

UNIVERSITY OF WYOMING

NON-TENURE STREAM FACULTY JOB DESCRIPTION

This document describes duties that the University expects of non-tenure stream faculty and academic professionals at the University of Wyoming, as well as your position-specific duties. These may change with each year, through discussions between you and your department head and dean. You will be reviewed and evaluated on the basis of how well you perform these duties.

The responsibilities for this position will include some or all of the following: teaching, student advising, research and creative activities, cooperative extension and outreach, service, and administrative responsibilities. University Regulation 2-1 and 2-4 outline the responsibilities appropriate to each type of non-tenure stream faculty and academic professionals. The job description outlined below should be consistent with the regulation. Your responsibilities may include involvement in off-campus, evening and weekend duties, as well as student recruitment, retention, and placement efforts. Because each college employs somewhat different descriptions of some of these elements, your department head or dean will supply you with job-related information specific to your college or administrative unit.

TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or off-campus and telecommunications courses and in immediate preparation for them; maintaining and improving competence in subjects being taught; preparing teaching materials; conferring with students on course materials; providing guidance on dissertations, theses, and plan B papers; directing individual and group studies and practica; reviewing written examinations and papers; evaluating artistic presentations; supervising independent study projects; and supervising or teaching clinical internships or programs. When classes are cancelled, the department head or dean may make adjustments to the workload, consistent with UW Regulation 2-9 (Faculty workload).

Teaching workload effort should reflect actual courses taught [+ large classroom teaching (LCT) + non classroom teaching (NCT) + instructional laboratory teaching (ILT), if appropriate]. All other teaching release code credit hours should be used to increase other areas of effort. Use [Guidelines for Adjusting Non-Tenure Stream Faculty Teaching Load](#) for release code adjustment rationale.

Credits	1	2	3	4	5	6	7	8	9
Effort	<i>4.167%</i>	<i>8.33%</i>	<i>12.5%</i>	<i>16.67%</i>	<i>20.84%</i>	<i>25%</i>	<i>29.17%</i>	<i>33.34%</i>	<i>37.5%</i>
Credits	10	11	12	13	14	15	16	17	18
Effort	<i>41.67%</i>	<i>45.84%</i>	<i>50%</i>	<i>54.17%</i>	<i>58.34%</i>	<i>62.5%</i>	<i>66.67%</i>	<i>70.84%</i>	<i>75%</i>
Credits	<i>19</i>	<i>20</i>	<i>21</i>						
Effort	<i>79.17%</i>	<i>83.34%</i>	<i>87.5%</i>						

ADVISING

Student advising includes time spent meeting with students regarding academic, curricular and career matters.

RESEARCH AND CREATIVE ACTIVITY

Research includes:

1. Work conducted to create and add to knowledge in a field, including the advancement of new theories and principles.
2. Expansion and interpretation of existing ideas, theories, and principles.
3. Improvement and application of knowledge, especially in new settings.

Open dissemination and professional peer review are essential features of research productivity. Creative activity includes sustained artistic endeavor in composition, production or performance. Again, dissemination and peer review are hallmarks of productive creative activity.

EXTENSION

Extension is integral to the College of Agriculture and Natural Resources and the land grant mission of the university. Extension includes identifying current needs, adapting research results into contemporary language usable by educational professionals and lay people, providing subject matter and process training to educational professionals to increase their teaching capacity, serving as a subject-matter specialist in support of extension education, presenting research-supported information and education to the people of the state, providing leadership in identifying and presenting cutting-edge technology in their discipline, developing interdisciplinary approaches to problem solving, and collaborating with research and teaching faculty to stay current in their fields.

SERVICE

University service includes service on the university, college and departmental committees. Administrative responsibilities include major service assignments related to the daily operations of the academic unit or college.

ADMINISTRATION

Administrative responsibilities include major service assignments within a department or college.

OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public. For additional guidance, please read our Pythian paper on [Considering Collegiality and Service as Components of Academic Performance](#).

Every faculty member is guaranteed academic freedom in accordance with the AAUP statement on academic freedom and responsibilities of faculty members, as set forth in University Regulation 2-15.

PROFESSIONAL DEVELOPMENT

As a necessary part of an academic professional’s responsibilities, they are expected to demonstrate continuing professional development. Professional development activity will conform to standards appropriate to the field in which the academic professional works. Each department or unit shall develop a written statement of such standards. Because of the varying needs of departments and units, the specific responsibilities of lecturers may vary.

Standard Non-Tenure Stream Faculty Workload (Example distribution)

Teaching		Professional Development (Including Service)
Percentage of Effort	Credit Hours	Percentage of Effort
87.5%	21 cr.	12.5%

NOTES

1. Effective June 2016, all job descriptions of non-tenure stream faculty with teaching responsibilities must begin with a minimum baseline of teaching equivalent to 21 credit hours per academic year (e.g., 3-4 or 4-3 load).
2. In allocating percentages of effort, **please treat one three-credit course per semester as equivalent to 25 percent of teaching for a full-time academic-year appointment.** (In some units, four-credit courses are common. For this reason, some flexibility in assignments may be appropriate. It is acceptable, for example, to have professionals with 75-percent teaching responsibilities who teach nine or ten credits per semester.)

3. Department heads and college deans should keep a current copy of this job description on file for each person.

Research and Creative Activity (____ %) <i>(Percentage should reflect total workload for this category, including any adjustments for reduction in teaching if appropriate. Text boxes expand as you type.)</i>
Activities/Expectations:

Advising (____ %)
Activities/Expectations:

Service (____ %)
Activities/Expectations:

Extension (____ %)
Activities/Expectations:

Administration (____ %)
Activities/Expectations:

Other, including Professional Development (____ %)
Activities/Expectations:

Total percentage of all categories combined* (0.00%) <i>(← right click on the numbers, click “Update field” to auto-calculate percentages from all highlighted fields) (Use the manual field below if this fails to calculate)</i>
Total percentage of all categories combined* (____ %) <i>manually add up percentages from all highlighted fields</i>

* *The percentage total should add up to your FTE. (Example – FTE is 1.0, your total percentage should add up to 100%.)*

SIGNATURES (electronic signatures accepted):

Faculty Member	Date (m/d/y)
Department Head	Date (m/d/y)
Dean	Date (m/d/y)