

Department of Physics
Non-Career Instructional NTTF Professional Responsibilities

I. Preamble

Non-career instructional faculty (adjuncts) are vital to the life of the University and enhance the quality of the education we provide.

II. Workload expectations for NTTF adjunct faculty

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 NTTF adjunct faculty

- The standard course load in Physics is 6 courses per year.
- Adjunct instructors usually teach courses that include supervising Graduate Teaching Fellows (GTF). GTFs are usually employed to help teach labs or discussion sections, they rarely are the instructor of record for the course. In these cases, instructors have the added responsibility of overseeing the GTFs for the course and developing materials for both lectures and labs/discussions.
- The above workload is based on factors outlined in the following section, “What is included in teaching activity”, and represents what the Department of Physics has determined to be an appropriate teaching load that allows instructors to maintain high course quality and provide the attention required to enable students to be successful in this challenging discipline.

2. What is included in teaching activity

- Adjunct instructors 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 a minimum of either (a) two hours of office hours per week, or (b) one hour plus “additional hours by appointment”. For some classes the second option is more useful for students. Instructors should also make themselves reasonably available to students via email and/or other appropriate online media.
- Adjunct instructors are expected to develop and administer high quality assessment of student performance.
- Adjunct instructors are expected to participate in the grading of assigned work and to train and supervise the graduate teaching fellows that aid them in grading. It is usually not possible to just provide grading keys or rubrics to graduate teaching fellows. The

instructor must take a guiding role in the grading of exams, labs, papers and other assignments, and that often requires doing some of the grading.

- In many cases the rigorous nature of Physics courses requires instructors to hold additional problem solving sessions, additional office hours, and/or review sessions, and to schedule individual meetings with students that cannot attend regular office hours. Instructors should maintain schedule flexibility to provide these additional aids, as necessary, to students. This is especially true for instructors teaching in the General Physics sequences (these courses are discussed in detail below).

C. Service, scholarship, and professional development

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.

III. Teaching Assignment Process for adjunct instructors

A. Teaching within the Department

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. 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.