

Adjunct NTTF Professional Responsibilities Department of Anthropology

Department version: December 2014

CAS revision: February 2015

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 unique potential to enrich our curriculum with different 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

An Adjunct NTTF whose primary responsibility is instruction is expected to devote 90% of their effort to teaching and 10% to service, scholarship, and professional development. Modifications of this percentage for other work assignments and other types of NTTF positions are described below.

B. Teaching

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

The standard course load in the department is 9 courses per year. Course types and assignments are determined during curriculum planning process. Where possible, equitable workloads are achieved through balancing different types of course assignments (new course preparation, number of credits, level of class, number of GTFs, enrollment, *etc.*) within and among academic terms.

2. Teaching activities in addition to instruction

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 (minimum 2 hours per week) during the terms in which they teach and make themselves reasonably available to students via email and/or other appropriate online media.

Adjunct 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.

C. Service, scholarship, and professional development

Adjunct NTTF whose primary duties are expected to devote 10% of their effort to teaching-related service, scholarship, and professional development. 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 Adjunct NTTF. Adjunct NTTFs with other duties (described below) may have different expectations.

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 of Adjunct NTTF unless it is included in their FTE by agreement with the Head and in consultation with the Dean or designee.

E. Major administrative work

Because continuity is important, major administrative work is rarely appropriate for Adjunct NTTF. If major administrative work is assigned, the FTE and expectations for the assignment will be negotiated between the Head and the adjunct faculty member in consultation with the Dean or designee.

III. Teaching and Service Assignment Process for adjunct NTTF

Except as otherwise determined by the Provost, Dean, or other designee, the department head (or the department head's designee) shall be responsible for determining adjunct NTTF appointments. These assignments are made with consideration given both to program needs and the relative expertise of the instructor pool.

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 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.