Non-Tenure Track Faculty Committee

There will be a standing committee comprised of the (co-)Director(s) of NTT Faculty, two tenured/tenure-track faculty and the Director of Undergraduate Education, who will chair the committee. The committee will be charged with coordinating peer-teaching observations and annual evaluations. The Committee will make recommendations on annual merit increases and cases for promotion. The Committee will also recommend new policies and amendments to existing policies related to non-tenure track faculty.

Duties of the Co-Directors of NTT Faculty

- Supervision of all NTT faculty.
- In consultation with the Director of Undergraduate Education, scheduling of all general chemistry courses.
- As ex-officio members of the NTT Faculty Committee, participate in the recruitment of NTT faculty, annual reviews, and merit increase and promotion recommendations.
- Other duties as assigned by the Director of Undergraduate Education.

Recruiting

A hiring committee will be convened and will consist of the (co-)Director(s) of NTT Faculty, the Director of Undergraduate Education, and two tenured/tenure-track faculty with experience teaching the courses for which the job is posted. The committee will create the job posting, review all complete applications and interview qualified candidates. Preference will be given to candidates that are able to teach in multiple fields (i.e., general chemistry, analytical, physical, and/or organic. The committee will make a recommendation to the Director of Undergraduate Education who will make the final hiring decision. The Director of Undergraduate Education will negotiate the starting salary with the Associate Dean of Faculty Affairs at the College.

Peer-Teaching Observations

New Hires

During the first semester that an individual teaches in the department, two peer-observations in each distinct course (not section) will be completed. Each course should be evaluated within the first month of the semester; the second should occur within the second month of classes.
For the second semester: One observation per class taught will be completed within the first two months of the semester.

**NTT faculty with 1-2 years of experience**

One observation per semester, preferably within the first two months, will be completed. If the NTT faculty is teaching a new class for the first time, then this class should be the one evaluated.

**NTT faculty with 2 or more years’ experience**

For NTT faculty with 2+ years of experience, a peer observation will be completed no less than once every two years. Anyone teaching a course for the first time (or for the first time in 4 years) should have that particular course evaluated.

The above list is the minimal observation plan. Additional evaluations may be warranted or desired for various reasons, including:

- Recommendation of evaluators
- Recommendation of members of the NTT Faculty Committee
- Request of the lecturer

Observation will be conducted by both tenured faculty members and/or recurring NTT faculty such that the evaluators will have at least 4 years of teaching experience. The majority of the evaluations should come from tenured faculty.

**Workloads**

The Non-Tenure Track Faculty Committee will regularly evaluate teaching loads.

A full-time teaching load is currently considered to be 3 lecture courses, although this can vary depending on the courses taught and/or other special circumstances. The current CNS policy is that a full-time appointment will be awarded for two lecture courses with a combined enrollment of greater than 600 students.

**Teaching Reductions**

The Committee will make recommendations to the department on providing teaching relief when warranted. Some examples of NTT faculty who may warrant teaching relief would be those who:

- provide substantial service to the department beyond direct teaching of courses
• teach courses with greater-than-typical contact hours or courses that, for other reasons, constitute a greater time burden

Additionally, teaching reductions should be provided for NTT faculty who are teaching new classes for the first time:

• Following the procedure from the college, teaching a course for the first time will normally count as half time vs. one third time.

• NTT faculty teaching a course that has been substantially changed can apply for some teaching relief to the committee, who will then make recommendations to the Chair. The College makes the final determination on teaching relief.

Annual Evaluations

Annual evaluations of NTT faculty will be conducted in accordance with University and College policies and procedures. Evaluations of NTT faculty who may be put up for promotion should be prioritized, followed by those teaching in their first year.

Annual evaluations should review peer teaching evaluations, CIS results, and annual reports for each NTT faculty. Annual evaluations will be completed using the attached form. The two key areas that will be evaluated are classroom teaching and additional contributions. Teaching evaluation will be based on a four-tiered scale:

• Exceeds expectations – a clear and significant level of accomplishment beyond what is normal for the institution, discipline, or unit.
• Meets expectations – level of accomplishment normally expected.
• Does not meet expectations – a failure beyond what can be considered the normal range of year---to---year variation in performance, but of a character that appears to be subject to correction.
• Unsatisfactory – failing to meet expectations in a way that reflects disregard of previous advice or other efforts to provide correction or assistance, or involves prima facie professional misconduct, dereliction of duty, or incompetence.

Other contributions will be evaluated on similar scale of (N/A, modest, or substantial). Note that faculty at the level of lecturer are not expected to have additional contributions as part of their job description; hence, a level of “N/A” is not a negative, particularly in the first few semesters of employment. NTT faculty seeking promotion would be expected to have excellent outside contributions, preferably for at least two years.

Laboratory coordinators should be evaluated on the laboratory manual, upkeep of equipment, implementation of new labs, and supervision of teaching assistants.
**Disciplinary Action**

If incompetence, neglect of duty, or other good cause is determined to be present, appropriate disciplinary action, up to and including review for possible termination or non-renewal of contract, may be initiated in accordance with due process procedures of the Regents’ Rules and Regulations Rule 31008 and Handbook of Operating Procedures 2---2310. This process will be carried out by the Committee in consultation with the Associate Dean for Academic Affairs at the College.

**Contract Renewal**

NTT faculty at the rank of lecturer will receive a one-year contract. After promotion, this may change to a rolling two- or three-year contract, depending on rank. Per University policy, at any rank, the number of appointment hours in a given semester is dictated by Department needs. These needs may fluctuate resulting in less than a full-time appointment although all efforts will be made to keep appointments at 40 hours. Which individuals receive full-time appointments is at the discretion of the Director of Undergraduate Education and Co-Directors of NTT Faculty. In the event that a future appointment will be less than full-time, the impacted individual will be notified as early as possible.

**Promotion**

Names for promotion are due in the Dean’s office by mid-March. The NTT faculty Committee should make recommendations to the P&T committee a month before the mid-March deadline.

Promotion to Sr. Lecturer is based both upon teaching contributions as well as other contributions to the Department, College, or University. This is stated in the general guidelines for promotion materials from the Provost’s office:

“...exceptional teaching performance is expected and a well-documented record of teaching excellence is required for all such candidates for promotion. The Budget Council statement should describe the local rating criteria and service norms for teaching and demonstrate that the candidate’s level of teaching service is above the departmental average. In addition, a record of accomplishment in at least one of the other areas of service consistent with the terms of employment is required and must be documented in appropriate ways. “

There are not strict guidelines for what constitutes excellence in teaching performance or in “other areas of service”. However past examples provide a useful guideline.
In the CNS, successful NTT promotion candidates typically have

- CIS results that average higher than 4.0
- Outstanding peer evaluations
- Recognition of excellence with a teaching award

While it is possible for candidates to be successful without all of these, substantial evidence of teaching excellence will need to be substantiated in other ways.

Beyond excellence in teaching, candidates need to demonstrate “one other area” or service. This can be research, advising, or administration. “Advising” is essentially all other student-related activities.

Compensation in the form of teaching relief or salary supplement does not eliminate activities from consideration as service contributions. The assessment is related to the quality of the work. Thus service in its own right is not sufficient. One must demonstrate excellence.

Additional contributions need not be limited to research, advising, or administration but can be a combination of all three. It should be noted that advising and administration are evaluated internally while research requires external letters.

NTT faculty excelling in research are typically promoted to the title of Sr. Research Scientist rather than Sr. Lecturer.

**Adjunct Titles**

Only individuals holding permanent appointments at other universities may be appointed to an adjunct title. The committee will evaluate and make recommendations on appointments to adjunct titles. Approval for such appointments rests with the Budget Council. The exception to this policy is for tenured/tenure-track faculty who leave the University for another institution and require an adjunct appointment in order to continue to co-supervise any of their graduate students who remain in the program at UT. In such cases, the adjunct appointment will continue only until all students have graduated or left the program.

**Outside Employment**

NTT faculty working outside of UT or the department will be expected to submit any required University paperwork and to provide these documents to the Departmental Chairman. The Chairman’s office should notify the NTT faculty Committee of such pending employment so they can make a recommendation to the Chairman regarding the outside commitment. The committee will, as it does for all NTT faculty, monitor the individual’s teaching evaluations and may recommend disallowing such a workload in future semesters if warranted.
Approximate Timeline

September 1: A list of which NTT faculty need peer evaluation in the Fall semester should be compiled by this date and evaluators assigned.

September 15: First time NTT faculty should have had one classroom evaluation.

October 30: First time NTT faculty should have had a second classroom evaluation.

November 1: Faculty annual reports are due.

November 30: Committee begins work on annual evaluations.

January 10: Annual evaluations are completed and submitted to the Department Chair.

January 15: Fall CIS results for NTT faculty are distributed to the Committee.

January 20: Results of annual evaluations are communicated to all faculty. The Co-Directors of NTT Faculty will meet with individuals whose contracts will not be renewed.

February 1: NTT faculty seeking promotion should present 1-page summary outlining their teaching accomplishments and their “additional” contribution. These will be reviewed by the lecturer committee and if appropriate, passed on to the Promotion & Tenure Committee.

February 15: Committee will meet with any NTT faculty seeking promotion to discuss their case.

March 15: Names for promotion to be forwarded to the Dean’s office. Approved instructional budgets for the following academic year are given to departments by the College. In consultation with the Director of Undergraduate Education, initial teaching assignments will be determined by the Co-directors of NTT Faculty.

June 1: Contracts for the following academic year will be distributed.