



FULL-TIME FACULTY WORKLOAD GUIDELINES FOR INDEPENDENT STUDIES, THESIS, TUTORIALS AND DISSERTATION SUPERVISION

Queens College

Independent Study/Tutorials/Thesis supervision

- 0.1 contact hour per student credit hour registered

The maximum amount that can be applied to the instructional workload for Queens College independent study and tutorial/thesis supervision is 3 contact hours per semester

Master Level Thesis Dissertation

- 0.5 contact hours per student per semester. For any one student, credit in this category may be assigned for no more than two semesters

Graduate Center

Released Time for Dissertation Supervision and Independent Studies

- 0.2 GC units of workload to a maximum of 1.0 GC unit for all of the one-to-one students the faculty member has that semester.
- For the purpose of CUNYfirst we translate our internal GC unit workload system as 1.0 GC Unit = 3.0 CUNYfirst Hours. This means that each one-to-one student is 0.2 GC units (0.6 CUNYfirst hours) to a maximum of 5+ students x 0.2 GC units = 1.0 GC Unit = 3.0 CUNYfirst Hours.
- Released time is granted by the faculty member's home college, faculty must receive prior authorization from their college before undertaking Graduate Center Dissertation Supervision (90000) and other one-to-one instructional activity such as Thesis/Capstone Project or Independent Study.
- Faculty members should be aware that accumulating records to keep track of released time is their responsibility.