

**Department of East Asian Languages and Literatures  
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 loads for Adjunct NTTF**

The standard course load in the department is 9 courses per year.  
Adjunct NTTF normally teach the full range of undergraduate courses.

**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 (typically 3 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.

Some Adjunct NTTF in EALL may be hired to teach courses for which descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have already been designed by the department. Others may be hired to teach courses of their own design, or to teach existing courses but with latitude to redesign or revise them. The department's expectations regarding the nature and content of the Adjunct NTTF's course offerings will be made clear at the time of hiring.

**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 member's 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.

**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.

Adjunct NTTF's teaching assignments will be made by the Department Head at the time the Adjunct NTTF is hired, as stated in II.B.2. The Department Head will make these assignments based on recommendations from the relevant Sector Representative(s) and/or Language Coordinator, and in full consultation with the Adjunct NTTF.

The department recognizes that Adjunct NTTF are hired on the basis of their academic and pedagogical expertise, and that therefore they should be included in departmental discussions of curriculum and pedagogy, and fully appreciated as intellectual colleagues in these domains.

#### **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.