

## **Career NTTF Professional Responsibilities Policy Asian Studies Program**

### **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 may also administer programs, oversee undergraduate curricula, and participate in university governance. Through advising and encouragement of our students' intellectual activity outside of class, they enhance both the quantity and quality of the education we provide. While our program does not currently have any career NTTFs, this document provides policies for such a circumstance. It 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. 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 in the program is 9 courses per year. A Career NTTF may teach a wide range of courses, at all levels of our undergraduate curriculum and of all sizes, from smaller to larger enrollment courses.

##### **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 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. It is expected that no less than 2 hours of office hours per week will be offered.

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.

### **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. Service activities may include 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 program are at the discretion of the 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 career NTTF members' teaching 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. Large regular advising assignments, such as serving as director or co-director of undergraduate studies are examples of major administrative work, which is discussed in section E below.

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

This work is distinguished from other tasks above by its duration and level of responsibility. It includes activities such as oversight of academic programs, assignment as professional academic or career advisors, and other major administrative responsibilities. Approval of more than one course release for an individual requires prior consultation with the Dean or her/his designee. When such administrative positions exist for an NTTF, an addendum to this policy will describe the program's existing major administrative tasks assigned to NTTF faculty and their associated course release and/or stipend.

### **F. Equity and inclusion**

Career NTTF are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of teaching, service, or scholarly 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 program**

Except as otherwise determined by the Provost, Dean, or other designee, the program head (or the program head's designee) shall be responsible for the scheduling and assignment of

all career NTTF members' professional responsibilities. These assignments are made with consideration given both to instructor preferences, program needs, and the relative expertise of eligible instructors, recognizing that difficult choices must be made when these considerations conflict.

A career NTTF member shall be afforded the opportunity to meet with his or her program head before the year's responsibilities are assigned to discuss anticipated resource needs as well as his or her preferences regarding assignments for teaching, service, and other professional responsibilities. The Provost or designee may modify scheduled assignments, provided that the program head discusses changes with the career NTTF 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.

A Career NTTF may be offered a course release to perform a specific teaching- or service-related assignment for the program so long as the unit can still meet its instructional needs with existing resources. For example, a sufficiently large number of distinct preparations and a sufficiently heavy workload affiliated with specific assignments (such as heavy GTF supervision and light grading support) may lead to a one-course reduction in the standard 9-course load. Or a course release will be granted if a career NTTF member is asked to develop a new course and this development is deemed to constitute a substantial workload increase. Approval is at the discretion of the department head in consultation, as applicable, with other department officers or committees charged with course planning. Approval of more than one course release for an individual requires prior consultation with the Dean or her/his designee.

### **B. Teaching and service outside the program**

A career NTTF member may be offered a course release(s) from the program, with or without a stipend, to teach a course(s) in another department or program, or to perform administrative service outside the home program. 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 program.

### **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 career NTTF 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 one that represents an increase in a career NTTF member's regular assignment and FTE status. This may come about from (1) an assignment that is in addition to the career NTTF 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/rank and not fully offset by a reduction in the career NTTF member's regular assignment; or (3) assignments unrelated to the bargaining unit member's primary job responsibilities that are not fully offset by a reduction in the career NTTF member's regular assignment.

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. Career NTTF may request that overload compensation take the form of class release. No career NTTF 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**

If a teaching assignment is cancelled for any reason, the program 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. The alternative assignment may be a replacement course, a service assignment, a discussion/lab/grading assignment, or some combination of such possibilities.