

**Department of Romance Languages
Career NTTF Professional Responsibilities (Workload)**

I. Preamble

Career instructional non-tenure track faculty (Career NTTF) are vital to the life of the University. Their classroom teaching role is most visible, but they also often administer programs, oversee undergraduate curricula, and participate in university service and governance. Through advising and encouragement of students' academic pursuits and professional aspirations, Romance Languages Career NTTF contribute to the quality of education the department provides. This document is meant to describe all contributions by Career NTTF and to explain what constitutes a standard workload for Career NTTF.

II. Workload expectations for Career NTTF

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

Career NTTF whose primary responsibility is instruction are expected to devote 90% of their effort to teaching and 10% to service, scholarship, and/or professional development. Modifications of these percentages for special work assignments and special types of NTTF positions are described below.

B. Teaching

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

The Standard course load for NTTF in the department is nine courses per academic year.

Career NTTF should be able to teach courses at multiple levels as needed. Under a normal course load (i.e. excluding overload assignments), NTTF should have no more than two distinct course preparations (class preps) per term. Class sizes are established by the department based on curricular needs and reflect best practices and pedagogical standards of the profession, as set forth in the document "Addendum I to Romance Languages Professional Responsibilities."

2. What is included in teaching activity

Career 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 two hours per week of regular office hours during the terms in which they teach and make themselves reasonably available to students via email and/or other appropriate online media.

Career NTTF are also expected to revise their courses as needed to incorporate advances in academic content and pedagogy, and to ensure that they continue to promote the learning outcomes of the departments and programs (including General Education) of which they are a part.

The creation and development of new courses, program articulation, and major revision of existing courses are outside the normal expectations for NTTF but are nonetheless occasionally done. Because such activities are outside normal expectations, faculty engaging in these may have FTE allocations adjusted accordingly.

C. Service, scholarship, and professional development

Career NTTF are expected to devote 10% of their effort to service, scholarship and professional development. Service activities may include department 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 (as described in RL's *Review and Promotion Policies* documents). Service assignments within the department are at the discretion of the head/director or her or his designee in consultation with the Career NTTF.

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) count toward service expectations in section C.

Routine advising should not be confused with the responsibilities of official advisors in the department. See "Major administrative work" (E) below.

E. Major administrative work

Examples of major administrative duties that merit course release and/or an additional stipend are detailed in the Addendum to the Department of Romance Languages Governance Document (and see below **III.B**).

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. These contributions are recognized in merit and promotion reviews.

III. Teaching Assignments and Service for NTTF

A. Teaching and service within the department

In the Department of Romance Languages, NTTF teach at all undergraduate levels, 1st through 4th year. They also teach graduate courses. The courses taught are based on departmental need and the rank, qualifications, and job description of the faculty member.

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.

Once a year, typically fall term, the Associate Head requests faculty teaching preferences for the following year. Faculty submit their preferences and the Associate Head attempts to accommodate those preferences when possible, in consultation with the language sector chairs, while meeting the needs of the department. NTTF will be notified by the beginning of spring term of their teaching assignments for the following academic year.

A faculty member shall be afforded the opportunity to meet with his or her department head or associate head, at least annually, 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 in a timely manner, preferably at least a term before, and that changes are not made for arbitrary or capricious reasons.

In the event that an NTTF strongly disagrees with the course assignments, the instructor can arrange a meeting with the Associate Head to discuss his/her concerns. If they are not able to come to an agreement, the instructor will meet with the Department Head.

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.

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, university, or profession (e.g., new course development, reconfiguration of an existing course, program articulation)

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.

C. Teaching and service outside the department

A Career NTTF may be offered a course release or releases from the department to perform a specific teaching- or service-related assignment for another unit. Approval of such assignments is at the discretion of the Dean, or her/his designee, 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 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.

The allotment of stipends will be consistent with university policy.

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.

F. Course cancellation policy

If a teaching assignment is cancelled for any reason, the department 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.

IV. Modifications to NTTF responsibilities document

Modifications to this document are to be expected given the timing of its drafting. The process for modifying it shall comply with the CBA requirements for modifying CBA mandated policies.

All department faculty, TTF and NTTF, may propose changes to the NTTF responsibilities document. Proposals for changes should be forwarded to the NTTF Committee who will discuss them with the Head. Once each term, the NTTF Committee will bring a list of all proposed changes to a department meeting for discussion and consideration. A 60% majority vote by TTF and career NTTF (including vote by e-mail) is required for changes to this document. Adjunct faculty may propose changes for consideration, but may not vote.