

## **Adjunct NTTF Professional Responsibilities Department of Mathematics**

### **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, 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**

The standard course load in the department is defined by a point system, in which 12 points over the course of a year constitutes 0.9 FTE for an adjunct NTTF. Thus 1 point in a quarter is .25 FTE.

Details on how points are apportioned are discussed in the Mathematics Career NTTF professional responsibilities document.

##### **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 is two, or the number of classes taught in a given term, whichever is larger.

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. But if approved by the department, Adjunct NTTF may redesign or revise their courses 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.

Adjunct NTTF are expected to participate in departmental discussions of curriculum and pedagogy.

### **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**

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.

Teaching assignments and responsibilities are made by the Department Head or by a delegate of the Department Head. Each member of the Adjunct NTTF faculty will be given an opportunity to express his or her teaching preferences before assignments are made.

The Department Head or the Head's delegate will balance the preferences of the Adjunct NTTF

faculty member with the needs of the department.

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.