

**Department of Geography**  
**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.. 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 load for Adjunct NTTF whose sole responsibility is teaching**

The standard course load in the department is 9 courses per year. The type and mixture of assignments for adjunct NTTF are based on the sub-discipline or area of geography in which the faculty are teaching. With respect to course type, all 3-, 4-, and 5-credit courses are equivalent. 1- and 2-credit courses may be prorated based on a 4-credit standard.

**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 during the terms in which they teach, normally at least two hours per week, and make themselves reasonably available to students via email and/or other appropriate

online media.

Adjunct NTTF generally teach courses whose descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have been designed by their departments. But if approved by the department, Adjunct NTTF may redesign or revise their courses, in consultation with the department curriculum coordinator, to incorporate advances in academic content and pedagogy.

**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 members' 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.

**E. Major administrative work**

Adjunct NTTF are not expected to devote effort to major administrative work.

**III. Teaching Assignment Process for Adjunct NTTF**

Most Adjunct NTTF provide vital assistance by filling the teaching gaps created by sabbatical leaves, sudden enrollment expansion, or personal emergencies within the permanent teaching staff. Adjunct NTTF are hired on the basis of their academic expertise to teach one or several existing courses. The department head, in conjunction with the associate head/curriculum coordinator makes all course assignments 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.

#### **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 a typical 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.