

## **THEATRE ARTS CAREER NTTF PROFESSIONAL RESPONSIBILITIES**

### **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 governance. Through advising and encouragement of students' intellectual activity outside of class, they enhance both the quantity and quality of the education we provide. This document is meant to make all contributions by Career NTTF apparent and to describe how they fit into a standard workload.

### **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 professional development. Career NTTF whose primary responsibility is Shop Supervision are expected to devote 90% of their effort to shop supervision duties as described below and 10% to service, scholarship, and professional development. Modifications of these percentages for special work assignments and special types of NTTF positions are described below.

#### **B. Teaching and Shop Supervision**

##### **Standard course load for NTTF whose primary responsibility is teaching**

The standard course load in the department for NTTF whose primary responsibility is teaching is 9 courses per year.

##### **Standard duties for NTTF whose primary responsibility is shop supervision**

Career NTTF shop supervisors in Theatre Arts are expected to advise and mentor students in laboratory and production hours and make themselves reasonably available to students via email and/or other appropriate online media. Due to the nature of their work, they are not required to keep office hours and are not assigned formal advising responsibilities.

Career NTTF are also expected to incorporate advances in shop management and technical production relevant to their responsibilities, ensuring that they continue to promote the learning outcomes of the departments and programs (including General

Education) of which they are a part. Where curricular reform is relevant to shop supervision, Career NTTF will participate in faculty discussion and approval. The Costume Shop Supervisor must have skills and the ability to teach or mentor undergraduate and graduate students in the following: cutting/draping, patterning and alterations, costume crafts, wigs, millinery, dyeing, surface modification.

The Scene Shop Supervisor must have skills and the ability to teach or mentor undergraduate and graduate students in the following: carpentry, both for large scenic elements and fine woodworking, MIG welding, use and maintenance of a variety of rigging systems, and ability to read and comprehend scale drawings for translation to construction.

Shop supervision may include some evening and weekend hours associated with technical and dress rehearsals.

#### **C. Service, scholarship, and professional development**

Career NTTF are expected to devote 10% of their effort (prorated for part-time appointments) to service, scholarship and professional development. Career NTTF may make use of available faculty funding for conferences and workshops important to faculty development relevant to their teaching and improving skills or gaining new skills for relevant to their supervisory roles.

#### **D. Advising and student contact**

Routine advising of, and contact with, students working in the shops is considered a normal part of faculty members' 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.

#### **E. Major administrative work**

Career NTTF shop supervisors for Theatre Arts are responsible for coordinating laboratory schedules towards completion of production requirements throughout the University Theatre season (5 productions, + New Voices). Supervisors must be skilled in a variety of areas relevant to their shops and must maintain a safe and healthy shop environment. (The Costume Shop supervisor coordinates all appointments for actor measurements, fittings, alterations.)

Theatre Arts shop supervisors manage their shop budgets and must comply with

all UO business office, purchasing and contracting policy. Shop supervisors must maintain and oversee use of shop tools, machines, and material supplies in their shops, but also maintain stock in storage, tracking loans and rentals.

**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 NTTF**

**A. Teaching and service within the department**

Except as otherwise determined by the Provost, Dean, or other designee, the department's Costume Designer shall be responsible for the scheduling and assignment of the Costume Shop Supervisor, and the department's Technical Director shall be responsible for the scheduling and assignment of the Scene Shop Supervisor.

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 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.

**B. Teaching and service outside the department**

A Career NTTF faculty member may be offered a course release(s) from the home department, with or without a stipend, to teach a course(s) in another department or program, or to perform administrative service outside the home department. Approval of such assignments is at the discretion of the Provost, Dean, or other designee, acting in consultation with the heads or directors of both the home and the host departments or programs.

**C. 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.

**D. 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.

**E. Course cancellation policy**

In anticipation of a future policy that may require the occasional cancellation of courses due to under-enrollment or other reasons, the department head will make up for the lost faculty work that results from last-minute course cancellations by assigning additional teaching, service, or supervisory assignments relevant to the faculty's expertise/experience. Or, in consultation with the faculty, the department head may arrange for a workload increase

in a future term where such an increase is an apparent need or benefit to the department.