

**Department of International Studies
Adjunct NTTF Professional Responsibilities Policy**

I. Preamble

Adjunct NTTF make crucial, and often timely, contributions to the Department of International Studies' capacity to meet its 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 as development practitioners. International Studies hires Adjunct NTTF to teach specific courses.

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.

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 – a minimum of two 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.

Adjunct NTTF either teach courses whose descriptions and learning outcomes and, in certain cases, syllabi, assigned materials, and/or assessments have been designed by their departments or else are invited to teach their own innovative courses. The department head or designee must approve the course materials prior to commencement of the term in which the course is being taught.

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 ii, 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

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.

The International Studies department head is responsible for the scheduling of all Adjunct NTTF teaching assignments. The department maintains a vibrant Adjunct Instructor teaching pool, and the department head periodically reviews applications in the pool for possible employment. The department head will then communicate with the applicant about the department's teaching needs and explore the applicant's background and expertise. The department head may share applicants under consideration with relevant International Studies core faculty, especially if it is to hire a replacement for a course a core faculty member regularly teaches. The department head and the applicant will reach a mutually agreed-upon decision about the course assignment for the person during their employment as an Adjunct NTTF.

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 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.