

Department of English
Adjunct NTTF Professional Responsibilities Policy

I. Adjunct Instructional NTTF 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. Adjunct NTTF are teachers and scholars who have unusual potential to enrich our curriculum with original perspectives or specialized expertise. The Department encourages Adjunct NTTF to apply for Career NTTF or TTF positions in English as they become available. 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.

Adjunct NTTF usually teach WR 121, 122, 123, but may teach other undergraduate courses as required by the department that are consistent with their credentials and experience when TTF and Career NTTF are not available.

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. Those teaching WR 121, 122, 123 should hold four office hours per week during the terms in which they teach those courses. Those teaching all other courses should hold three regular office hours per week during the

terms in which they teach. All teachers should make themselves reasonably available to students via email and/or other appropriate online media.

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 appropriate course supervisor, 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

Adjunct NTTF in English are not assigned major administrative work.

III. Teaching Assignment Process for Adjunct NTTF

Adjunct NTTF are included in departmental discussions of curriculum and pedagogy and fully appreciated as intellectual colleagues in these domains.

Most Adjunct NTTF provide vital assistance by filling the teaching gaps created by sabbatical leaves, enrollment expansion, or unforeseen changes within the permanent teaching staff. Adjunct NTTF are hired on the basis of their academic expertise to teach one or several existing courses, usually WR 121, 122, 123.

Except as otherwise determined by the Provost, Dean, or other designee, the department head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. The department head will take account of

instructor strengths and preferences, and give due consideration to balancing the NTTF's teaching and service load.

A faculty member shall be afforded the opportunity to meet with his or her department head at least annually, 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 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.

The Department Head, in consultation with the Director of Composition and the Associate Department Head, will make Adjunct NTTF course assignments, typically as more sections of writing classes are needed because of enrollment pressures. Adjunct hiring and course assignments are, therefore, almost inevitably a response to an emerging instructional need and difficult to anticipate in advance.

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.