

Computer & Information Sciences
POSITION DESCRIPTION & RESPONSIBILITIES
Adjunct NTTF Instructor/Lecturer

I. Overview

Description of Position. An Adjunct Instructor/Lecturer is an essential participant in the educational program of the Computer and Information Science Department and the University. Depending upon departmental needs, an Adjunct Instructor/Lecturer typically teaches undergraduate courses for non-majors including the Computer Information Technology (CIT) minor. An instructor may occasionally teach courses at the lower division level for majors. An instructor/lecturer with a Ph.D. in computer science may occasionally teach upper division courses in the major and at the graduate level.

Qualifications. Minimal requirement for the Adjunct Instructor is a master's degree or Ph.D. in computer science or a closely related field such as mathematics. For the Adjunct Lecturer, a Ph.D. in computer science or a closely related field such as mathematics is required. (Additional qualifications and duties distinguishing Lecturers from Instructors are described in the document *Position Description & Responsibilities: Career NTTF Lecturer*.) For either position, a record of excellence in teaching is expected.

II. Duties and Workload Expected Workload

A. Expected workload

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.

1. Teaching load. The standard load in the department is 6 courses per year.

2. Teaching activity. Adjunct NTTF are expected to create a course syllabus, lecture slides/notes, assignments and test materials following the guidance of established CIS faculty, curriculum committees and course descriptions in the University of Oregon Catalog. They may be assigned a pre-determined textbook or choose the text of their choice. Course materials are typically put online and made available to students through the CIS Department website.

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. An instructor is expected to supervise and train graduate student teaching assistants (GTFs) in large lecture classes. As an

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integrated part of course teaching, an instructor may be required to develop changes to course content reflecting contemporary changes in technology and educational practice. Adjuncts are expected to participate in and contribute to curriculum coordination.

B. Service, scholarship and professional development

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.

C. 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.

D. Major administrative work

Adjunct NTTFs are not obliged to serve on committees and there are no expectations regarding service to the department or to the university.

E. Equity and inclusion.

Faculty is 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.

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F. Intellectual Property Rights

Faculty are expected to agree to the University of Oregon policies regarding the ownership and licensing of intellectual property rights—agreements, copyrights and patents. Faculty is encouraged to contact the University of Oregon Innovation Partnership Services office regarding any intellectual property questions. Their phone number is 541-346-3176; website <http://techtran.uoregon.edu/content/intellectual-property-rights>.

III. Teaching Assignment Process for Adjunct NTTF

A. Teaching within the department

An Adjunct Instructor/Lecturer is expected to teach as assigned and assignments will depend upon departmental needs. The Department Head shall be responsible for the scheduling and assignment of all adjunct faculty members' teaching. During the winter and spring term of the preceding academic year, course teaching assignments are made by the CIS Department Head. The actual scheduling of a class is made by the CIS Department Head with help from the CIS office manager.

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.

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.