

Full-Time Equivalent Analysis and Definitions

Full-Time Positions

With regard to full-time position, FTE should exceed 1.0 only when the additional responsibilities represent a true overload and not simply a reassignment. Chair responsibilities, for example, do not constitute an overload; neither do additional teaching responsibilities or special awards faculty. FTE overloads will be assigned only when a 1.0 FTE employee accepts additional responsibilities in another division.

Part-Time Positions

In general, all FTE will be assigned according to hours worked per week, with 40 hours equal to 1.0 FTE (the state standard). Below are definitions to be followed regarding temporary faculty positions:

Lecturer (Category I)

Lecturers whose responsibilities are primarily instructional are assigned 0.20 FTE per 3 credit hour course (or eight hours per week).

Lecturer (Category II)

Lecturers whose responsibilities include instruction plus additional responsibilities are assigned 0.25 FTE per 3 credit hour course (or 10 hours per week).

Teaching Assistant/Teaching Fellow/Research Assistant

The standard assignment for these positions is 0.5 FTE (for 20 hours per week). This assignment will not be exceeded. The teaching fellows classification must be used for teachers of record.

Faculty Retiree

In accordance with the state's Voluntary Modification Plan, these positions are assigned 0.49 FTE.

Summer Instruction

Benefits-eligible faculty are assigned 0.5 FTE per 3 credit hour course (or 20 hours per week over a three-month period). Non-benefits-eligible faculty are assigned 0.2 FTE per 3 credit hour course (or eight hours per week over a three-month period).

Summer Research Faculty

Summer research faculty are assigned 1.0 FTE (for 40 hours per week over a three month period).

University of Houston
Standard Work Hours per Week for Part-time Faculty

Fall or Spring Semester

	Semester Credit Hour Value of Courses Taught	Standard Work Hours per Week	Term FTE *	Annualized FTE **
Lecturer (Category I)	1	2.7	0.07	0.03
	2	5.3	0.13	0.05
	3	8.0	0.20	0.08
	4	10.7	0.27	0.10
	5	13.3	0.33	0.13
	6	16.0	0.40	0.15
	7	18.7	0.47	0.18
	8	21.3	0.53	0.20
	9	24.0	0.60	0.23
	10	26.7	0.67	0.25
	11	29.3	0.73	0.28
	12	32.0	0.80	0.30
Lecturer (Category II)	1	3.3	0.08	0.03
	2	6.7	0.17	0.06
	3	10.0	0.25	0.09
	4	13.3	0.33	0.13
	5	16.7	0.42	0.16
	6	20.0	0.50	0.19
	7	23.3	0.58	0.22
	8	26.7	0.67	0.25
	9	30.0	0.75	0.28
	10	33.3	0.83	0.31
	11	36.7	0.92	0.34
	12	40.0	1.00	0.38

Summer (three months)

Regular 9 Month Faculty	1	6.7	0.17	0.04
	2	13.3	0.33	0.08
	3	20.0	0.50	0.13
	4	26.7	0.67	0.17
	5	33.3	0.83	0.21
	6	40.0	1.00	0.25
Lecturer (Category I)	1	2.7	0.07	0.02
	2	5.3	0.13	0.03
	3	8.0	0.20	0.05
	4	10.7	0.27	0.07
	5	13.3	0.33	0.08
	6	16.0	0.40	0.10
Lecturer (Category II)	1	3.3	0.08	0.02
	2	6.7	0.17	0.04
	3	10.0	0.25	0.06
	4	13.3	0.33	0.08
	5	16.7	0.42	0.10
	6	20.0	0.50	0.13
Summer Research Faculty		40.0	1.00	0.25
		20.0	0.50	0.13

* Term FTE is the Full Time Equivalent which should be reported on the Personnel Action Request (PAR) for the duration of the assignment. It is equal to the standard hours per week divided by forty.

** The annualized FTE is equal to the Term FTE times the duration of the assignment. The duration of the Fall or Spring semester is 4.5 months / 12 months which equals 0.375. The duration of the three month summer is 3 months / 12 months which equals 0.25. The Annualized FTE is the calculated amount which is reported to the State on a quarterly basis.