

## **Career NTTF Professional Responsibilities Policy European Studies**

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### **I. Preamble**

Career instructional non-tenure track faculty (career NTTF) are vital to the life of the University. Their classroom-teaching role is most visible, but they may also administer programs, oversee undergraduate curricula, and participate in university governance. Through advising and encouragement of our students' intellectual activity outside of class, they enhance both the quantity and quality of the education we provide. While our program does not currently have any career NTTFs, this document provides policies for such a circumstance. It is meant to make all contributions by career NTTF 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 NTTF whose primary responsibility is instruction are expected to devote 90% of their effort to teaching and 10% to service, scholarship, and professional development. Modifications of these percentages for special work assignments and special types of NTTF positions are described below.

#### **B. Teaching**

##### **1. Standard course load for NTTF whose primary responsibility is teaching**

The standard course load in the program is 9 courses per year. Two particular aspects of the EURO program will be taken into consideration in determining NTTF work assignments. First, EURO is a very broad interdisciplinary program. Some EURO courses may require that any instructor read, prepare for classes, and evaluate student work well beyond their personal areas of expertise. This may require considerably more preparation than the "average" course, and not only in a first iteration of teaching a given course. Second, as an interdisciplinary program that stretches across the departments where most resources are held, EURO courses may have less GTF assistance than courses with similar enrollments and workload elsewhere. Both features have been especially salient in the experience of instructors in EURO's capstone "Idea of Europe" course, where a team-taught format adds additional complexity and generally increases rather than decreases the overall workload. Determination of NTTF workloads in light of these features of the program will be consistent with all other provisions of this statement of professional responsibilities, in particular, those specified in section III-A.

A Career NTTF may teach a wide range of courses, at all levels of our undergraduate curriculum and of all sizes, from smaller to larger enrollment courses.

## **2. What is included in teaching activity**

Career 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 during the terms in which they teach and make themselves reasonably available to students via email and/or other appropriate online media. It is expected that no less than 2 hours of office hours per week will be offered.

Career 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 NTTF are expected to devote 10% of their effort (prorated for part-time appointments) to service, scholarship, and professional development. Service activities may include department/program committees on which NTTF participate (as delineated in the unit's governance document), college and university service, formal advising and mentoring, professional development, scholarship, and community service relevant to the position. Service assignments within the department/program are at the discretion of the head/director or her or his designee in consultation with the Career NTTF.

## **D. Advising and student contact**

Routine advising of, and contact with, students taking their courses is considered a normal part of career NTTF members' teaching activities as described above in section B. 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. Large regular advising assignments, such as serving as director or co-director of undergraduate studies are examples of major administrative work, which is discussed in section E below.

## **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.

#### **F. Equity and inclusion**

Career NTTF are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of teaching, service, or scholarly 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 NTTF**

#### **A. Teaching and service within the department**

Except as otherwise determined by the Provost, Dean, or other designee, the department head (or the department head's designee) shall be responsible for the scheduling and assignment of all career NTTF members' professional responsibilities. These assignments are made with consideration given both to instructor preferences, program needs, and the relative expertise of eligible instructors, recognizing that difficult choices must be made when these considerations conflict.

A career NTTF member shall be afforded the opportunity to meet with his or her department head before the year's responsibilities are assigned to discuss anticipated resource needs as well as his or her preferences regarding assignments for teaching, service, and other professional responsibilities. The Provost or designee may modify scheduled assignments, provided that the department head discusses changes with the career NTTF member before they are made and that changes are not made for arbitrary or capricious reasons.

A Career NTTF serving EURO will be, in the most likely scenario, assigned to the program on a partial FTE, in a joint arrangement with one or more other programs, one of which will serve as the "home department." In this instance, the assignment of courses and corresponding workload, as specified above, will be determined jointly by the director of European Studies and the program head or heads of the other units in which the teaching and service responsibilities reside. This will be done in such a manner as to insure that that the total workload of the career NTTF does not exceed that which would obtain for assignment of all teaching in a single unit.

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 department**

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 department**

A career NTTF member may be offered a course release(s) from the home department, with or without a stipend, to teach a course(s) in another department or program, or to perform administrative service outside the home department. 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 program.

### **D. Course release for grants and fellowships**

A career 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 department head, unduly compromise the department's ability to meet the curricular and enrollment needs served by the career NTTF 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.

The allotment of stipends will be consistent with university policy.

## **E. Overload assignments**

An overload assignment is one that represents a net increase in a career NTTF member's regular assignment and FTE status. This may come about from (1) an assignment that is in addition to the career NTTF 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/rank and not fully offset by a reduction in the career NTTF member's regular assignment; or (3) assignments unrelated to the bargaining unit member's primary job responsibilities that are not fully offset by a reduction in the career NTTF member's regular assignment.

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. Career NTTF may request that overload compensation take the form of class release. No career NTTF 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. The alternative assignment may be a replacement course, a service assignment, a discussion/lab/grading assignment, or some combination of such possibilities.