

CONVERTING CONTACT HOUR TO FTE FOR CLASSROOM INSTRUCTION

SAET Classroom Instruction	
Lecture	Lecture/Lab
Seminar	Lab

1. Undergraduate Classroom Calculation. To calculate the FTE for the undergraduate course types in Table 4, divide the total number of minutes the course meets per week by 50 minutes, which will result in the number of course contact hours, then divide by 15 (a full load) and multiply by 100%.
2. *Lecture Example. ARC 3703 Architectural History 3 meets for 150 minutes per week is equivalent to 3 contact hours: $150/50 = 3$. The FTE would be 20% effort: $3/15 \times 100\% = 20\%$. See Table 5.*
3. Design Studio Example. In 2021, the Provost Office in negotiation with Dean Rodner Wright, established a **50% effort for an undergraduate studio and 60% for a graduate studio**, regardless of enrollment.
4. In general, undergraduate faculty may be assigned a minimum of four 3 credit (contact) hour course, or **80%**. The remaining +/- **20%** should reflect non-credit generating activities duties normally given to a faculty member. These duties could include but are not limited to research, public or university service and/or advising.
5. In the SAET, Tenure and Tenure-earning full time faculty teaching may not exceed 80% to allow for completing components to earn tenure or promotion, such as funded research, publications, etc. All visiting and adjunct teaching can be up to 100% FTE. Consideration will be given by Directors of other assignments needed for the health and wellbeing of the SAET.
6. Calculating Percent Effort by Contact Hour:
 - a. Undergraduate courses. To calculate the percent effort for a given course, one would have to divide the number of contact hours by 15 and multiply by 100%.
 - b. Graduate courses. To calculate the percent effort for a given course, one would have to divide the number of contact hours by 15 and multiply by 133%.

Table 4. FAMU Contact Hour Table Effort

Course Contact Hours	Undergraduate Effort %	Graduate Effort %
1	6.66	8.87
2	13.33	17.74
3	20.00	26.61
4	26.64	35.48
5	33.33	44.35