



UNIVERSITY OF OREGON  
College of Arts and Sciences

April 20, 2015

To: CAS Department and Program Heads  
From: W. Andrew Marcus, Interim Tykeson Dean  
Re: **NTTF professional responsibilities policies – final step**

Please share this memorandum with your faculty. It describes the last step required to finalize NTTF professional responsibilities policies within your units, and is the outcome of many conversations with Academic Affairs and United Academics leadership.

### **Process to establish discretionary course release guidelines for NTTF**

As outlined in point #2 of the April 8, 2015 memorandum to CAS faculty excerpted below, we invite departments to establish guidelines for heads in granting discretionary course releases under section III.B of NTTF workload policies.

2) Standard full-time course loads should be comparable across similar CAS units. But within this framework, discretionary course releases can be used to recognize local variations and current practices and to accommodate individual faculty members who have heavy teaching and service responsibilities.

Changes: To strengthen this principle, we will ask departments to establish guidelines for heads in granting discretionary course releases. In our original templates, we had already authorized a one-course reduction at the discretion of the department head, and additional course releases with the dean's approval. This provision was intended to promote local flexibility and recognize local variation, but many faculty members expressed a preference that course releases at the department level be decided according to documented criteria. Developing local guidelines on what types of circumstances merit course release will make the process more equitable and transparent. CAS will soon initiate an expedited process to involve faculty in producing these guidelines and documenting them appropriately. We view this as an issue to be decided locally depending on the unit's instructional needs.

Specifically, we ask you and your faculty, **by May 15, 2015, either to endorse the bulleted list on page 2 as-is or to submit a revised list customized to your department's local needs.** The list is intended to enumerate the general circumstances and principles that department and program heads should consider in granting discretionary course releases to NTTF faculty members. Discretionary course releases are separate from, and in addition to, those given for major administrative positions as part of the job descriptions for those positions.

In consulting your faculty, please work within applicable internal governance processes. CAS will evaluate any revisions departments submit, document and

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discuss any changes we make, add them on your behalf to your most recent draft workload policies, and send them to Academic Affairs for final approval.

**New text for section III.B in NTTF workload policies**

***Departments may customize the [bulleted list in blue](#).***

**III.B Special teaching or service within the department**

Separately from any course releases that may be associated with major administrative positions, a course release may be offered to a career NTTF to perform a specific teaching- or service-related assignment for the department or program, so long as the unit can still meet its instructional needs with existing resources. Approval is at the discretion of the unit head in consultation, as applicable, with other officers or committees charged with course planning. Occasions for course release at the discretion of the unit head include the following:

- [An unusually heavy workload relative to the departmental norm](#)
- [A special professional development opportunity related to the faculty member's instructional duties or position description](#)
- [A special teaching or service opportunity that benefits the department, college, or university](#)

In units with more than one career NTTF, discretionary course releases may not be used to reduce the course load for all career NTTF in the unit without the approval of the Dean or Dean's designee. Likewise, discretionary course releases may not be used to reduce the course load for an individual on a multi-year basis without the approval of the Dean or Dean's designee. Approval of more than one such release for an individual requires prior consultation with the Dean or the Dean's designee.