

Physical Education Department Assignment of Professional Responsibilities for Non Tenure-Track Faculty

Preamble

Career Non-Tenure Track Faculty [CNTTF] and Pro Tempore [Pro Tem] faculty perform 100% of the Physical Education [PE] department's instruction so they play the most essential of roles in the operation of the department. The following items outline basic assumptions of PE faculty:

- Professional expectations of faculty vary based on full-time vs. part-time status. Specifics are delineated in appropriate sections below.
- Faculty are requested to communicate with their direct supervisors annually to plan teaching assignments for the following academic year and assignments are confirmed term-by-term throughout the year.
- Teaching assignments are intended to meet the full curricular and enrollment needs of the Physical Education department and the University.
- CNTTF and Pro Tem faculty are encouraged to participate in shared governance.
- Part-time faculty responsibilities fall solely on instruction and professional development.
- Full-time faculty responsibilities include administration, instruction, service and professional development.
- The University and United Academics recognize that each faculty member has the obligation to devote his or her best efforts to the university, and particularly to students; to perform all duties with professionalism and diligence and in accordance with the standards appropriate in AAU institutions; to act ethically and in compliance with the accepted professional standards; to account for all money or property received; to use money and property only for lawful purposes and in accordance with policy; to treat confidential information as confidential; to cooperate with the university with regard to investigations, audits, and legal proceedings; and to represent the university with professionalism.

Section 1. Professional Responsibilities by Instructional Category

PE NTTF professional responsibilities for part-time faculty (.10 - .49 FTE) focus on teaching, class preparation, communication with students, and end-of-term responsibilities which includes evaluation and grading. This group comprises the vast majority of our faculty.

A few full-time faculty have significant administrative and supervisory responsibilities in addition to teaching assignments and hold the title of Assistant Director/Instructor.

The Associate Director recognizes the necessity to honor the trust and authority placed in her/him by operating in a collegial manner and adhering to the principles of fairness and inclusiveness in making assignments. Similarly, NTTF recognize the necessity to honor the trust and authority placed in them by performing their responsibilities in a collegial and professional manner.

All faculty are expected to honor and contribute to the University's commitment to equity and inclusion.

Section 2. Workloads, Service, and Professional Development

Workloads are assigned most specifically by the categories defined in Section 1, that is, by part-time or full-time assignment. Variables for assigning workload include programmatic need based on student demand per course title, the type of courses assigned (activity or lecture based), the scope of each faculty member's qualifications and expertise and, administrative and supervisory responsibilities. (*see attached addendum with FTE formulas)

2.1 Part-time Instructor, .10 - .49 FTE [CNTTF and Pro Tem]

Part-time CNTTF and Pro Tem teaching assignments are made by an Assistant Director in consultation with the faculty member and the Associate Director with primary consideration for curricular needs and a secondary consideration of individual faculty interests. The department will try to meet faculty interests, however, a refusal to accept an assignment that is appropriately aligned with an active contract may impact an NTTF member's status as an instructor.

Standard workload percentages for part-time career non-tenure-track faculty are for teaching only and are assigned between .10 - .49 FTE (per MOU with United Academics). Each 1-credit activity course equals a .1 FTE; a 2-credit course equals a .2 FTE, etc., so a 1.0 instruction workload would be the equivalent of teaching ten 1-credit courses per term.

Contact hours equal 20 per/credit for activity courses and 10 per/credit for lecture based courses. For example, an NTTF appointed at a level of .30 FTE of activity courses would teach 60 hours per/term which is 6 hours per week. This is true of assignments at .10 - .40 FTE.

In a few cases we assign a fifth course at a .09 FTE per a Memo of Understanding with United Academics.

2.2 Full-time, 1.0 FTE [Assistant Director/Instructor]

Assignments for *full-time* faculty are made by the Associate Director in consultation with the faculty member.

The workload for 1.0 FTE CNTTF is split between administrative work, teaching, and service. Percentages for teaching and administration vary based on activity area, programming, and departmental need. This faculty member might also have FTE or duties in their job descriptions on the Recreation side of the department to fill out a 1.0 FTE.

Typically, the teaching assignment is between 5-7 credits per term or 15-21 credits per year. Contact hours equal 20 per/credit for activity courses and 10 per/credit for lecture based courses. Each full-time assignment includes supervision of faculty who teach in the Assistant Director's areas of responsibility, instructor evaluation, scheduling of courses, budget management, equipment inventory, and day-to-day operations in their areas of oversight. Full-time faculty are assigned to membership on department committees based on their job description and/or through personal interest and request. Full-time faculty are also expected to engage in the life of the department and the University by participating in initiatives and events.

For example, an NTTF appointed at a level of 1.0 FTE might be assigned to teach 18 courses a year and be expected to spend an additional 40% of her/his time in supervision, administrative

duties, service, and professional development. In the unusual circumstance that an NTTF is asked to provide service or participation beyond the contracted load, such as teaching an additional course, or participating or leading a special department or divisional project, appropriate course release or stipend may be granted on an individual basis. The allotment of stipends will be consistent with university policy. Variation in assignments or compensation will be made after discussion with the department Director.

2.3 Service

Part-time CNTTF and Pro Tem instructors are not required to participate in service to the department but are welcomed to do so.

The service expectations of *full-time* Career NTTF positions will take into consideration individual faculty, department, and university needs. Service includes, but is not limited to, committee membership and participation in departmental initiatives and events.

2.4 Professional Development

Part time CNTTF and Pro Tem instructors are not required to engage in professional development opportunities. Professional development is valued by the department and faculty are encouraged to stay current in their specialty area, but it is not weighed in the workload appointment or merit raise process.

Full-time CNTTF are expected to engage in professional development opportunities as a part of their appointment. Professional development may include attendance at conferences, workshops, seminars, and lectures, study and research in their area of responsibility, and writing and/or publishing works related to what the faculty member teaches for the department.

2.5 Lecture and Large enrollment courses

Faculty (full or part-time) who teach large enrollment classes in excess of 60 students, or who teach lecture based courses, will benefit from workload formulas that are adjusted up via FTE percentages (see attached workload addendum spreadsheet).

2.6 CPR and First Aid Certification

All PE faculty must maintain current CPR and First Aid certifications and, because of legal and risk management realities, the failure to do so could lead to the termination of appointment.

2.7 Advising and Student Contact

The Physical Education department offers elective courses only so, does not offer a major or minor credential. Given this, advising is not a required element of an instructor's assignment.

1.8 Major administrative expectations

Major administrative assignments apply to *full-time faculty* only and are described in detail in Section 2.2.

Section 3. Individual Faculty Needs

Faculty are consulted regarding the scheduling of courses well before every academic year and confirmed each term. The interests and requests of individual faculty are taken into consideration where possible in regard to issues such as: course titles taught, time/day courses are scheduled, the gym/studio where the course is held, and number of courses assigned. Requested adjustments to assignments will take into consideration: enrollment data that can help predict course success, PE curricular needs, history of success, quality of past supervisory and student evaluations, and facility availability.

Occasionally, faculty will make requests that are not supported by the current enrollment climate or by other significant factors, but department leadership recognizes the value of the high morale of its faculty and will consider requests where feasible as there is occasionally the ability to be flexible. Course schedules will not be altered without first discussing with the faculty member(s) involved.

Examples include, but are not limited to:

- (a) Faculty have proposed new course titles and have developed them for teaching;
- (b) Faculty have been able to change teaching assignments when they want new challenges to stay fresh and engaged;
- (c) Leadership has changed course times/days to fit a faculty member's other life commitments;
- (d) Leadership has been proactive in guiding faculty through the review and promotion process.

(Typically, revising or updating courses is an inherent part of teaching them responsibly and, so, is an expected part of the job).

Section 4.

An individual's particular professional responsibilities shall be assigned in accordance with the departmental or unit policy. Assignments shall reflect:

- (a) The instruction and service needs of the university and its departments, institutes, centers and other academic units;
- (b) The faculty members qualifications and expertise and potential to acquire the appropriate expertise;
- (c) The faculty members evolving professional interests;
- (d) Generally accepted practices in the field; and
- (e) A realistic balance of duties consistent with the criteria for review.

Section 5. The Provost

The Provost or designee shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. A faculty member shall be afforded the opportunity to meet with his or her dean, director or designee at least annually, before responsibilities are assigned, to discuss the faculty member's preferences regarding assignments for teaching, research, service and other professional responsibilities as set forth in this Article, and the member's anticipated resource needs.

The Provost or designee may modify scheduled assignments, provided that the department or unit 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.

Section 6. Faculty Engagement

Each *full-time* NTTF member must be fully engaged in teaching, administration, and service work for the university to the extent of his or her appointment, and must be engaged in work or available for work for the entirety of the term for which the faculty member is employed unless on approved leave.

Each *part-time* NTTF member must be fully engaged in teaching for the university to the extent of his or her appointment, and must be available for work for the entirety of the term for which the faculty member is employed unless on approved leave.

Section 7. Overload [Full-time faculty only]

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.

Overload appointments will be assigned an FTE percentage commensurate with normal workload duties and compensated accordingly. Faculty may request that overload compensation take the form of class release. No faculty member may be disciplined or terminated for refusing an overload assignment.

Section 8. Course Cancellation

Should circumstances require the cancellation of a course for a *full-time CNTTF faculty* member, the Associate Director will formulate an equitable plan to make up for the lost work that results from last-minute course cancellations. Career NTTF will be assigned an additional course, service assignment, or workload increase during the same academic year in which the course was cancelled. If a replacement course is not needed or feasible an academic activity equivalent to the cancelled course will be assigned.

For *part-time CNTTF*, Physical Education appointment paperwork will typically show underestimated FTE in order to allow for the possibility of a cancelled course. Each term, as enrollment allows, faculty FTE will be increased to cover scheduled and sustainable courses. When a course included in a faculty member's appointment must be cancelled, the faculty member will be assigned an additional course during the same academic year if possible and if feasible. If a replacement course is not feasible, an academic activity equivalent to the cancelled course will be assigned.

Pro Tem faculty who have a course cancelled due to inadequate enrollment may have the terms of their appointment modified to account for the cancellation of the class, or the appointment may be terminated.

ADDENDUM

Workload Details -- Physical Education

1. Activity courses

1 credit activity course	20 contact hours	.10 FTE
2 credit activity course	40 contact hours	.20 FTE

EXAMPLE: *Full-time faculty* - one term of 1.0 FTE work =

.60 six 1-credit courses
.40 administrative assignment

EXAMPLE: *Part-time faculty* - one term of .30 FTE work =

.30 three 1-credit activity courses
or .30 one 2-credit activity course and a 1-credit activity course

2. Lecture courses (that meet for the full term)*

1 credit lecture course	10 contact hours	.13 FTE
2 credit lecture course	20 contact hours	.26 FTE
3 credit lecture course	30 contact hours	.39 FTE

EXAMPLES: *Part-time faculty* - one term of .30 FTE work =

.39 one 3-credit lecture course
or .36 one 2-credit lecture course and one 1-credit activity course
or .43 one 1-credit lecture course and three 1-credit activity course

EXAMPLE: *Full-time faculty* - one term of 1.0 FTE work =

.39 one 3-credit lecture course
.20 two 1-credit activity courses
.41 administrative assignment

*FTE for shorter, part-of-term courses are set at activity rates.

3. **Special situation:** when a faculty member teaches a course with over 60 students, the FTE will be set at a .15 FTE per/credit. Example: Wilderness Survival (80 students per section).