

**Russian, East European, and Eurasian Studies (REEES)
Career NTTF Professional Responsibilities Policy**

This document was drawn up by the REEES faculty, in consultation with the guidelines provided by CAS and the terms outlined in the CBA, and input was solicited from all adjunct NTTF, career NTTF, and TTF faculty members in REEES.

I. Preamble

REEES Career Instructional non-tenure track faculty (Career NTTF) are vital to the life of the University. Their teaching role is most critical, but they sometimes 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 in REEES

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 for a 1.0 FTE is 9 courses per year, and part-time appointments are prorated accordingly. (RUSS 601, 602, 605, 606, and 609 and REES 601, 605, and 606 are not counted as part of the NTTF course load, just as they are not counted toward the TTF course load, but, instead, are considered to be part of faculty service.) Distribution of types of courses varies, but, in most cases, it consists of a combination of lower- and upper-division undergraduate courses and some graduate courses. In cases, where the faculty member has a considerable service component, a course release is granted. In REEES, this is the case with our Russian Language Coordinator and our Russian Theater Director, both of whom receive one course release for this additional service (see below III.B).

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. Faculty members in REEES are expected to hold a minimum of two office hours per week and to try to accommodate students who cannot make their regularly scheduled office hours.

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 program (including General Education) of which they are a part. In addition, faculty members are expected to submit their syllabi to the office administrator for archiving at the beginning of each term in which they teach.

C. Service, scholarship, and professional development

Career NTTF are expected to devote 10% of their effort to service, scholarship and professional development. Service activities may include 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 program are at the discretion of the 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 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 II.C.

E. Major administrative work

Although major administrative work is not a requirement of career NTTFs in REEES, there are two career NTTF positions within REEES, which carry with them a major administrative component: the Russian Language Coordinator and the Russian

Theater Director. Their responsibilities are described in the Addendum to the REES Internal Governance 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 program

Except as otherwise determined by the Provost, Dean, or other designee, the program director shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. Faculty members are afforded the opportunity to meet with the program director, 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 program director 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 program

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 program

A Career NTTF may be offered a course release or releases from the 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 program director, unduly compromise the program'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 program director 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.