addition of a standard timeframe will allow for more meaningful analyses of Instructional FTE.

Lower-level undergraduate courses are designated as type B. The expected enrollment in these courses is 26 per section. Upper-level undergraduate courses are designated as type U and their expected enrollment is 20. Graduate courses are designated type G and are expected to have 15 students enrolled. A section of a lower-level, undergraduate course with an enrollment of 26 would yield the following results: $(26 \times 3) / 312 = .25$. The number 312 comes from the expected enrollment of 26 students in each of 4 sections of a 3-credit lower-level undergraduate course $(26 \times 3 \times 4)$, which would result in an FTE of 1.0. For upper-level undergraduate courses the number is 240 $(20 \times 4 \times 3)$ and for graduate courses it is 180 $(15 \times 4 \times 3)$. Most faculty members teach a mix of course types, so calculations are done for each section of each course taught and then all of these results are added together to determine the semester FTE. For each course section, STD CR is calculated by multiplying the number of students in the section times the course credit hours.

Beginning with the Fall 2015 semester, the method of calculating Instructional FTE will be used:

Type B (lower level undergraduate) course section FTE = $STD\ CR / 312$

Type U (upper level undergraduate) course section FTE = $STD\ CR / 240$

Type G (graduate) course section FTE = $STD\ CR / 180$

Semester Instructional FTE = the sum of all course section FTEs.

The calculation of Instructional FTE is to be conducted no earlier than the day following the last day to add a class and no later than the end of the fourth week of each semester.