

THEATRE ARTS DEPARTMENT
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, 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. If, in exceptional cases, Adjunct NTTF are hired to do other kinds of academic work, the nature of that work should be clearly specified, and the amount normalized to the standard workload for Adjunct NTTF whose principal responsibility is teaching.

In Theatre Arts, however, adjuncts may be assigned to design or direct for the University Theatre season, with each major assignment counted as one course. Assisting directors in movement/stage combat or voice/dialect, or assisting designers with special expertise for a particular project in production will count as half of one course. Theatre Arts adjuncts may be assigned to coordinate and facilitate the department's participation in the Kennedy Center's American College Theatre Festival (particularly the annual week-long festival for Region VII, including the Northwest Drama Conference), and this administrative assignment will be counted as one course. Theatre Arts adjuncts who coordinate festival participation will have travel, room and per diem provided by the department. Theatre Arts adjuncts who wish to participate in workshops or training sessions relevant to their teaching may request further travel and fees support via the department's faculty Miller fund. The level of support is determined by the department head based on availability after priority funding for Career NTTF and TTF conference and research needs in any given school year.

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. Theatre Arts Adjuncts are typically hired to teach courses which require, due to the nature of the subject, individual out-of-class coaching or mentoring. Often, these courses are designed around an area of expertise unique to the person hired and change in topic from term to term.

2. Teaching-related activities: Advising and course revision

Theatre Arts 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 regular office hours is two 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 their departments. But if approved by the department, Adjunct NTTF may redesign or revise their courses to incorporate advances in academic content and pedagogy. In Theatre Arts, Adjunct NTTF who teach introductory and advanced courses in Acting will participate in all meetings and discussion pertaining to curriculum revision and assessment for acting courses (even those they do not teach) for the sake of cooperative coordination between acting teachers.

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.

In Theatre Arts, Adjunct NTTF may also take assignments in design, directing, assistance to the director, and coordinating department participation in the annual American College Theatre Festival, sponsored by the Kennedy Center. Adjunct NTTF are welcome to join weekly faculty meetings at

their own discretion or as a particular topic of interest appears on the agenda.

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

Theatre Arts Adjunct NTTF are not assigned major administrative work such as program direction, chairing of committees, coordination of curriculum development or assignment as professional (full-time) academic advisor.

III. Teaching Assignment Process for Adjunct NTTF

The Theatre Arts department head assigns courses or production roles for Adjunct NTTF. Assignments are mainly governed by curricular need in the major and are made in consultation with the Adjunct NTTF at least one full term prior to the assignment. 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, however, and cannot be assigned outside their expertise and experience. For example, an acting teacher cannot be assigned work in one of the shops if they have no skill-set or experience in those areas. Theatre Arts Adjunct NTTF should be welcomed in departmental discussions of curriculum and pedagogy relevant to their expertise and will be fully appreciated as intellectual colleagues in these domains.

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 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.