

Judaic Studies Program
Professional Responsibilities for Adjuncts and Visiting Professors

I. Preamble

Adjunct and Visiting faculty make crucial contributions to the University's capacity to meet its large-scale teaching obligations. They routinely step in to keep courses available despite term-to-term fluctuations in the number of students and faculty on campus. In addition, Adjunct and Visiting scholars from other institutions or the wider community have unusual potential to enrich our curriculum with original perspectives or specialized expertise. In general, Adjunct and Visiting faculty are hired to teach specific courses, but they occasionally perform non-teaching functions in addition to or instead of teaching responsibilities. This document is intended to recognize the essential role of Adjunct and Visiting Faculty and to clarify expectations with respect to the kind and amount of work they do.

II. Workload expectations for Adjunct and Visiting Faculty

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

Ordinarily, Adjunct NTTF are expected to devote 90% of their effort to teaching and 10% to teaching-related service, scholarship, and professional development at their own discretion.

B. Teaching

1. Standard course load for Adjunct and Visiting Faculty whose sole responsibility is teaching:

The standard course load in the program is 9 courses a year.

2. Teaching-related activities: Advising and course revision

Adjunct 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 a minimum of two office hours per week during the terms in which they teach one course and three hours per week when teaching more than one course. Visiting and adjunct faculty should make themselves reasonably available to students via email and/or other appropriate online media. For online courses through Academic Extension, some of which prohibit on-campus student requirements of any kind, such office hours may be held "by appointment only" via Skype or other electronic media.

C. Non-teaching activities

Teaching-related service, scholarship, and professional development includes reading or research to keep abreast of scholarly and pedagogical advances in the field, voluntary service on departmental and other university committees where appropriate, and any other professionally recognized activities that enhance the department's teaching.

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. Other kinds of advising assignments (such as supervision of undergraduate theses or a small caseload of undergraduate major advisees) are not routinely expected of Adjunct or Visiting faculty. If the program desires such advising, the responsibilities and activities should be articulated in writing and must be compensated as either course release or as overload.

E. Major administrative work

Major Administrative Work will not be assigned to Adjunct or Visiting faculty.

III. Teaching Assignment Process for Adjunct and Visiting Faculty

The Program Director appoints adjunct and visiting faculty on the basis of their academic expertise and experience to teach one or several courses.

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. The department head will take account of instructor strengths and preferences, and give due consideration to balancing the NTTF's teaching and service load.

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 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.

IV. Length of Stay

Adjunct and Visiting faculty positions are considered to be temporary and should typically not exceed two to three years unless the program has approval from the Dean and Provost.

V. Visiting Professors

Visiting Professors are temporary positions (up to two years), for (1) an individual who holds a like, similar or relevant appointment at another institution or (2) pursuant to the norms of a specific discipline, an individual who has recently obtained a terminal degree and is seeking further professional experience prior to seeking a professorship. As appropriate, assigned professional responsibilities may include substantial research or service expectations with lower teaching load obligations than Adjunct Faculty. Rank (Assistant, Associate or Full) will depend on the individual's rank at her/his current institution or otherwise on her/his achievements, stature, and years in the profession.