

## **Professional Responsibilities and Work Load for Career Non-Tenure-Track Faculty in the Department of Psychology**

### I. Preamble

Career Instructional non-tenure track faculty (Career NTTF) play a critical role in the Department of Psychology. 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. Proportions of 1.0 FTE expected for teaching and other activities

Career NTTF whose sole responsibility is instruction are expected to devote 90% of their effort to teaching and 10% to service, scholarship, and professional development. For special work assignments and special types of NTTF positions, which occur regularly in the Department of Psychology, modifications of these percentages are possible (see E.).

#### B. Teaching

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

The standard course load in the department is nine courses per year. The department recognizes that courses vary in their workload and that some courses come with an unusually heavy workload and some course may come with a lighter load than the departmental norm. In order to balance workloads, assignments to high-load courses may be offset (a) by assigning that instructor smaller-workload courses in the same academic year, or (b) by counting that teaching assignment as more than one course equivalent (i.e., proving partial or full course releases). In addition, course releases can also be granted in the context of special professional development opportunities related to the faculty member's instructional duties or position description, or for a special teaching or service opportunity that benefits the department, the college, or the university.

##### 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 (of at least 2 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. Career NTTF are also expected to attend to resolve open issues (e.g., make-up exams, grading disputes) associated with a class they taught, even beyond the term in which the class was taught.

Career NTTF may also be expected to occasionally broaden their teaching portfolio by adding new courses or revising 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 department.

#### C. Service, scholarship, and professional development

Career NTTF are expected to devote 10% of their effort (prorated for part-time appointments) to service, scholarship, and professional development. Service activities may include department/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 department/program are at the discretion of the head/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 as described above in section B. Small, voluntary, and/or irregular advising assignments (such as occasional supervision of undergraduate theses or a small caseload of undergraduate major advisees) count toward service expectations in section C.

#### E. Major administrative work

Some career NTTF take on major administrative responsibilities (e.g., clinic director) or advising duties. Such activities will be structured in terms of course-equivalence units (e.g., about 12 hours/week=one course) and will be compensated in terms of the corresponding number of course releases within a given academic year.

#### F. Equity and inclusion

Faculty 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. Work Load Assignment Process for NTTF

#### A. Assignment of Work Load within the Department

The department head in close collaboration with the Chair of the Undergraduate Education Committee (UEC) and the Associate Department Head shall be responsible for the scheduling and assignment of all faculty members' professional responsibilities. In scheduling courses each faculty's expertise, preferences, distribution of "hard" and "easy" courses within the current and recent years, as well as the department's teaching needs will be taken into consideration. Should teaching preferences of TTF and NTTF be in conflict, the TTF's preferences will be given greater weight.

A faculty member shall be afforded the opportunity to meet with his or her department head or designee 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.

#### B. Assignment of Work Load outside the Department

A Career NTTF faculty member may be offered a course release(s) from the home department, with or without a stipend, to teach in another department or program, or to perform administrative service outside the home department. Approval of such assignments is at the discretion of the Provost, Dean, or other designee, acting in consultation with the heads or directors of both the home and the host departments or programs.

#### 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 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.

#### 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.

The allotment of stipends will be consistent with university policy.

#### E. Course cancellation policy

Should a scheduled course need to be cancelled (e.g. because of under-enrollment), the lost faculty work will be made up either through an equivalent service assignment (e.g., advising) or through an additional course assignment in a future term.