

**African Studies Program
Career NTTF Professional Responsibilities Policy**

I. Preamble

Non-tenure track faculty (NTTF) are vital to the life of the University. Their classroom teaching role is typically most visible, but they also often oversee undergraduate curricula, advise students and participate in university governance. Through advising and encouragement of students' intellectual activity outside of class, they enhance both the quality and quantity of the education we provide. This document is meant to make all contributions by NTTFs in African Studies apparent and to describe how they fit into a standard workload.

II. Workload expectations for Career NTTF

A. Proportions of 1.0 FTE expected for teaching and other activities

Career Instructional NTTF whose primary responsibility is instruction are expected to devote 90% of their effort to teaching and/or 10% to service, scholarship, and professional development. Modifications of these percentages for special work assignments and special types of Career Instructional NTTF positions are described below.

B. Teaching

Standard course load for Career Instructional NTTF whose primary responsibility is teaching is nine courses per year.

Career Instructional NTTF are expected to advise and mentor students who take their courses insofar as this is considered a normal part of teaching any course. They should hold regular office hours – a minimum of two hours per week – in their faculty office during the terms in which they teach and make themselves reasonably available to students via email and/or other appropriate online media.

Career Instructional NTTF are also expected to revise their courses as needed to incorporate advances in academic content and pedagogy, and to ensure that they continue to promote the learning outcomes of the departments and programs (including General Education) of which they are a part.

C. Service, scholarship, and professional development

Career Instructional NTTF are expected to devote 10% of their effort (prorated for part-time appointments) to service, scholarship and professional development which can include service to the program, university, field in addition to research and professional development.

D. Advising and student contact

Routine advising of, and contact with, students taking their courses is considered a normal part of faculty members' teaching activities as described above in section a. Small, voluntary, and/or irregular advising assignments (such as occasional supervision of undergraduate theses or a small caseload of undergraduate major advisees) count toward service expectations in section C.

E. Major administrative work

This work is distinguished from other tasks above by its duration and level of responsibility. It includes activities such as oversight of academic programs, assignment as professional academic or career advisors, and other major administrative responsibilities. Approval of more than one course release for an individual requires prior consultation with the Dean or her/his designee. When such administrative positions exist for an NTTF, an addendum to this policy will describe the department's existing major administrative tasks assigned to NTTF faculty and their associated course release and/or stipend, if any.

F. Equity and inclusion

Faculty are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities as appropriate, as well as involvement with academic and professional associations, non-profit, governmental, and/or private sector organizations.

III. Teaching and Service Assignment Process for Career Instructional NTTF

A. Teaching and service within the program

Except as otherwise determined by the Provost, Dean, or other designee, the African Studies Program Director shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. The Program Director shall communicate with Career Instructional NTTFs about the program's teaching needs and the Career NTTFs teaching preferences, and reach a mutually agreed-upon decision about what the Career Instructional NTTF will teach in the coming academic year.

A Career Instructional NTTF shall be afforded the opportunity to meet with the African Studies Program Director at least annually, before responsibilities are assigned, to discuss his or her preferences regarding assignments for teaching, research, service and other professional responsibilities, and anticipated resource needs. The Provost or designee may modify scheduled assignments, provided that the Program Director discusses changes with the faculty member before they are made and that changes are not made for arbitrary or capricious reasons.

Faculty members may request to adjust schedules or assignments.

Assignment of professional responsibilities shall reflect a realistic balance of duties consistent with the criteria for review.

B. Special teaching or service within the program

Separately from any course releases that may be associated with major administrative positions, a course release may be offered to a career NTTF to perform a specific teaching- or service-related assignment for the department or program, so long as the unit can still meet its instructional needs with existing resources. Approval is at the discretion of the unit head in consultation, as applicable, with other officers or committees charged with course planning. Occasions for course release at the discretion of the unit head include the following:

- An unusually heavy workload relative to the departmental norm
- A special professional development opportunity related to the faculty member's instructional duties or position description
- A special teaching or service opportunity that benefits the department, college, or university

In units with more than one career NTTF, discretionary course releases may not be used to reduce the course load for all career NTTF in the unit without the approval of the Dean or Dean's designee. Likewise, discretionary course releases may not be used to reduce the course load for an individual on a multi-year basis without the approval of the Dean or Dean's designee. Approval of more than one such release for an individual requires prior consultation with the Dean or the Dean's designee.

C. Teaching and service outside the program

A Career Instructional NTTF faculty member may be offered a course release(s) from the home program, with or without a stipend, to teach a course(s) in another program or department, or to perform administrative service outside the home program. Approval of such assignments is at the discretion of the Provost, Dean, or other designee, acting in consultation with the heads or directors of both the home and the host departments or programs.

D. Course release for grants and fellowships

A Career Instructional NTTF who has received, or is supported by, an internal or external grant or fellowship may be released from teaching one or more courses, so long as (a) sufficient course buyout funds are available from the grant or fellowship and/or other approved sources to fund the replacement of the instruction that would be lost as a result of such release(s), and (b) such release(s) from teaching would not, in

the judgment of the Director, unduly compromise the program's ability to meet the curricular and enrollment needs served by the faculty member's course(s) in either its own or other academic programs. The applicable course buyout rates and guidelines on replacement instruction are those set forth in the College and/or University policies in effect on the date the teaching release(s) is first approved.

Added to ensure compliance with university policy.

D. Overload assignments

An overload assignment is (1) an assignment that is in addition to the faculty member's regular assignment and FTE status; (2) a one time or limited assignment, made or approved by the Provost or designee, that is in addition to or different from regular or usual assignments for the member's classification and rank; or (3) assignments unrelated to the bargaining unit member's primary job responsibilities.

Except as otherwise indicated in the June 10, 2014 Memorandum of Understanding regarding overload assignments, or in successor agreements, overload appointments will be assigned an FTE percentage commensurate with normal workload duties and compensated accordingly. Faculty may request that overload compensation take the form of class release. No bargaining unit faculty member may be disciplined or terminated for refusing an overload assignment. Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload compensation.

F. Course cancellation policy

If a teaching assignment is cancelled for any reason, the department or unit head will consult with the faculty member and assign alternative duties at the same FTE in the same term, or reassign the affected faculty member to an appropriate course, or alternative assignment, in the same academic year.

Addendum

In recent years, the African Studies Program has had an adjunct NTTF serve as a part-time assistant director of the program. The main responsibilities of this position are to assist in overseeing the African Studies Program and undergraduate minor, including attendance and participation at program meetings, the day to day operations associated with the undergraduate minor and program, advising students interested in African Studies, and organizing and promoting community education initiatives. This position could be filled by either an adjunct or career NTTF.