

**Department of German and Scandinavian
Adjunct NTTF Professional Responsibilities Policy**

I. Preamble

Adjunct Instructional Non-Tenure Track Faculty (Adjunct NTTF) make crucial, often timely, contributions to the University, augmenting its capacity to meet 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 may occasionally perform non-instructional functions in addition to or in lieu of teaching, including, but not limited to, scholarship and advising in non-instructional contexts. 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. In the case that an adjunct NTTF is hired for non-instructional purposes, his or her duties will be spelled out as the conditions of appointment.

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. Generally, Adjunct NTTF teach from 1 to 3 courses in a given term of employment, depending on the Department's needs.

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. Normally, we expect two hours of office hour availability per week per course. Adjunct NTTF are expected to pass information on to students about Departmental offerings and events, as well as information on the Major and Minor programs.

Adjunct NTTF often teach courses whose descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have been designed by their departments. If approved by the department, Adjunct NTTF may design, redesign, or revise their courses to incorporate advances in academic content and pedagogy, and in accordance with their own preferred approaches to the course content (specific readings, assignments, etc.).

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

Ordinarily, we do not assign major administrative work to Adjunct NTTF in the Department of German and Scandinavian. If a major administrative assignment were given, then the equivalent FTE would normally be determined in advance of the contract by the Department Head in conversation with the Adjunct NTTF concerned.

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 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 makes Adjunct NTTF assignments. Concerning language courses, she or he consults with the language coordinator in German or Scandinavian before making any assignments. In all cases, professional qualifications are paramount, as evidenced by application materials for the Adjunct pool.

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.