

Pro Tempore NTTF Professional Responsibilities Department of Political Science

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I. Preamble

Pro Tem Instructional Non-Tenure Track Faculty (Pro Tem NTTF) make crucial, and often timely, contributions to the University's capacity to meet its 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 Pro Tem 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, Pro Tem NTTF are hired to teach specific courses, but they occasionally perform non-teaching functions in addition or instead. This document is intended to recognize the essential role of Pro Tem NTTF and to clarify expectations with respect to the kind and amount of work they do.

II. Workload Expectations for Pro Tem NTTF

A. Proportions of 1.0 FTE Expected for Teaching and Other Activities

1. Ordinarily, Pro Tem 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. If Graduate Teaching Fellows are assigned, supervision of their activities is incorporated into teaching duties.

B. Teaching

1. The standard course load in the department is 9 courses per year. A standard full-time load would include three 4-credit courses per term, with enrollments between 60-200. Pro Tem NTTF are eligible to teach at all levels of our undergraduate curriculum, and may teach graduate students in combined 400/500 level courses.

2. Pro Tem 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, a minimum of three hours per week, and make themselves reasonably available to students via email and/or other appropriate online media.

3. Pro Tem NTTF generally teach courses whose descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have been designed by their departments. But if approved by the department, Pro Tem NTTF may redesign or revise their courses to incorporate advances in academic content and pedagogy.

C. Non-teaching Activities

1. 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. 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 Pro Tem NTTF.

D. Advising and Student Conduct

1. 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 Pro Tem NTTF.

2. Pro Tem NTTF will follow Student Conduct and Community Standards procedures for incidences involving students enrolled in their courses.

E. Major Administrative Work

1. Pro Tem NTTF are not expected to devote effort to major administrative work.

III. Teaching Assignment Process for Pro Tem NTTF

A. Pro Tem NTTF provide vital assistance by filling the teaching gaps created by sabbatical leaves, sudden enrollment expansion, or personal emergencies within the permanent teaching staff. Teaching assignments for Pro Tem NTTF are decided by the Department Head, based on curricular needs, Pro Tem NTTF academic expertise, classroom availability, and available funding.

B. 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.

C. 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.

- D. Faculty members may request to adjust schedules or assignments.
- E. Assignment of professional responsibilities shall reflect a realistic balance of duties consistent with the criteria for review.

IV. Visiting Professors

- A. 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.
- B. As appropriate, assigned professional responsibilities may include substantial research or service expectations with lower teaching load obligations than Pro Tem 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. Teaching load for visiting appointments are typically two courses per term. At the department head's discretion, this rule may be modified for distinguished senior scholars.