

**Department of Human Physiology**  
**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 unique 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 load for Adjunct NTTF whose sole responsibility is teaching**

Adjunct NTTF are hired on a term-to-term basis. The standard course load in the department is 6 courses per year.

In some circumstances, Adjunct NTTF are hired to provide timely instructional supports in the departmental teaching laboratories. The number of working hours will be determined by the Course Instructor in consultation with the Curriculum Director and Department Head. The FTE will be then calculated based on a total of 2,080 working hours per calendar year.

**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 and make themselves reasonably available to students via email and/or other appropriate online media. The minimum expectation for office hours of a 4-credit course is 2 hours per week.

Adjunct NTTF generally teach courses whose descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have been designed by the department. With approval from the department, Adjunct NTTF may redesign or revise their courses to incorporate advances in academic content and pedagogy, which will be accounted for as part of the teaching activity.

When teaching courses with labs or discussion sessions, coordination and management of GTF responsibilities are considered an essential element of the teaching activity.

#### **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 will not be assigned with major administrative work.

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

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. Teaching assignment of Adjunct NTTF are set by the Curriculum Director and Department Head.

Faculty members may meet with the department head any time 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 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 a unique category of Adjunct NTTFs. These are temporary positions (generally not more than three years), typically for faculty members or recent Ph.D.s from other institutions, who have potential to enrich our curriculum and community of scholars with original perspectives or specialized expertise. 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.