

**Department of Women's and Gender Studies
Adjunct NTTF Professional Responsibilities Policy**

I. Preamble

Adjunct Instructional Non-Tenure Track Faculty (Adjunct 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 Adjunct 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, Adjunct 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 Adjunct NTTF and to clarify expectations with respect to the kind and amount of work they do.

II. Workload expectations for Adjunct NTTF

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 Adjunct NTTF

The standard course load in the department is 9 courses per year. These courses can include any courses from our established curriculum or experimental courses based on the teaching needs of the department. WGS courses are very different from some other courses taught across campus (math or foreign language, for example) where preparations might remain the same year after year. All of our WGS classes have dynamic content that require constant adjusting and updating. In addition, all of the assessment involves grading student papers and exams, but none are multiple choice or the like.

2. Teaching-related activities: Advising and course revision

Adjunct 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 (3 hours/week, or 2 hours and by appointment/week) and make themselves reasonably available to students via email and/or other appropriate online media.

Adjunct NTTF are hired based upon the fit between their own areas of expertise and the teaching needs of the department. Thus, adjunct NTTF have flexibility to design courses, including course syllabi based upon their own areas of research and scholarship. However, these courses must maintain the learning outcomes established by the department. Exception to this general flexibility are WGS 101, 303, 321, and 352, courses that have been developed by the department to establish more uniform curricular goals.

C. Non-teaching activities

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. Other kinds of advising assignments (such as supervision of undergraduate theses or a small caseload of undergraduate major advisees) are not expected, but are permissible for Adjunct NTTF. In certain circumstances, when numerous faculty are on leave, Adjunct NTTF may also be appointed undergraduate advising of our majors and minors.

E. Major administrative work

Adjunct NTTF are not generally expected to receive major administrative assignments.

III. Teaching Assignment Process for Adjunct NTTF

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.

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.

IV. Visiting Professors

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. As appropriate, assigned professional responsibilities may include substantial research or service expectations with lower teaching load obligations than Adjunct 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.