

Creative Writing Program

Pro Tem NTTF Professional Responsibilities Policy

I. Preamble

Pro-Tem Instructional Non-Tenure Track Faculty make crucial contributions to the University's capacity to meet its large-scale teaching obligations. In addition, some Pro-Tem 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. We outline below the Program policies and expectations regarding this segment of our community.

II. Workload Expectations for Pro Tem NTTF

A. Proportion of 1.0 FTE for Teaching and Other Activities

Ordinarily, Pro Tem 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

The standard course load for NTTF in the Program appointed at the instructor level is 9 courses per year. However, most Pro Tem NTTF appointments at the instructor level involve teaching 1-3 courses/academic year.

2. Other Responsibilities Related to Teaching

Pro Tem NTTF are expected to advise and mentor students who take their courses insofar as this is considered a normal responsibility when teaching any course. They should hold a minimum of 2 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.

Although TTF and Career NTTF are primarily responsible for revising courses or developing new ones, Pro Tem NTTF are encouraged—but not required—to revise the courses they teach, or propose new ones, in order to meet more effectively the Program's aspirations for its learning outcomes.

C. Service, Scholarship, and Professional Development

Although Pro Tem NTTF are encouraged to take part in Program discussions of curriculum and pedagogy, this participation, as well as other activities regarding service, creative accomplishments, and professional development is entirely

voluntarily and is not taken into account in merit appraisals or considerations for reappointment.

With their approval, a Pro Tem NTTF may in extraordinary circumstances be appointed by the Program Director, after consultation with Program faculty and with the approval of the Pro Tem NTTF involved, to fill on a temporary basis an administrative and/or service activity required for the Program to function effectively. However, such an appointment should not exceed an academic year and will not be renewable unless the NTTF achieves career status.

D. Advising and Student Contact

The 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.1**.

E. Equity and Inclusion

Pro Tem 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 Assignment Process for Pro Tem NTTF

A. Teaching 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. Teaching assignments for Pro Tem NTTF are made by the Director on the basis of Program needs. Typically, Pro Tem NTTF cover gaps in the Program's undergraduate offerings resulting from sabbatical leaves, sudden enrollment expansion, or personal emergencies within the permanent teaching staff. Pro Tem NTTF are usually hired to teach one or more specific courses; however, if alternative teaching assignments are possible, the Director should make every effort to assign the course, or courses, that the Pro Tem NTTF would prefer to teach.

B. 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.

IV. Visiting Professors

Visiting Professors are a unique category of Pro Tem NTTF. These are temporary positions (generally not more than three years), typically for faculty members or recent Ph.D.s from other institutions, who have potential to enrich our curriculum and community of scholars with original perspectives or specialized expertise. As appropriate, assigned professional responsibilities may include substantial research or service expectations with lower teaching load obligations than a typical Pro Tem NTTF. Rank (Assistant, Associate, or Full) will depend on the individual's rank at their current institution or otherwise on their achievements, stature, and years in the profession.