Handbook for Non-Tenure-Stream Faculty

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I. Introduction

Welcome to the English Department at the University of Pittsburgh. In this, the largest single department in the School of Arts and Sciences (A&S), Non-Tenure-Stream (NTS) faculty make a very significant contribution to curriculum, teaching a wide range of courses in composition, literature, film, and creative writing. In addition, they play important administrative and supervisory roles, including serving as directors, assistant directors, and liaisons for the Writing Center, the College Writing Board, Writing Across the Curriculum, CEAT, the Public and Professional Writing Certificate Program, and the academic programs within the Department. NTS faculty serve on departmental committees and contribute to undergraduate and graduate student progress through mentoring, counseling, and tutoring. NTS faculty also participate in the academic community by publishing poetry, fiction, creative nonfiction, and criticism and offering readings and workshops. While NTS positions do not require research and publication as part of their job descriptions, the Department nonetheless understands that such work often contributes to the quality of teaching.

II. Employment

Terms of Appointment

The NTS faculty includes Part-Time Faculty, Visiting Instructors, Postdoctoral Visiting Lecturers, Visiting Lecturers, Lecturers, Senior Lecturers, and Visiting Assistant Professors. While the terms of their contracts vary, as outlined below, all NTS faculty are appointed outside the tenure stream, without provision for tenure, promotion, or certain renewal. Ordinarily, in addition to a record of successful teaching, NTS faculty are required to have an MFA, PhD, or equivalent professional experience.

Part-Time Faculty are hired term-by-term to teach one or two courses per term. Remuneration is on a per course basis and is according to the instructor's teaching experience outside and in the English Department at Pitt. Appointments are contingent upon sufficient course enrollment, and are also subject to possible changes in teaching assignments for full-time faculty or graduate teaching assistants and fellows (TAs and TFs). Each Fall, program directors solicit course requests from part-time NTS faculty for the next academic year; instructors are given as much advance notification of assignments as possible, usually beginning in late April. (See Appendix A.)

Visiting Instructors: These competitive one-year positions are awarded to PhD students to support them during the crucial final period of degree completion and to enhance their professional development. Eligibility is limited to those who have been formally admitted to candidacy for the PhD, have appropriate teaching experience, have submitted a minimum of one chapter of the dissertation to the chair of the dissertation committee, and are likely to complete the dissertation within the year of this appointment. A letter from the chair of the dissertation committee attesting to satisfactory progress is required. Course load is two courses per term, with no expectation of committee work.

Postdoctoral Visiting Lecturers: The Department has two Visiting Lectureships designated for

recent Pitt English PhDs who are actively in search of an academic appointment at another institution. Course load is three per term (no summer teaching), with expectation of committee/supervisory work.

Visiting Lecturers are full-time faculty with one-year contracts contingent on immediate curricular need as well as A&S budgetary approval; consequently, the number of such positions available in any given year will vary. Ordinarily VLs are hired from our own pool of part-time faculty as well as occasional outside applications. Although there is no expectation of renewal, in practice these positions are often renewed, depending on a satisfactory record of teaching and departmental need. There is no provision for promotion from the position of VL (to Lecturer or Senior Lecturer), but VLs can apply for such positions if they are posted. The course load is three courses per term (no summer teaching) with the expectation that VLs will serve on committees or in some supervisory capacity. (See Appendix B for information about the application process for Visiting Lectureships.)

Lecturers are full-time faculty who are hired initially on one-year contracts that convert to three-year renewable contracts after a satisfactory annual review. Requests for Lecturer lines, incorporated into the Department budget, must be made to the Dean of A&S, who makes a recommendation to the Provost; the Provost approves the hire. Openings for Lecturer positions must therefore be advertised and must comply with affirmative action guidelines. Lecturers teach three courses per term, with the expectation of committee service; their course load may be reduced for a substantial administrative or advising responsibility. While some positions may include administrative work in the summer, summer teaching is generally not an option. There is a possibility for promotion to Senior Lecturer, but not to the tenure stream.

Senior Lecturers are full-time faculty with five-year renewable contracts with a variable load, depending on administrative, advisory, or supervisory responsibilities. Based on outstanding contributions to the Department, promotion of a particular person from Lecturer to Senior Lecturer is recommended to the Dean of A&S. While some positions will include administrative work in the summer, summer teaching is ordinarily not an option.

Visiting Assistant Professors are temporary, negotiated full-time positions normally intended to address specific hiring and curricular needs.

Compensation and Benefits for NTS Faculty

Payday is the last working day of the month. Checks can be picked up in the main office, 526 CL (or mailed, if you leave a self-addressed stamped envelope). Direct bank deposits are available to full-time NTS faculty. Forms for this service are available in the main office or at the Payroll Office, Craig Hall (624-8081).

Part-Time Faculty are paid by the course. The Office of the Dean of Arts and Sciences issues two per-course salary scales for part-time NTS faculty, depending on qualifications and experience. Generally, the Dean's Office upgrades the salary scales yearly. Placement on the salary scale reflects one's professional teaching experience.

Full-Time NTS Faculty receive annual salaries, payable over eight or 12 months (the faculty member will be asked to choose one of these two options when signing the employment contract).

Health Insurance and Benefits

The University offers health care insurance for all NTS faculty. Coverage for spouses and dependents is also available. For more information, consult the Benefits Department, Office of Human Resources, 200-B Craig Hall (624-8160, www.hr.pitt.edu/benefits/medical.htm), preferably during the summer before your teaching contract commences.

The Department honors requests for time off from work for health reasons according to University policy. Full-time employees accrue sick time, which can if necessary be applied to more extended sick leaves. For more information, speak to the Department Administrator or see www.hr.pitt.edu/empreledu/staffhb/paidunpaidtime.htm.

Life Insurance

The University provides full-time NTS faculty with Basic Group Term Life Insurance, as well as Basic Accidental Death and Dismemberment (AD&D) coverage at no cost. Additional coverage for faculty and dependents is available.

Retirement Benefits

Full-time NTS faculty can participate in either the University of Pittsburgh Contributory Retirement Plan or the University of Pittsburgh Noncontributory Deferred Benefit Pension Plan. The University matches contributions of up to 8% of salary at the rate of 100% for the first three years of teaching, and at the rate of 150% after three years of participation, when full-time NTS faculty become vested in the plan. Faculty who do not choose the contributory plan are participants by default in the noncontributory plan. Further information is available from Human Resources (www.hr.pitt.edu/benefits).

All NTS faculty are automatically enrolled in Social Security as well as the University Workers' Compensation program.

Tuition Benefits

Tuition benefits are available for full-time NTS faculty. Full-time employees can enroll in a maximum of eight undergraduate or six graduate credits per term at Pitt; remission of tuition is 97% for undergraduate courses and 90% for graduate courses, with the latter subject to taxes (35.65%) unless a Graduate Education Benefit Certification (form #0170 Pitt 1522) is completed and returned to the Benefits Department. Children of full-time faculty are eligible for full undergraduate tuition remission (although such scholarships do not guarantee admission or retention in any academic program). Spouses or partners of full-time staff receive 90% tuition remission for up to six credits in either undergraduate or graduate courses, but must pay taxes for graduate tuitions. Regular part-time faculty can receive a pro-rated share of six undergraduate or

eight graduate credits (calculated according to the standard full-time work week of 37.5 hours). For more information, go to www.hr.pitt.edu/benefits/education.htm.

Pitt-Flex

Full-time NTS faculty can participate in Pitt-Flex, an employee funded tax-sheltered account for reimbursement of certain expenses allowed by the IRS.

Pitt ID Cards

Identification cards give NTS faculty borrowing privileges at University libraries and access to computer labs and other campus buildings. In addition, Pitt ID cards serve as Port Authority transit passes within Allegheny County. Photo ID cards are available at the ID Center, Litchfield Towers Lobby.

III. NTS Faculty Responsibilities

Staffing of Courses

Course sections are assigned to NTS faculty after schedules for full-time tenured and tenure-stream faculty, TAs, and TFs are complete. All NTS faculty are asked to submit their course preferences for the following year; following contract renewal decisions, the Department Chair, Associate Chair, and Program Directors review the files of NTS instructors to assign courses to those who have requested and are best qualified to teach them. The Department Administrative Assistant then informs NTS faculty of their assignments and schedules.

Course Syllabus and Academic Policies

The course syllabus serves as a contract between teacher and student that gives precise expectations regarding assignments, attendance, deadlines, grading policy, and office hours. In the case of controversy over grades and policies, the syllabus is the faculty member's primary recourse, so you should prepare your syllabus carefully and in detail. You may consult other course syllabi on file in the Crow Room, 526 CL; contributing your own syllabi to these files is voluntary but encouraged as a collegial act.

The University requires that policy information on academic integrity and accommodations for students with disabilities be included in the syllabus as well. Please note that if you are uncertain of standard procedures for dealing with plagiarism or cheating, you should first consult the Department site, www.english.pitt.edu/resources/plagiarism.html, where a downloadable (PDF) form for adjudicating individual cases is available. You can also visit the Provost's official site on Academic Integrity, at www.pitt.edu/~provost/ai.html, or the Literature Program's site on "Avoiding Plagiarism" at www.pitt.edu/~englit/plagiarism.htm. A recommended syllabus statement on disability policy can be found at www.drs.pitt.edu/facstaff.html#recsyllabus, and the Disability Resources and Services policies page is at www.drs.pitt.edu/policies.html.

Class Rosters and Grading

Class rosters are available online through the PeopleSoft faculty course management system; they are posted before the first class of each term and are updated in real time as students add or drop courses. You can access them through the faculty member's web portal (www.my.pitt.edu). All grades are now submitted online through the web portal as well. After logging in, click on the "Faculty Services" button, scroll down to the "PeopleSoft Student Administration" box, where you can click on "View My Class Rosters" or "Access Grade Rosters." Deadlines for submitting online grades will be announced well in advance of the end of the term; you should print out completed grade rosters in case of any future questions or requests for grade changes.

Office Hours

All faculty members are required to keep office hours, in addition to meeting students when necessary by appointment. Times when you are available in your office should be stated on your syllabus and on a form that is kept on file in the front office, 526 CL.

Class Cancellations

In case of emergency or illness, call the main Department office (624-6506). The office staff will post the official notice and, at your request, give students the next assignment. If you must miss more than one class, let your program director or the main office know.

Teaching Portfolios

Each NTS faculty member must create and maintain a teaching portfolio. Keeping the portfolio up to date means adding new course materials every semester and removing outdated materials. The portfolio should be clear, coherent, and professional and should give a sense of the instructor's teaching work and related contributions. (For more information on maintaining a good portfolio, see Appendix C.) The portfolio may include:

1. A current curriculum vitae.
2. A list of all courses taught.
3. Course materials (syllabi, sample assignments and examinations, OMET evaluations and grade sheets) from courses taught in the last academic year.
4. Course materials from selected courses taught in the last three years.
5. If available, letter(s) of observation or evaluation from faculty members.
6. Other materials related to teaching (e.g., new courses developed or proposed, workshops and talks, statement of teaching philosophy, etc.).

Additional portfolio materials may be required, according to position and level of appointment.

Evaluations (OMETs)

All NTS faculty are required to arrange for the Office of Measurement and Evaluation of

Teaching (OMET) to administer standard evaluations for every course. Request forms are distributed early in the semester. Results are sent out early in the following term and should be included in your teaching portfolio. The OMET office is located in G-39 CL (624-6147).

Research Involving Students

If you plan to conduct research regarding your students and/or teacher-student relations, you should be aware of federal regulations regarding such research. To determine whether you are exempt, contact the Exempt and Expedite Team at the Institutional Review Board (IRB) at 578-3424 (www.irb.pitt.edu/exempt/testsurveys.htm).

Committees and Other Service

Full-time NTS contracts normally stipulate a "service" contribution such as the expectation of participation in one or more departmental committees, either standing or ad hoc. A preference form is distributed at the end of the Spring term that asks faculty to list committees they have an interest in joining in the following academic year; the Chair assembles the committees during the Summer. For a list of the standing committees, see the English Department Bylaws (PDF), downloadable by clicking the "bylaws" link on www.english.pitt.edu/resources/index.html. Program committees such as those in Literature, Composition, or Writing might entail work on curriculum development and other tasks. Lecturers and Senior Lecturers have more substantial administrative or supervisory roles that will usually displace some of their teaching requirement.

Faculty Activity Report

Like tenure-stream full-time faculty, each May Lecturers and Senior Lecturers must submit an annual report describing their pedagogical, administrative, and related work for the year (see Appendix D).

IV. Support Services

Resources for New Faculty

The Office of the Provost provides information about resources for new faculty on its web site: www.pitt.edu/~provost/faculty_resources.html.

Office Space

NTS faculty share the limited office space available in the Cathedral of Learning. You may obtain keys (or combination) to your office from the Department office (a small deposit will be required).

Communications

Mailboxes: English Department faculty mailboxes, as well as baskets for outgoing campus and U.S. mail, are located in 501 CL.   The Department provides faculty with letterhead stationery

and envelopes (available in the main office).

Telephones: Telephones are available in most office areas. Dial "91" for an outside line. Faculty must reimburse the Department for personal long-distance calls.

E-Mail and Department Website: Faculty are encouraged to keep in touch with Department news, as well as with their students, via e-mail. Information about most events, meeting and academic announcements, and calendar deadlines are posted through e-mail distribution lists to the entire department, so it's advisable to have an account and keep the office informed of the address you wish to use. To set up a Pitt e-mail account, contact the University Computer Help Desk (624-4357) or the current Systems Administrator assigned to the English Department. (See Computer Assistance, below, or the Technology site, www.technology.pitt.edu/.) Faculty contact information is posted on the "People" pages of the Department website (www.english.pitt.edu/), and Lecturers and Senior Lecturers should also provide brief professional profiles for faculty web pages. Please see the Department Webmaster in the main office to submit or update website content.

Room Changes

An assigned classroom may be inadequate because of limitations of size or function. Only certain classrooms have permanent video equipment (visit Instructional Media Services in B-10, Alumni Hall, for the keys to locked equipment cabinets), and some rooms are not suitable for circular seating. Check the classroom and assess your needs well in advance, since room changes are difficult. See the Department Administrator to request a possible change

Instructional Media Services

If your classroom does not have needed video or computer equipment, you may contact Instructional Media Services (648-7240) or visit them in B-10, Alumni Hall. Projectors, screens, microphones, VCRs, monitors, camcorders, and laptop computers can be transported to your classroom and set up for use on a limited basis; reservations should be made at least a week in advance.

CIDDE

The Center for Instructional Development and Distance Education (CIDDE) provides comprehensive professional and technical support for faculty efforts toward instructional excellence. This includes training and workshops in various aspects of teaching, the web-based course management system Blackboard (and the required workshops for setting your own site up), and anti-plagiarism software/database **Turnitin.com**. For more information, visit CIDDE's website at www.pitt.edu/~ciddeweb or phone 624-7372.

Student Support Services

The Writing Center, at M2 Thaw Hall (624-6556), helps students at all levels and other University members, free of charge, with their writing

(www.english.pitt.edu/writingcenter/index.html).

The Academic Support Center, 311 William Pitt Union (648-7920), www.pitt.edu/~asc/sitemap.html, provides tutoring in math, reading, and study skills.

The Counseling Center, 334 William Pitt Union (648-7930), www.counseling.pitt.edu, offers free and confidential counseling services for students.

The Academic Support Hotline is 624-2052; for information also see www.pitt.edu/~asc/academicintervention.html. If instructors have any students experiencing problems such as not attending class or exhibiting troubling behavior in class, they are encouraged to contact the Freshman Intervention Coordinator, at the Freshman Central Office, 252 Thackeray Hall. This service is also available to parents and to students themselves. The Hotline takes calls 24 hours a day and seven days a week.

The English Language Institute (ELI), 2816 CL (624-5901), www.eli.pitt.edu/GENINFO/index.html, provides intensive instruction in English for those whose native language is not English and who need to improve their skills or meet proficiency requirements.

Office of Disability Resources and Services, 216 William Pitt Union (648-7890), www.drs.pitt.edu/policies.html, verifies any student's disabilities that may require special accommodations from instructors. The Office issues a letter of advice that the student must give to his or her instructors to be given accommodation (e.g., additional time for writing assignments or examinations). If a student is requesting special consideration without a letter from the Disability Office, you should advise him or her to contact the Office.

Departmental Office Assistance

Computer Assistance: Computing Services and Systems Development (CSSD, 412-624-HELP; or their web page at www.technology.pitt.edu/) provides computer support and training for the Department. A consultant is assigned to our department and normally is on hand one day of the week to look at machines and troubleshoot software or hardware problems. To avail yourself of the services of the consultant, see the secretaries in the main office.

Office Machines: Photocopiers are available in 501 CL. To use the large photocopier and the Savin duplicators, faculty must enter an account number. Ask the secretaries in 526 CL for instructions. There is a limit to the number of photocopies a faculty member should make during a semester; please use the machines only for necessary teaching materials.

The Crow Room

The Crow Room, which is adjacent to the main office (526 CL), contains many reference books and periodicals of interest to faculty. It also contains a collection of sample syllabi donated by faculty. You are welcome to consult these syllabi to obtain ideas or to review what books have been used for particular courses.

Library Facilities

The Hillman Library, the main facility of the University Library System, is located on the corner of Forbes Avenue and Bigelow Blvd. Other campus libraries include the Frick Fine Arts, Barco Law, and 12 others; consult the ULS website for information about collections and locations, as well as information on regional campus and other city libraries, at www.pitt.edu/libraries.html. Faculty ID cards are required to use the library. See library staff to place books or other course reference materials on (electronic web-based as well as print) reserve.

Summer Workshop

Each August, the week before the Fall term begins, a training program is held for new faculty members who will teach writing. While the focus is on new graduate teaching assistants and fellows, NTS faculty are welcome to attend. The Summer Workshop is especially helpful for those assigned to Seminar in Composition.

Travel Expenses for Professional Meetings

Depending on the English Department's operating budget, faculty members may be reimbursed for travel expenses to professional meetings. First priority is given to those who are scheduled to read papers, lead symposia and workshops, participate in other activities important to the work of the meetings, or interview candidates for department positions. Traditionally, requests for more than one trip have not been honored; consult with the Chair or Administrative Assistant before planning on funded travel.

Grants, Awards, and Professional Leaves

Some research and development grants are open to all faculty including NTS faculty, as are teaching awards such as the David and Tina Bellet Award for Excellence in Undergraduate Teaching, which has been awarded to two of our NTS faculty in recent years. Ordinarily research-oriented leaves of absence are possible only for tenured and tenure-stream faculty whose contracts require a program of scholarship and publication.

Book Orders and Course Packets

Book orders can be placed through the Department office by filling out paper forms (available in the front office) or by ordering electronically on the Book Center website (www.pitt.edu/~bookctr/textbooks/p_ord.htm). Desk/Examination Copy request forms are available in the office and can either be mailed, faxed, or, with some publishers, placed online. Faculty may design their own course packets of shorter texts, excerpts, etc., with help from the Book Center (648-1455, www.pitt.edu/~bookctr/textbooks/course_packets.htm,).

Parking Permits

Parking permits are issued by the University Parking Office, 204 Brackenridge Hall (624-4034). For information on parking (fines and appeals, permits, and events), go to www.pitt.edu/~provost/ch6_anc_parking.htm.

V. Departmental Governance

The English Department is headed by a Chair, assisted by an Associate Chair, and subdivided into four programs, each with a Director: Composition, Writing, Literature, and Film Studies. The Chair, Associate Chair, and Directors of Programs, including Graduate Studies, Composition, Writing, Literature, and Film Studies, assign courses to NTS faculty on the basis of the Department's staffing needs for any given term.

Department Meetings

All NTS faculty and graduate students are encouraged to attend English Department meetings. Announcements and agendas are circulated in advance. If you wish to place an item on the agenda, contact the Department Chair. NTS faculty are voting members of the Department and are invited to participate in hiring and election processes. (For department bylaws concerning voting and other important policies, see http://www.english.pitt.edu/resources/index.html; the Bylaws document, updated November 2005, can be downloaded in PDF form.

The NTS Faculty Committee

A committee charged with discussing concerns of the Non-Tenure-Stream faculty and acting as a liaison if need be is appointed annually. All NTS faculty, as well as any interested tenure-stream faculty, are also welcome to attend meetings and to propose NTS-related issues for consideration.

This updated online NTS Handbook revises the print edition of 2003 assembled by: Tom Aspell, Jane Flanders, Kathryn Flannery, Mark Kemp, Pam O'Brien, and Lynn Shelly. It also owes a debt to the work of the Ad Hoc Committee on NTS Staffing, 2005, comprised of: Kathryn Flannery (Chair), Steve Carr, Nancy Glazener, Mark Kemp, Phil Smith, and Lois Williams.

We welcome your comments and suggestions for further improvements and updates. Please contact the NTS Faculty Committee.

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