**College of Education**

**Non-Tenure Track Faculty Annual Work Assignment**

|  |  |
| --- | --- |
| ***Section 1: Position Information*** | |
| Date Reviewed |  |
| Effective Date | Fall 2019 |
| Position Type | * New Revised |
| Employee Name |  |
| Type | NTTF |
| Title at time of review |  |
| Department |  |
| Annual Basis | * 9 –month 12-month |
| Appointment Percent (FTE) |  |
| Bargaining Unit Status | * Member Non-member |
| Supervisor’s Name |  |

The primary workload areas for NTTF faculty in the COE are: (a) Teaching, and (b) Service. Possible additional workload areas are: (c) Research, and (d) Administration. In general, a 1.0 FTE NTTF will spend approximately 80% FTE on teaching and 20% on service during an academic year.

|  |  |
| --- | --- |
| ***(a) Teaching: Description of course load by course*** | Number of course credits |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Adjust lines as necessary.

|  |  |
| --- | --- |
| ***(b) Service Activities*** | Indicate approximate FTE |
|  |  |
|  |  |
|  |  |

Adjust lines as necessary.

|  |  |
| --- | --- |
| ***(c) Research Activities (when appropriate)*** | Indicate approximate FTE |
|  |  |
|  |  |
|  |  |

Adjust lines as necessary.

|  |  |
| --- | --- |
| ***(d) Administrative Duties*** | Show Sum of FTE (signature of Dean required) |
|  |  |
|  |  |

Adjust lines as necessary.

|  |  |
| --- | --- |
| ***(e) Any duties Removed* (if necessary)** | Show Sum of FTE (signature of Dean required) |
|  |  |
|  |  |

Adjust lines as necessary.

|  |  |
| --- | --- |
| ***Signatures*** | |
| Employee Signature: | Date |
| Supervisor Signature: | Date |
| Appointing Authority Signature: | Date |
| Initials: \_\_\_\_\_\_\_: Faculty member had the opportunity to meet with DH to discuss work assignments for the upcoming year. | |

|  |
| --- |
| **NTTF Professional Responsibilities (12.5.17) Standard load:**  The standard teaching load for a 1.0 full-time equivalent (FTE) NTTF is eight (8) courses of at least 3 - 5 credits (minimum of 24-credits) during the academic year, or an equivalent load as determined by the department head and approved by the Dean in keeping with guidance provided by the college. In some cases, and with the approval of the Department Head and Dean, one course in the eight-course load may be a combination of 1- and 2-credit courses to equal at least 3-credits in total. NTTF are expected to be able to teach a full range of courses at different levels, on both broad and specialized subjects. Consistent with the mission of a professional school, NTTF may also be assigned, as appropriate to their academic program and qualifications, to serve as instructor of record for practica, internship, clinical supervision, or other field experiences. |