

Folklore Program Career NTTF Professional Responsibilities Policy

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 also often administer programs, oversee undergraduate curricula, and participate in university governance. Through advising and encouragement of students' intellectual activity outside of class, they enhance both the quantity and quality of the education we provide. This document 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 are generally 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 for Career NTTF in the program is 9 courses per year. A Career NTTF faculty member may be offered a course release(s) to perform significant administrative service when the time demand exceeds the regular service expectations (10% of FTE) for the faculty member.

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 three regular office 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.

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 to service, scholarship and professional development. 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 Career NTTF.

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. 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. NTTF may serve on graduate student research committees when their expertise aligns with a student's project, though a TTF is required to serve as committee chair.

E. Major administrative work

The Folklore Program has two NTTF positions, which include significant service responsibilities in addition to teaching. This position and the responsibilities it entails are detailed in the addendum to the Folklore Governance Documents.

F. Equity and inclusion

All Folklore faculty are 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.

III. Teaching and Service Assignment Process for NTTF

A. Teaching and service within the department

Teaching

Except as otherwise determined by the Provost, Dean, or other designee, the program director shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities, in consultation with the program's executive committee. Teaching and service assignments for career NTTF will be determined based on the instructional needs of the program and the expertise of the NTTF. Depending on a faculty member's expertise and the needs of the program, NTTF may teach lower and upper division undergraduate courses as well as graduate ones.

Each fall, the program director will invite all faculty members teaching FLR courses to suggest their preferred teaching for the following year, distributed

across course levels needed by the program (service courses, lower division undergraduate, upper division graduate, 400/500 split, graduate seminars). The program director in consultation with the executive committee will review all requests and make assignments for all career NTTF based on the terms of their hire (e.g. some NTTF positions may be for specific teaching areas), the program's needs, projected enrollments, and equitable distribution for all faculty (NTTF and TTF) across course levels that include some service courses and some in a faculty member's area of expertise.

Because each NTTF position in the program is idiosyncratic, determinations about the distribution across course levels for any given faculty member will typically be determined at the time of hiring and stipulated in a job description. Changes in the distribution can be made over the course of an individual's time in the position based on the program's needs in conjunction with a faculty member's expertise and interests.

Though career NTTF are typically hired to fulfill specific teaching and service needs of the program, they may suggest to the program director additional courses or initiatives. NTTF can teach new courses when they meet the needs of the program and are approved by the director in consultation with the executive committee, thus contributing to the vibrancy of the program.

Service

The Folklore Program director determines the service needs of the program and makes assignments based on faculty availability, expertise, and interest. All faculty members are expected to participate in regular service, and the program director appoints faculty members to standing and ad hoc committees. When making appointments, the director invites faculty to volunteer for committees and then makes appointments based on faculty interest and availability. When the needs of the program are not met through this process of invitation, the director may appoint members to committees as needed, as long as the appointment does not exceed the FTE allotted for service for the faculty member.

Faculty members shall be afforded the opportunity to meet with their program director at least annually, before responsibilities are assigned, to discuss their 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 program director 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 or 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 program, so long as the program can still meet its instructional needs with existing resources. Approval is at the discretion of the unit director in consultation, as applicable, with other officers or committees charged with course planning. Occasions for course release at the discretion of the director 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

If the program has 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 Dean's designee.

C. Teaching and service outside the department

A 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

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 program director, unduly compromise the program'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.

The allotment of stipends will be consistent with university policy.

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.

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.