

Department of Physics
Career NTTF Professional Responsibilities Policy

I. Preamble

Career Instructional non-tenure track faculty (CINTTF) are vital to the life of the University. In addition their prominent teaching role, CINTTF also administer programs, oversee undergraduate curricula, service the departmental instructional mission, and participate in departmental and university governance. Through instruction, advising, and providing instructional support for all faculty, they enhance the quality of the education we provide.

II.

Workload expectations for Career Instructional NTTF

A. Proportions of 1.0 FTE expected for teaching and other activities

Career Instructional NTTF whose primary responsibility is instruction are expected to devote 90% of their effort to teaching and 10% to service, scholarship, and professional development. In case of special work assignments, these percentages may be modified.

B. Teaching

1. Standard course load for NTTF whose primary responsibility is teaching

- The standard course load in Physics is 6 courses per year.
- Career Instructors usually teach courses that include supervising Graduate Teaching Fellows (GTF). Although GTFs are usually employed to help teach labs or discussion sections, they rarely are the instructor of record for the course. 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

Courses in the Department of Physics typically taught by NTTFs are the 200 level large lecture courses with discussion sections, laboratory courses, and 100 level General Education courses such as Astronomy. The teaching expectations delineated below

apply to all of these courses, but are especially important in the 200-level General Physics sequence, which is required for many science majors, including: biology, human physiology, environmental science, biochemistry, general science, chemistry, computer science, architecture, and most health professions.

- Career Instructional 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 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.
- Physics is a dynamic field, as is the field of science education. The Department of Physics strives to engage students with current information delivered through didactic approaches shown to be effective at maximizing content retention and utilization. To this end, all career instructional NTTF are expected to revise their courses, labs, and discussions to incorporate advances in academic content and pedagogy.
- Development of interactive lectures and labs is very labor intensive. Instructors must ensure that labs reflect current research content and pedagogy, and need to conduct trials and troubleshooting of new labs before they are presented to students. Interactive lectures have been employing methods such as using personal response systems in class and developing problems and guiding TAs implementing interactive small group active tutorial discussions. The tutorial sections typically require instructors to engage in real-time oversight to ensure the quality of student interaction is occurring and enhance the GTFs orchestration of the tutorial. It is also necessary to meet regularly with the GTFs instructing labs and tutorials.
- Career Instructional NTTF are expected to develop and administer high quality assessment of student performance.
- 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).

- Career Instructional NTTF may be required to train and supervise graduate teaching fellows and undergraduates participating in the supervised college teaching courses, PHYS 409 Supervised Tutoring. This includes holding weekly preparatory sessions, developing assessments and activities to be used in discussions and labs, verifying that GTFs and undergraduates truly understand the content they are teaching, guiding them in appropriate instructional technique and behavior, and evaluating their efforts.
- Career Instructional NTTF are expected to write letters of recommendation for students who are applying for scholarships, graduate school, and health professions programs.

C. Service, scholarship, and professional development

Full-time Career Instructional NTTF are expected to devote 10% of their effort to service. Service activities may include department/program committees on which NTTF participate (as delineated in the unit's governance document), college and university service, formal advising and mentoring, professional development, scholarship, and community service relevant to the position. Service assignments within the department/program are at the discretion of the head/director or her or his designee in consultation with the Career NTTF.

Some of the expected service for Career Instructional NTTF is, like TTF, left to the discretion of the individual NTTF. This includes service to the university, community, and to professional organizations. Full-time Career Instructional NTTF are expected to participate in these discretionary activities, which will be considered as part of the evaluation for merit increases and promotion.

Some of the service in the past has included outreach to education groups, community presentations and serving as the General Physics coordinator.

Career Instructional NTTF may serve on Masters student committees and, with the permission of the Department Head, may chair Masters committees or be a member of a Ph.D. committee when their academic background is appropriate. NTTF are not eligible to serve as Ph.D. major advisors or chairs of Ph.D. committees. However, NTTF may be nominated by the Department Head to the Graduate Faculty, which would allow the NTTF faculty member to serve as co-advisor of Ph.D. committees, along with a co-advisor from the tenure-track faculty of the Ph.D. candidate's home department.

Some of the professional development activities have included attending seminars, pedagogical programs and workshops, serving on selection

committees for teaching awards at both the university and departmental level, obtaining and working on grants, development of new courses and programs (often with William's fund awards), and hosting national teaching conferences for Physics faculty and graduate students.

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. Small, voluntary, and/or irregular advising assignments (such as occasional supervision of undergraduate theses or a small caseload of undergraduate major advisees) count toward service expectations in section C.

The Department of Physics has NTTF positions dedicated, in part, to undergraduate advising for which a reduction of teaching FTE is appropriate.

E. Major administrative work

This work is distinguished from other tasks above by its duration and level of responsibility. It includes activities such as oversight of academic programs, assignment as professional academic or career advisors, and other major administrative responsibilities. Approval of more than one course release for an individual requires prior consultation with the Dean or her/his designee.

A separate document describes the department's current major administrative tasks assigned to NTTF faculty and their associated course release and/or stipend.

F. Equity and inclusion

Faculty are expected to contribute to the University's goals regarding equity and inclusion. These 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.

III. Teaching and Service Assignment Process for Instructional NTTF

A. Teaching and service 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 SERVICE ACTIVITIES PROCESS: Career NTTF may participate on relevant departmental committees. The Department's faculty will vote to assign one NTTF instructor to serve on the Personnel Committee. The department head makes all other career NTTF committee assignments annually based on availability and departmental need.

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

B. Special teaching or service within the Department

Separately from any course releases that may be associated with major administrative positions, a course release may be offered to a career NTTF to perform a specific teaching- or service-related assignment for the department or program, so long as the unit can still meet its instructional needs with existing resources. Approval is at the discretion of the unit head in consultation, as applicable, with other officers or committees charged with course planning. Occasions for course release at the discretion of the unit head include the following:

- An unusually heavy workload relative to the departmental norm
- A special professional development opportunity related to the faculty member's instructional duties or position description
- A special teaching or service opportunity that benefits the department, college, or university

In units with more than one career NTTF, discretionary course releases may not be used to reduce the course load for all career NTTF in the unit without the approval of the Dean or Dean's designee. Likewise, discretionary course releases may not be used to reduce the course load for an individual on a multi-year basis without the approval of the Dean or Dean's designee. Approval of more than one such release for an individual requires prior consultation with the Dean or the Dean's designee.

Career Instructional NTTF may serve on Masters student committees and, with the permission of the department head, may chair Masters committees or be a member of a Ph.D. committee when their academic background is appropriate.

C. Teaching and service outside the Department

A Career NTTF may be offered a course release or releases from the department/program to perform a specific teaching- or service-related assignment for another unit. Approval of such assignments is at the discretion of acting in consultation with the heads or directors of both the home and the host units.

D. Course release for grants and fellowships

A Career Instructional NTTF who has received, or is supported by, an internal or external grant or fellowship may be released from teaching one or more courses, so long as (a) sufficient course buyout funds are available from the grant or fellowship and/or other approved sources to fund the replacement of the instruction that would be lost as a result of such release(s), and (b) such release(s) from teaching would not, in the judgment of the department head, unduly compromise the Department's ability to meet the curricular and enrollment needs served by the faculty member's course(s) in either its own or other academic programs. The applicable course buyout rates and guidelines on replacement instruction are those set forth in the College and/or University policies in effect on the date the teaching release(s) is first approved.

E. Overload assignments

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 bargaining unit member's primary job responsibilities.

Except as otherwise indicated in the June 10, 2014 Memorandum of Understanding regarding overload assignments, or in successor agreements, 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 bargaining unit faculty member may be disciplined or terminated for refusing an overload assignment. Appointments for which compensation is paid, in whole or in part, with federal funds may be ineligible for overload compensation.

The allotment of stipends will be consistent with university policy.

F. Course cancellation policy

If a teaching assignment is cancelled for any reason, the department or unit head will consult with the faculty member and assign alternative duties at the same FTE in the same term, or reassign the affected faculty member to an appropriate course, or alternative assignment, in the same academic year.