

**Department of Judaic Studies**  
**Career NTTF Professional Responsibilities Policy**

**I. Preamble**

All non-tenure track faculty (NTTF) connected to Judaic Studies are vital to the success of the JDST program as well as the larger University. This document covers the workload expectations for these positions which might include: teaching, administration, oversight of undergraduate curricula, or participation in university governance. The Program realizes that many NTTF also perform advising and encouragement of students' intellectual activity outside of class, and thereby enhance even further 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 and Visiting Assistant Professors**

**A. Proportions of 1.0 FTE expected for teaching and other activities**

Career NTTF whose primary responsibility is instruction are expected to devote 90% of their effort to teaching and 10% to service, scholarship, and professional development.

**B. Teaching**

**1. Standard course load for NTTF whose primary responsibility is teaching**

The standard course load for Career NTTF in Judaic Studies is nine (9) courses per year.

**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 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. Office hours should be at least (2) two hours per week in quarters in which one class is taught and (3) three hours per week when two classes are taught.

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 program (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 program committees on which NTTF participate (as delineated in the program'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 program are at the discretion of the 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.

**E. Major administrative work**

While Career NTTFs are not required to accomplish "major administrative work," it is possible that such a need could arise within the Program. In that case, the NTTF will be consulted before such assignment, and allowance will be made by the program to account for the time such an assignment would take up (see below III. B).

**F. Equity and inclusion**

Faculty are expected to contribute to the University's goals regarding equity and inclusion. Therefore, Career NTTF must include discussion of their contributions to institutional equity and inclusion in their personal statements submitted for promotion. As such, these contributions are necessary for promotion and are considered part of professional development.

These contributions may consist of research, teaching, and service activities (including some committees) 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 program**

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.

Beginning in late Fall and early Winter, the Program Director will assemble a list of required courses for the coming academic year. The Executive Committee for the Program (including all current NTTF) will meet to discuss program needs and possible schedules. For members who are unable to attend the meetings, the Program Director will elicit their feedback via telephone or email communication. For those courses for which tenure track faculty do not have expertise or are not available to teach and for which current NTTF with good standing in the program are available, the current NTTF will be offered the position before a search ensues.

Because the program is made up largely of faculty from other academic units, scheduling must coincide with the availability of all faculty and their preferences. NTTF will make their preferences and availability known to the Program Director at least annually, preferably in the late Fall or early Winter quarters, and the Program Director will do his or her best to adhere to these parameters if possible. If meeting NTTF preferences or availability is not possible, the program director will alert the NTTF to this situation as soon as possible. The director will give the NTTF a clear explanation about the problem and the two will work together to see if another solution may be achieved.

In general, a faculty member shall be afforded the opportunity to meet with the program director 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 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.

The program director will send out a letter of intent to renew the contract by May 1 and a specific offer letter that includes workload, FTE, assignment

of courses and a copy of this and other program policies by May 15. The NTTF should sign the letter as an acceptance of the position and terms and return the letter as soon as possible. If the letter or contract is not signed, the NTTF may not invoke **the Course Cancellation Policy** (below, III.F)

**B. Special teaching or service within the program**

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 department or program, so long as the unit can still meet its instructional needs with existing resources. Approval is at the discretion of the unit head in consultation, as applicable, with other officers or committees charged with course planning. Occasions for course release at the discretion of the unit head 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

In units with 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 the Dean's designee.

**C. Teaching and service outside the program**

A Career NTTF may be offered a course release or releases from the 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 department head, unduly compromise the department'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 Program Director 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.