

**Department of Chemistry and Biochemistry Instructional Adjunct NTTF Professional
Responsibilities 1-12-15**

I. Preamble

Adjunct Instructional Non-Tenure Track Faculty (Adjunct NTTF) make crucial, and often timely, 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, some Adjunct NTTF are visiting scholars from other institutions or the wider community and have unusual potential to enrich our curriculum with original perspectives or specialized expertise. In general, Adjunct NTTF are hired to teach specific courses, but they occasionally perform non-teaching functions in addition or instead. This document is intended to recognize the essential role of Adjunct NTTF and to clarify expectations with respect to the kind and amount of work they do.

II. Workload expectations for Adjunct NTTF

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 NTTF whose sole responsibility is teaching

The Department of Chemistry and Biochemistry at the University of Oregon defines 1.0 FTE for NTTF instructional faculty as six lecture or laboratory courses per academic 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 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. NTTF hold a minimum of two office hours per week.

Adjunct NTTF generally teach courses whose descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have been designed by their departments. But if approved by the department, Adjunct NTTF may redesign or revise their courses to incorporate advances in academic content and pedagogy.

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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 expected of Adjunct NTTF.

E. Major administrative work

Major administrative work is rarely appropriate for Adjunct NTTF.

III. Teaching Assignment Process for Adjunct NTTF

Except as otherwise determined by the Provost, Dean, or other designee, the department head shall be responsible for the scheduling of Adjunct NTTF teaching assignments. Adjunct NTTF provide vital assistance by filling the teaching gaps created by sabbatical leaves, sudden enrollment expansion, or personal emergencies within the permanent teaching staff. Adjunct NTTF are hired on the basis of their academic expertise to teach one or several existing courses. Adjunct NTTF teaching assignments are decided by the department head in consultation with the assistant department head, the faculty representative of the department's instructional division, and the faculty personnel and advisory committee.

Assignment of professional responsibilities shall reflect a realistic balance of duties consistent with the criteria for review.

Faculty members may meet with the department head any time before responsibilities are assigned to discuss their 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.

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Faculty members may request to adjust schedules or assignments.