

**Pro Tempore Non-Tenure Track Faculty Professional Responsibilities
Clark Honors College**

Revisions Approved by Office of the Provost – 7-31-19

I. Preamble

Pro Tempore Instructional Non-Tenure Track Faculty (Pro Tem) make important and timely contributions to the College's need to meet its teaching obligations. They step in to keep courses available despite term-to-term fluctuations in the number of students and faculty on campus. In addition to Pro Tem faculty members who are hired to teach specific courses, the CHC may hire Postdoctoral Scholars and Visiting faculty from other institutions or the wider community who have unusual potential to enrich our curriculum with original perspectives or specialized expertise.

This document describes the significant role of contributions by Pro Tem faculty in the CHC and clarifies expectations for the kind and amount of work they do.

II. Workload expectations for Pro Tem NTTF

The College's status as a highly competitive, small liberal arts college within the larger University creates a unique set of expectations for its faculty. Teaching in the CHC is distinguished by small classes and close interaction between faculty and students.

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

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

B. Teaching

1. Expected course load for Pro Tem NTTF teaching

The expected number of courses is 9 per year at 1.0 FTE for Pro Tem in Humanities, Social Science, and Professional Schools, and 6 per year at 1.0 FTE for Pro Tem in Natural Sciences. Courses may be at any level, depending on the qualifications of the faculty member and the needs of the CHC.

2. Teaching-related activities: Advising and course revision

There are a range of courses offered by the CHC from 200-level foundation courses to 400-level colloquia; Pro Tem NTTF whose primary responsibilities are in instruction are expected to advise and mentor students who take their courses insofar as this is considered a related part of teaching any course. They are required to hold office hours each week during the terms

in which they teach and make themselves reasonably available to students via email and/or other appropriate means.

Pro Tem NTTF are expected to redesign or 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 Core Education) of which they are a part. Pro Tem NTTF are also expected to keep current with developments in their discipline and reflect those in their courses.

Pro Tem NTTF are expected to administer high quality assessment of student performance: exams composed primarily of multiple choice questions are strongly discouraged and instructors are expected to devote considerable time to writing new meaningful assessment questions and assignments for each course. Because the CHC does not usually employ Graduate Employees, instructors are expected to grade and provide substantial feedback on all assigned work.

Pro Tem NTTF may write letters of recommendation for students who are applying for scholarships, graduate school, internships, or other awards. They must also deal with student academic misconduct issues.

C. Service, scholarship, and professional development

Pro Tem NTTF are expected to devote 10% of their FTE to service, and professional development.

Professional development activities could include attending seminars, pedagogical programs and workshops, being awarded and working on grants, development of new courses and programs.

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 II. B. 2.

E. Major administrative work

Major administrative work is very rarely assigned to Pro Tem NTTF. If it is assigned, the FTE and expectations for the assignment will be negotiated between the Dean or designee and the Pro Tem NTTF faculty member in consultation with other faculty members.

III. Teaching Assignment Process for Pro Tem NTTF

The Dean or other designee such as the Associate Dean is responsible for the scheduling and assignment of all faculty members' professional responsibilities.

A. He or she will offer faculty members an opportunity to meet at least annually

before responsibilities are assigned, and will consult with the faculty member before responsibilities are assigned, to discuss the faculty member's preferences regarding assignments for teaching and anticipated resource needs. Faculty may request to adjust schedules or assignment, and scheduled assignments may be modified, provided that the Dean or other designee discusses changes with the faculty member before they are made and that changes are not made for arbitrary or capricious reasons.

B. Course Cancellation Policy

If a teaching assignment is cancelled for any reason, the Dean or other designee will consult with the faculty member and may 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.

C. 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 Dean 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.

Overload assignments, except those listed in Section 10 of the 2015-18 CBA, will be assigned an FTE percentage commensurate with normal workload duties and compensated accordingly. Faculty may request that overload compensation take the form of a course 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.

IV. Visiting Professors

Visiting Professors are non-tenure track temporary appointments of limited duration (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 research or service expectations with lower teaching load obligations than Pro Tem 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.