

Department of Computer & Information Sciences
POSITION DESCRIPTION & RESPONSIBILITIES
Career NTTF

I. Overview

Description of Position. Career NTTF are essential participants in the educational program of the Computer and Information Science Department and the University. Depending upon departmental needs, Career Instructors usually teach undergraduate courses for non-majors including the Computer Information Technology (CIT) minor. An instructor may occasionally teach courses at the lower division level for majors. An instructor with a Ph.D. in computer science may occasionally teach upper division courses in the major. Career Lecturers have a significant involvement with graduate teaching at the 500 and 600 level. Teaching assignments are determined by the CIS Department Head. (See Section III. Teaching and Service Assignment Process.)

Qualifications. Minimum requirement is a master's degree in computer science or a closely related field such as mathematics. Lecturer's must have a Ph.D. in computer science or a closely related field. A record of excellence in teaching is expected.

II. Duties and Workload

A. Expected workload

- Teaching 90%
- Service and Professional Development 10%

In case of special work assignments, these assignments may be modified.

B. Teaching

1. Teaching load. The usual full-time teaching load for NTTF is six courses: two courses for each of three terms.

2. Teaching activity. NTTF are expected to create a course syllabus, lecture slides/notes, assignments and test materials following the guidance of established CIS faculty, curriculum committees and course descriptions in the University of Oregon Catalog. They may be assigned a pre-determined textbook or choose the text of their choice. Course materials are typically put online and made available to students through the CIS Department website. 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.

Because computer science is a fast-changing technical field, career NTTF are expected to remain current with developments in the discipline. As an integrated part of course teaching, career NTTF are expected to develop changes to course content reflecting contemporary changes in technology and educational practice. Career NTTF are also expected to adapt course content to changes in University General Education requirements when appropriate. Participation in a department education committee may involve larger scope curriculum planning. (See section C Service below.) Instructors are expected to supervise and train graduate student teaching assistants (GTFs) in large lecture classes.

C. Service, scholarship and professional development

Service. Career NTTF are expected to devote 10% of their effort to service. Service activities may include department 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 are at the discretion of the head or her or his designee in consultation with the Career NTTF.

Professional Development. Professional development may include attendance at computer science education conferences, writing scholarly articles on computer science education, and writing textbooks or other educational resources that are available to the profession

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 above. 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

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.

The department's current major administrative tasks assigned to NTTF faculty are described in a separate document.

F. Equity and inclusion.

Faculty is 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.

G. Intellectual Property Rights

Faculty is expected to agree to the University of Oregon policies regarding the ownership and licensing of intellectual property rights—agreements, copyrights and patents. Faculty is encouraged to contact the University of Oregon Innovation Partnership Services office regarding any intellectual property questions. Their phone number is 541-346-3176; website <http://techtran.uoregon.edu/content/intellectual-property-rights>.

III. Teaching and Service Assignment Process**A. Teaching and service within the department**

Except as otherwise determined by the Dean, or other designee, the Department Head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities including teaching and service. During the winter and spring term of the preceding academic year, course teaching assignments are made by the CIS Department Head. The actual scheduling of a class is made by the CIS Department Head with help from the CIS office manager.

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.

B. Special teaching and service within the department

Separately from any course releases that may be associated with major administrative positions, a course release may be offered to a career NTTF to perform a specific teaching- or service-related assignment for the department or program, so long as the unit can still meet its instructional needs with existing resources. Approval is at the discretion of the unit head in consultation, as applicable, with other officers or committees charged with course planning.

Occasions for course release at the discretion of the unit head include the following:

- An unusually heavy workload relative to the departmental norm
- A special professional development opportunity related to the faculty member's instructional duties or position description
- A special teaching or service opportunity that benefits the department, college, or university

In units with more than one career NTTF, discretionary course releases may not be used to reduce the course load for all career NTTF in the unit without the approval of the Dean or Dean's designee. Likewise, discretionary course releases may not be used to reduce the course load for an individual on a multi-year basis without the approval of the Dean or Dean's designee. Approval of more than one such release for an individual requires prior consultation with the Dean or the Dean's designee.

C. Teaching and service outside the department

Career NTTF may be offered a course release or releases from the department/program to perform a specific teaching- or service-related assignment for another unit. Approval of such assignments is at the discretion of the Dean, or her/his designee, acting in consultation with the heads or directors of both the home and the host units.

D. Course release for grants and fellowships

Career NTTF who have received, or are 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.

E. 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.

The allotment of stipends will be consistent with university policy.

F. Course cancellation policy

If a teaching assignment is cancelled for any reason, the department or unit 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.