

**Department of German and Scandinavian  
Career NTTF Professional Responsibilities Policy**

**I. Preamble**

Career Instructional non-tenure track faculty (Career NTTF) make essential contributions to the life of our department and our University. In addition to teaching, they coordinate our language programs, do significant outreach, advise students, and participate in university governance. Through advising and encouraging students' intellectual activity outside of class, they make vital contributions to both the quantity and quality of the education we provide. Further, some of our Career NTTF sustain active research, translation, and creative-writing agendas, through which they enhance the reputation and visibility of our Department and this University. The present 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 percentages may be modified (see Sections III.B. and III.C. below).

**B. Teaching**

**1. What is included in teaching activity**

Career NTTF teach 9 courses per year.

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. We define "regular office hours" as 2 hours per week.

In our department, Career NTTF more often than not create their own syllabi and regularly revise their courses as needed to incorporate advances in academic content and pedagogy. Their courses are designed

to ensure the promotion and continuation of our department's learning outcomes. Note that curricular development in our department has both an informal and a formal component. Each year the Department Head appoints a curriculum committee, on which the Career NTTF may serve. However, individual faculty members, including but not exclusive to the Career NTTF, are welcome to engage with this committee and initiate the process of curriculum development for classes on the various 100, 200, 300, and 400 levels. Individual curricular initiatives are completed in consultation with the standing curriculum committees.

### **C. Service, scholarship, and professional development**

Career NTTF are expected to devote 10% of their effort to service, professional development and scholarship. Service activities may include department 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 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 occasional supervision of undergraduate theses or a small caseload of undergraduate major advisees) count toward service expectations in section C. For larger advising and supervisory assignments, see E immediately below.

### **E. Major administrative work**

Some Career NTTF positions in the Department of German and Scandinavian may and do involve major administrative assignments, for which specific course-load equivalents are determined (see below **III.B**).

### **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**

Except as otherwise determined by the Provost, Dean, or other designee, the department head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. Teaching and administrative responsibilities are determined by the department head in consultation with the affected faculty members, taking into account the teaching needs of the Department, the faculty members' strengths and fields of expertise, and the interests of these faculty members.

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. It is assumed that the given faculty member will approach the Department Head to schedule such a meeting in the fall term of each year. The Provost or designee may modify scheduled assignments, provided that the department head 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 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
- A translation or research project related to the faculty member's instructional duties or position description that benefits the program, department, college, university, or field

An elaboration of the course releases associated with the bullet points above can be found in the addendum to the Internal Governance document for the Department of German and Scandinavian.

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.

The allotment of stipends will be consistent with university policy.

**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 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.