

Department of Geological Sciences
Career Instructional NTTF Workload Policy

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 also often administer programs, oversee undergraduate curricula, and participate in university governance. Through advising and encouragement of students' intellectual activity outside of class, they enhance both the quantity and quality of the education we provide. This document 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. In case of special work assignments, these assignments may be modified.

B. Teaching

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

The standard course load for a 1.0 FTE in the department is six courses per academic year. Courses taught normally include Geology courses at the 100 to 300 level. Higher-level courses may be assigned through consultation and mutual agreement with the Department Head with assistance from the Associate Head.

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 (at least 3 hours per week) during the terms in which they teach and make themselves reasonably available to students via email and/or other appropriate online media.

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 (including General Education) of which they are a part.

Teaching activities in Geology also typically include: lab instruction; development and revision of content for labs and discussion sections; training, coordination and supervision of GTFs; running course-related field trips which involve advance planning, preparation of field guides, extra time on weekends, etc.; collection, preparation and maintenance of specimens (rocks, minerals, fossils) for lab instruction; and grading of exams, homework assignments, and in-class exercises.

C. Service, scholarship, and professional development

Career NTTF are expected to devote 10% of their effort to service. Service activities may include department committees on which NTTF participate (as delineated in the 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 are at the discretion of the head 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 faculty members' teaching activities as described above in section B. Small, voluntary, and/or irregular advising assignments (such as supervision of undergraduate research projects and senior 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. The department's current major administrative tasks assigned to NTTF faculty and their associated course release and/or stipend are described in a separate document.

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 NTTF

A. Teaching and service within the department

The department head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. The department head, with assistance from the associate head, will consult with Career NTTF to select a mutually agreed upon schedule of courses. A preliminary teaching schedule for the entire department is developed during fall term for the next academic year, and is refined during subsequent terms. The expertise and preference of faculty is considered in determining teaching assignments. In rare cases where more than one faculty member wants to teach the same course, priority will be given to tenure-track faculty (TTF).

A faculty member shall be afforded the opportunity to meet with his or her department head 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 department head discusses changes with the faculty member before they are made, changes are not made for arbitrary or capricious reasons, and the changes are made through mutual agreement of the faculty member.

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 may be offered a course release or releases from the department to perform a specific teaching- or service-related assignment for another unit. Approval of such assignments is at the discretion of the Dean, or her/his designee, acting in consultation with the heads or directors of both the home and the host units.

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 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.

E. 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 department head, 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.

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.

The allotment of stipends will be consistent with university policy.

F. Course cancellation policy

If a teaching assignment is cancelled for any reason, the department 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.