

**Department of Human Physiology
Career NTTF Professional Responsibilities 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 percentages may be modified.

B. Teaching

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

The standard course load in the department for NTTF is six 4-credit courses (or equivalent teaching assignments approved by the Department Head) per year. The teaching load will be prorated based on a 4-credit standard when teaching 1, 2, 3 or 5-credit courses.

Reductions in course load are assigned to NTTF with other obligations such as undergraduate advising, graduate mentorship, involvement in a professional or academic program (such as the Athletic Training Graduate Program) or assignments that require applying for grants and contracts if related to the educational mission of the department.

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. The minimum expectation for office hours of a 4-credit course is 2 hours per week.

Course preparation, including revising and updating course materials, and creating new courses are considered integral parts of the teaching activity. Course assignments require independent preparations, as the department does not offer multiple sections of the same course within a given term.

For courses with lab or discussion sessions, curriculum development, daily lab or discussion planning, coordination, management, mentorship and evaluation of GTFs are considered an essential element of the teaching activity. In addition, there is application processing, supervision, coordination and mentorship of undergraduate Teaching Assistants (graders, lab TAs and Peer Tutor TAs).

For Career NTTF who holds a rank of Lecturer or higher and serves as a core faculty in the Athletic Training Graduate Program, his/her efforts devoted to the supervision of graduate students' research and clinical practices are accounted for as teaching activities.

C. Service, scholarship, and professional development

Career NTTF are expected to devote 10% of their effort to service. 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 Department Head or her/his designee in consultation with the Career NTTF.

The Department is in support of instructional faculty being eligible for university-wide faculty teaching awards, development programs, and to serve as Principle Investigator on grants and contracts consistent with University policy.

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.

E. Major service, pedagogical and 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.

A separate document describes the department's current major administrative tasks assigned to NTTF faculty and their associated course release and/or stipend.

F. Equity and inclusion

Faculty members 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 Dean, or other designee, the Department Head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. Teaching duties of faculty are determined by consultation with the Personnel Committee, Curriculum Director and Department Head.

With the exception of elected committees, departmental service assignments for the next academic year are determined by consultation with the Department Head, generally near the end of the previous academic year.

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 Dean 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.

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 release 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, so long as the unit can still meet its instructional needs with existing resources. Approval is at the discretion of the Department 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 including the following:

- An unusually heavy workload relative to the department 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/program 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 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.

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 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.