

Department of PPPM NTTF ASSIGNMENT OF PROFESSIONAL RESPONSIBILITIES

Policy History

- Dean's Guidance version distributed to all faculty on Tuesday December 2, 2014
- PPPM Version developed on December 4, 2014 by PPPM Ad Hoc NTTF Policy Committee: Rich Margerum (TTF), Renee Irvin (TTF), Bob Choquette (NTTF), Rhonda Smith (NTTF)
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- Approved draft version at PPPM Department meeting on Friday December 5, 2014
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PURPOSE

This policy outlines the Assignment of Professional Responsibility for Non-Tenure Related Faculty members in Department. As the overwhelming majority of our NTTF are practicing professionals who typically choose to have a lower level of engagement with the department, this policy is written from that viewpoint as a default. The Department affirms the right of all NTTF to participate in departmental governance, and supports high levels of engagement from NTTF where their appointments provide opportunity to do so.

1. Principles of Assignment

Professional Responsibilities are assigned by the Department Head based on the full curricular, research, and service needs of the department. The Department head will give due consideration to the personal and professional preferences of faculty as described in Section 4 in making assignments. The Department Head recognizes the necessity to honor the trust and authority placed in him or her by operating in good faith in a collegial manner, and adhering to the guiding principles of equity, parity, and inclusiveness in making all assignments.

Assignment of professional responsibilities shall reflect a realistic balance of duties consistent with the criteria for review.

2. Standard Position Assignment, Non-Tenure Related Faculty

A typical faculty appointment has a standard assignment of dedicated FTE listed below. Individual positions may vary from the standard appointment based on actual assignment of duties provided in the faculty member's position description.

2.1. Primary Teaching NTTF

2.1.1. Full Time – NTTF who have 1.0 FTE positions where the primary purpose of the position is to provide instruction are expected to devote 90% of their efforts towards teaching and 10% towards service, unless otherwise indicated in the position description.

2.1.2. Part Time – NTTF who have less than 1.0 FTE positions where the primary purpose of the position is to provide instruction are expected to devote 100% of their FTE to Teaching, unless otherwise indicated in the position description.

2.2. Primary Research Faculty –

Professional responsibilities for non-instructional NTTF are addressed in specific job descriptions for their positions.

3. FTE Components

The following set of guidelines for allocating NTTF teaching duties have been developed by the PPPM tenure track and non-tenure-track faculty. The duties and responsibilities articulated within this section are described in the context of how those specific duties and responsibilities generally contribute to fulfilling a faculty member’s obligations to the University under their faculty appointment. It is understood that it is neither practicable nor desirable to rigidly define each duty or responsibility, as the efforts required to execute such duties and responsibilities will vary depending on an individual’s prior experience and specific skill set. The FTE values listed within this section are most accurately viewed as providing a strong basis on which a position can be measured. Material departures from the FTE values listed below must be accompanied by a written explanation signed by the Department Head.

Certain activities are inherent to any teaching or research appointment. When undertaken, these activities do not require an articulation of the proportion of FTE that faculty members devote to these efforts. Such activities include but are not limited to participation in departmental meetings, membership and service in professional organizations, and continuation of professional development. As professionals, faculty are expected to use their own judgment in determining an appropriate and reasonable amount of effort to dedicate towards these obligations.

3.1. Teaching

3.1.1. Inclusive Components – The FTE assigned for teaching a single course is inclusive of the efforts required to prepare relevant course materials, update curriculum, teach, examine/review, grade, provide regular office hours, supervise affiliated GTF, and provide mentoring/advising as it relates to classwork.

3.1.2. FTE Course Load – FTE Course Loads per term are assigned per the following matrix:

FTE BY COURSE AND CREDITS (per quarter for sole instructor)

Course Type	Credits				
	1	2	3	4	5
Large lecture	0.15	0.20	0.30	0.35	0.40
Lecture	0.10	0.15	0.25	0.30	0.35
Client-based Practicum*	n/a	n/a	n/a	n/a	0.40

* As approved by the Department

3.1.2.1. FTE Alteration based on support – FTE assignment may be increased/decreased by the Department Head based on whether a course has been assigned fewer/greater number of GTFs and/or Instructors compared to the historical norm for that course. It may also be increased/decreased based on factors such as historical norms, course size, or course type. Instructors may petition the Department Head for an FTE alteration based on these factors.

3.1.2.2. FTE Assignment for unique positions – Because the PPPM Department has several unique positions (e.g., internship and career services instructor, instructional assistant) the FTE assignment for these positions will be determined by the Department Head and specified in the job description for the position. Instructors

may petition the Department Head for an FTE alteration if the conditions of an appointment change.

3.2. Research, Scholarship, & Creative Practice

FTE assigned for research, scholarship, & creative practice is at the discretion of the Department Head and/or Principal Investigator. Specific details regarding these types of appointments are provided for in individual job descriptions.

3.3. Service

3.3.1. FTE Service Load – For full time NTTF, other types of service are assigned in proportion to a faculty member's expected teaching and/or research activities. Such assignments will be articulated in a faculty member's position description. Although it is understood that faculty members may put forth substantial efforts undertaking explicit service duties both in the department and across campus, explicit service assignments will be eligible for FTE enumeration, additional pay, and/or course reduction if those assignments are formally assigned or approved by the Department Head. Where review, promotion criteria, or position descriptions include expectations for professional development, NTTF with service appointments can be reasonably expected to utilize an appropriate portion of their service FTE for the purposes of professional development.

4. Assignment Basis Guiding Principles

Faculty members may make requests for specific teaching assignments to the Department Head. Faculty shall be afforded the opportunity to meet at least annually with the Department Head as the Dean's designee to discuss preferences for Teaching, Research, and Service assignments. Where faculty members either request or are required to undertake particularly difficult assignments that warrant accommodations for the purposes of merit, reviews, and/or promotion, appropriate notes will be added to the faculty member's departmental file. Once preferences have been established, the following priorities will be given.

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.

4.1. Priority

4.1.1. Teaching –Where different assignment configurations are equally as capable of meeting departmental needs and improving quality of instruction, the Department Head will adhere to the following priorities, in order.

- 4.1.1.1.** Priority is generally given where assignments may affect tenure and/or promotion.
- 4.1.1.2.** Priority in general is given to faculty where course work aligns with research agendas.
- 4.1.1.3.** Preference is given to faculty who have demonstrated higher levels of teaching proficiency.

- 4.1.2. **Research** – Faculty research assignments are dictated by the need and availability of sponsored research. Lab directors have discretion to assign work as needed, within the context of the NTTF member’s overall FTE and other expectations.
- 4.1.3. **Service** – Where different assignment configurations are equally as capable of meeting departmental needs, the Department Head will adhere to the following priorities.
 - 4.1.3.1. All reasonable accommodations will be made to ensure elected service assignments can be fulfilled by those elected individuals.
 - 4.1.3.2. Priority is generally given to tenure related faculty, then career non-tenure related faculty, then adjunct faculty.
- 4.2. Priority is generally given to faculty members in higher promoted ranks within a given academic classification.**Cancellation and Reassignment**

- 4.2.1. **Teaching** – If a teaching assignment needs to be cancelled for any reason, the Department Head will make reasonable efforts to reassign affected faculty members a similar course in the same academic year. If another teaching assignment cannot be offered as a replacement, an alternate service requirement of the same FTE will be provided. All alternative assignments will be made in good faith.
- 4.2.2. **Research** – Not applicable.
- 4.2.3. **Service** – If a service assignment is cancelled for any reason, the Department Head will make reasonable efforts to reassign affected faculty members to another available service assignment or assignments for the same FTE. All alternative assignments will be made in good faith.
 - 4.2.3.1. Service assignments must be served in the term they are paid for. They may not be banked or borrowed against under any circumstances.

5. Overload and Course Releases

When a faculty member undertakes any teaching, research, or service assignment that would cause that individual to exceed a 1.0 FTE in a given term, or would cause that individual to exceed the proscribed amount of service FTE in that individual’s contract and position description, that individual is eligible for additional compensation and/or course releases as described below.

5.1. Overload – An overload assignment is (1) an assignment that is in addition to the faculty member’s regular assignment and FTE status; (2) a one time or limited assignment, made or approved by the Provost or designee, that is in addition to or different from regular or usual assignments for the member’s classification and rank; or (3) assignments unrelated to the faculty member’s primary job responsibilities. Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload compensation. Except for circumstances where specific assignments allow for alternate methods of payment, the default method for overload compensated is an assignment of additional FTE in accordance with section 3.

Faculty cannot be disciplined or terminated for refusing an overload assignment.

5.2. Course Release – All agreements regarding course releases must be in writing and placed in the employee file, and must signed by the Department Head.

5.2.1. Grants & Fellowships – Career NTTF may receive Course Release(s) if the faculty member is supported by a grant or fellowship and, in the judgment of the Department Head, the release(s) do not unduly compromise the ability to fulfill the curricular, research,

and service needs of the Department. In order to qualify, the grant or fellowship must provide sufficient funds to cover the faculty member's salary and associated OPE for the course(s) being released.

Teaching & Service – Where circumstances warrant, Course Releases may be granted in direct proportion to either teaching or service assignments taken on other departments or units. In such cases, the release will be made in direct proportion to the extra-departmental teaching or service assignments undertaken by a faculty member. I.e., a faculty member may receive a course reduction of one 0.30 FTE class for performing one term of 0.30 FTE service for another department or unit. The decision of whether or not to grant such releases is at the discretion of the Department Head.

The allotment of stipends will be consistent with university policy.

6. Expectations

Faculty members are expected to devote their full efforts to any and all assignments of duties they perform for the University, and are expected to contribute to the University's goals regarding equity and inclusion wherever possible. Equity and inclusion 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.

Each faculty member is obligated to act ethically and in compliance with the professional standards of the department; to account for all money or property received; to use money and property for lawful purposes and in accordance with relevant policy.

The department affirms each faculty member's right to academic freedom, and supports open, vigorous, and challenging debate on professionally related areas and governance issues alike. These rights shall be exercised without fear of reprisal. It is understood that although such debate may contribute to disagreements and/or tension between colleagues, faculty are expected to uphold the principles of collegiality, civility, and professionalism in all interactions.