

# **Creative Writing Program**

## **Career NTTF Professional Responsibilities Policy**

### **I. Preamble**

Career Instructional non-tenure track faculty (Career NTTF) are vital to the life of the University. Their classroom teaching role is most visible, but they also often administer programs, oversee undergraduate curricula, and participate in university governance. Through advising and encouragement of students' intellectual activity outside of class, they enhance both 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**

#### **A. Proportion of 1.0 FTE 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, creative work, and professional development. In CRWR these activities are specific to the genre (poetry or fiction) in which a Career NTTF has been appointed.

#### **B. Teaching**

The full-time (1.0 FTE) base load for Non-Tenure-Track Faculty is 9 courses a year, and the program prorates FTE to assigned course load.

##### **1. Standard Course Load**

The typical number of courses (or their equivalent) taught by Career NTTF in Creative Writing will in most cases be no more than 3 courses or the equivalent/academic year or 1 course each term. Circumstances or the wishes of the Career NTTF involved may dictate a regular appointment with a smaller teaching load (or its equivalent).

Career NTTF will in most instances teach courses at the undergraduate level. However, when Program needs dictate, and at the request of the Director and with the approval of the NTTF involved, a qualified Career NTTF—that is, a Career NTTF with a least one book in the relevant genre published by a reputable press—may teach a course or courses at the graduate level.

##### **2. Other Responsibilities Related to Teaching**

Career NTTF are expected to advise and mentor students who take their courses insofar as this is considered a normal responsibility when teaching any course. They should hold a minimum of 2 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.

Career NTTF are also expected to revise their courses as needed to ensure that they continue to promote the learning outcomes established by the Program. Career NTTF may also propose new courses or changes to the CRWR undergraduate curriculum.

### **C. Service, Scholarship, and Professional Development**

Career NTTF are expected to devote 10% of their effort to service. Service activities may include program committees on which NTTF participate (as delineated in the unit'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 Program Director or their designee in consultation with the Career NTTF.

### **D. Advising and Student Contact**

The 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. Small, voluntary, and/or irregular advising assignments (such as supervision of undergraduate Honors College theses) count as service beyond the expectations noted in Section C.

### **E. Major Administrative Assignments**

Career NTTF are eligible for the administrative and service assignments listed below, each of which constitutes a significant increase over the normal service expectations and responsibilities for NTTF in Creative Writing. As such, each also involves additional remuneration for the activities required by the position.

#### **1. Kidd Tutorial Program Co-Director**

Two CRWR faculty members—one in fiction and one in poetry—will be selected by the Director, after consultation with Program Faculty, to serve as Co-Directors of the Kidd Program. Each Co-Director will typically serve for three years; however, the appointment may be renewed with the approval of the Program Director, Program Faculty, and the faculty member under consideration. A Career NTTF whose current appointment is less than 1.0 FTE will be remunerated at a level equivalent to the payment received for teaching one course for each year they serve in this role. A Career NTTF with a current appointment at 1.0 FTE will receive a one-course teaching reduction for each year of service.

The responsibilities of each Co-Director include:

- managing the academic operations, organization, and development of the Kidd Program;
- serving as liaison between the Kidd Program and CRWR;
- suggesting to Program Faculty revisions, as needed, in the Kidd Core Curriculum;
- coordinating the content of, hosting, and introducing Kidd Talks;
- coordinating with the Business Manager the execution of the Kidd Memorial Writing Competition and other awards as may be deemed appropriate;
- identifying, in consultation with the Program Director and/or admissions faculty, potential Kidd Tutors among first-year MFA candidates;
- training, supervising, and evaluating (in CRWR 608, Kidd Pedagogy, as well as other appropriate means) the Kidd Tutors;
- managing the Kidd Program undergraduate application/recruitment process, including advertising the program in appropriate venues and coordinating the Kidd Program Open House;
- supervising the maintenance of Kidd Program social media (CRWR website and Facebook) and Kidd Program's contribution to CRWR's annual newsletter; and
- screening submissions for the Kidd Writing Contest prizes.

## **2. CRWR 230/240 Pedagogy Mentors (Two, One in Each Genre)**

Two faculty will serve as Pedagogy Mentors—one in fiction and one in poetry. The time committed to this position should be approximately 45 hours (including preparation and contact hours). If a Career NTTF with an appointment of less than 1.0 FTE serves in this position, they will be remunerated during fall term at a level equivalent to the payment received for teaching one half-course. A Career NTTF with an appointment at 1.0 FTE will receive a single course release for every two years they serve in this position.

The responsibilities of each Pedagogy Mentor include:

- corresponding with incoming Intro GTFs during the spring prior to their arrival;

- syllabus preparation and initial pedagogy training during Week of Welcome;
- 4–5 group meetings during fall term;
- individual conferences (at least one/GTF) during fall term;
- class visitations (one/GTF) during fall term; and
- meetings with individual GTFs (as necessary) to deal with potential problems.

#### **F. Equity and Inclusion**

Career NTTF are expected to contribute to the University's goals regarding equity and inclusion. These contributions may consist of research, teaching, and service activities 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. Career NTTF in Creative Writing will in most instances teach courses at the undergraduate level; however, when Program needs dictate, and at the request of the Program Director and with the approval of the NTTF member, a NTTF with the appropriate credentials (see **B.1** above) may teach a course or courses at the graduate level.

A Career NTTF shall meet with the Program Director annually—and before that faculty member's responsibilities for the next academic year have been assigned—to discuss their preferences regarding assignments for teaching, service, and other professional responsibilities. 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.

#### **B. 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 their designee,

acting in consultation with the heads or directors of both the home and the host units.

### **C. 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 Program Director, unduly compromise the program'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.

### **D. 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.

### **E. 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.