

Cinema Studies
Adjunct NTTF Professional Responsibilities Policy

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 standard course load in the department is 9 courses per year. Adjuncts, depending on expertise and credentials, may be assigned the full range of Cinema Studies courses in production, core and elective categories

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. Adjunct NTTF teaching one or

more 4-credit courses a term are expected to hold office hours for at least 2-hours a week.

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

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 not expected of Adjunct NTTF in Cinema Studies.

III. Teaching Assignment Process for Adjunct NTTF

Except as otherwise determined by the Provost, Dean, or other designee, the Program Director shall be responsible for the scheduling and assignment of all Adjunct NTTF teaching assignments. The Program Director will make these determinations based, in part, on recommendations by the Associate Director and other faculty and staff involved in curricular planning.

An Adjunct NTTF shall be afforded the opportunity to meet with the Program Director before responsibilities are assigned, to discuss the Adjunct's preferences regarding course assignments. The Provost or designee may modify scheduled assignments, assuming that these 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. 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 NTTF. 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.