

University of Pittsburgh — English Department
Handbook for Non-Tenure Stream (Appointment Stream) Faculty
Revised spring 2020

Table of Contents

I. Introduction

II. Employment

- a. Terms of Appointment
 - i. Part-Time Instructors (PTI)
 - ii. Visiting Instructors (VI)
 - iii. Visiting Lecturers (VL)
 - iv. Senior Lectures (SrL)
 - v. Visiting Assistant Professors (VAP)
 - vi. Research/Clinical Assistant Professors (RAP/CAP)
- b. Compensation and Benefits for NTS Faculty
- c. Health Insurance and Benefits
- d. Retirement Benefits
- e. Tuition Benefits
- f. Pitt ID Cards

III. NTS Faculty Responsibilities

- a. Teaching Portfolios (PTI)
- b. Year-End Report (L, L2, SrL)
- c. Research Involving Students
- d. Committees and Other Service

IV. Support Services

- a. Office Space
- b. Book Orders
- c. Departmental Office Assistance
- d. Communications
- e. Room Changes
- f. Instructional Media Services
- g. Student Support Services
- h. Library Facilities
- i. Travel Expenses for Professional Meetings
- j. Grants, Awards, and Professional Leaves
- k. Parking Permits

V. Departmental Governance

VI. Contracts and Renewals

University of Pittsburgh — English Department
Handbook for Non-Tenure Stream (Appointment Stream) Faculty
Revised spring 2020

I. Introduction

Welcome to the English Department at the University of Pittsburgh. In this, the largest single department in the Dietrich School of Arts and Sciences (DSAS), 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 and assistant directors, within the Department.

NTS faculty serve on departmental committees and contribute to undergraduate progress through mentoring, counseling, and tutoring. NTS faculty also participate in the academic community by publishing poetry, fiction, creative nonfiction, and criticism, and by 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.

Dietrich School resources for NTS faculty are collected here:

<https://www.as.pitt.edu/faculty/resources-nts-faculty>

The English Department's teaching guide is updated annually and can be found alongside many other faculty resources here: <http://www.english.pitt.edu/about/faculty-resource-page>

The main office of the English Department is located in 526 Cathedral of Learning (CL) and normal business hours are Monday through Friday 8:30 am - 5 pm. The CL 526 suite contains the offices of all of the department's staff and the Chair's office (CL 528).

II. Employment

a. Terms of Appointment

The NTS faculty includes Part-Time Instructors (PTI), Visiting Instructors (VI), Visiting Lecturers (VL), Research Assistant Professors (RAP), Clinical Assistant Professors (CAP), Lecturers (L), Lecturer IIs (L2), Senior Lecturers (SrL), and Visiting Assistant Professors (VAP). While the terms of their contracts vary, as outlined below, all NTS faculty are appointed outside the tenure stream. Ordinarily, in addition to a record of successful teaching, NTS faculty are required to have an MFA, PhD, or relevant terminal degree in their discipline.

i. Part-Time Instructors (PTI)

Part-Time Instructors 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, the Curriculum Coordinator solicits course requests from PTI for the upcoming spring term. And each spring, the Curriculum Coordinator solicits course requests from PTI for the upcoming fall term. The Curriculum Coordinator then compiles all the requests and passes them along to the program Directors of Undergraduate Studies (DUGS), who place PTI into assignments. Instructors are given as much advanced notification of assignments as possible, usually beginning in late October for spring assignments and June for fall assignments.

It is sometimes necessary to cancel a course scheduled to be taught by a part-time faculty member due to low enrollment. In this situation, we make every attempt to reassign the part-time faculty member to another course. If this is not possible, the faculty member may be entitled to partial compensation for the cancelled course. The following sliding scale will be used to determine whether compensation is required, and the amount of this compensation.

- 10% of the salary offered for the cancelled course when cancelation is between 31 days and 60 days before the start of the term
- 20% of the salary offered for the cancelled course when cancelation is between 30 days and the start of the term
- 30% of course compensation for cancellation after the start of the term

ii. Visiting Instructors (VI)

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.

iii. Visiting Lecturers (VL)

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. Although there is no formal expectation of

renewal, departmental practice is that these positions are renewed, depending on a satisfactory record of teaching and departmental need, through a yearly application process. 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. A VL can be held for a maximum of three years; any exceptions must be approved by the dean.

iv. Lecturers (L)

Lecturers are full-time faculty who are usually hired initially on one-year contracts that convert to three-year renewable contracts after a satisfactory annual review. 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. Some positions may include administrative work in the summer. There is a possibility for promotion to Lecturer II, typically after the second contract renewal (in the faculty's sixth year), and then to Senior Lecturer, but not to the tenure stream.

v. Senior Lecturers (SrL)

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 II to Senior Lecturer is recommended to the Dean of A&S. Some positions will include administrative work in the summer.

vi. Visiting Assistant Professors (VAP)

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

vii. Research/Clinical Assistant Professors (RAP/CAP)

Faculty with appointments that carry research or lab/clinic responsibilities, on renewable contracts and with negotiated teaching loads.

b. Compensation and Benefits for NTS Faculty

Payday is the last working day of the month. Direct deposit is required for all paychecks. Forms for this service are available in the main office or at the Payroll Office in Craig Hall, or can be updated online via My Pitt and the Employee Self Service Portal under Prism. Part-time faculty are paid by the course. The Office of the Dean of Arts and Sciences issues per-course salary scales for part-time NTS faculty, depending on qualifications and experience. 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).

c. Health Insurance and Benefits

The University offers health care insurance for all NTS faculty. Coverage for spouses, domestic partners, and dependents is also available. For more information, consult the Benefits Department: <https://www.hr.pitt.edu/current-employees/benefits>

The Department honors requests for time off from work for health reasons according to University policy. For more information, speak to the Operations Manager or see: www.hr.pitt.edu/emprededu/staffhb/paidunpaidtime.htm.

d. Retirement Benefits

Full-time NTS faculty can participate in the University of Pittsburgh's retirement plans. Further information is available from Human Resources: <https://www.hr.pitt.edu/current-employees/benefits> All NTS faculty are automatically enrolled in Social Security as well as the University Workers' Compensation program.

e. Tuition Benefits

Tuition benefits are available for full-time NTS faculty. For more information, go to: www.hr.pitt.edu/benefits/education.htm .

f. 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 Panther Central, Litchfield Towers Lobby.

III. NTS Faculty Responsibilities

The teaching guide outlines all of the major in-class responsibilities of faculty: <http://www.english.pitt.edu/about/faculty-resource-page>

a. Teaching Portfolios (PTI)

Each PTI must create and maintain a teaching portfolio in Box. The portfolio is required to be updated at the end of every spring term, which means adding new course materials from the previous two semesters 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. All portfolios must include:

1. For the previous academic year: complete OMET evaluations and grade sheets for every class. Your complete OMET evaluations and grade sheets should be placed in your teaching portfolio as soon as they are available.
2. Teaching materials to represent your courses, including course syllabi and sample assignments.
3. An updated CV, including a list of courses taught.

NTS faculty members are welcome to provide additional materials that would allow a fuller representation of their pedagogical work and professional development. Such material might include, for example, conference papers or publications directly related to their teaching, evidence of work on curricular development or teacher training and support, sample student papers, and comments or glosses on materials in their portfolios. These optional materials should be limited to about 10 pages.

Teaching portfolios are maintained online at pitt.box.com. Please email the Curriculum Coordinator if you need help accessing and updating your online portfolio.

b. Year-End Report (L, L2, SrL)

Each May, all Lecturers, Lecturer IIs, and Senior Lecturers must submit an annual report describing their pedagogical, administrative, and related work for the year. PTIs and those in visiting positions are exempt from this report.

c. 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 (412) 383-1480 (<http://www.irb.pitt.edu/contact-information>).

d. 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 and distributes the list to the department. For a list of the standing committees, see the English Department Bylaws: www.english.pitt.edu/resources/index.html Lecturers, Lecturer IIs, and Senior Lecturers may have administrative or supervisory roles that may affect some of their teaching and service obligations.

IV. Support Services

a. 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 English Department office.

b. Book Orders

Faculty can order textbooks by visiting the University Store website and completing the [Textbook Order Form](#) (you will need some information about your course, including the catalog number and class number). After you have submitted that form, you may [request help from the Curriculum Coordinator](#) in obtaining desk/examination copies or you may contact the publisher on your own. Faculty may design their own course packets of shorter texts, excerpts, etc., with help from the University Store.

c. Departmental Office Assistance

Photocopiers are available in 509 CL for Lecturers and visiting faculty, and in CL 474 for PTI. Full-time faculty may leave scan/copy requests in 526 CL for our work studies to complete, with 48 hours' notice. Please use the machines only for necessary teaching materials, and please consider the environmental impact of printing and copying. Many faculty now ask students to opt-in to print syllabi.

d. Communications

English Department faculty mailboxes are located in 501 CL. The Department provides faculty with letterhead stationery and envelopes (available in the main office, 526 CL). All faculty receive department-wide emails via list-servs.

e. Room Changes

An assigned classroom may be inadequate because of limitations of size or function. Only certain classrooms have permanent video equipment, 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 Curriculum Coordinator to request a possible change. Room change requests should be submitted via this link: <https://forms.gle/V1GjuDQGG6QHkwRx7>, and can only be made in the 14 calendar days from the start of the term (add/drop).

f. Instructional Media Services

If your classroom does not have needed video or computer equipment, you may contact Classroom Services in the University Center for Teaching and Learning (teaching.pitt.edu). 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.

The main office of the English department has various laptops, cables, adaptors, and other media equipment available for loan, too. Simply ask at the front desk and sign out the equipment you need.

g. Student Support Services

The Study Lab, G1 Gardner Steel Conference Center, <https://www.asundergrad.pitt.edu/study-lab>, provides tutoring in math, reading, and study skills.

The Counseling Center, Nordenberg Hall, Second Floor (412-648-7930), <https://www.studentaffairs.pitt.edu/cc/>, offers free and confidential counseling services for students.

The Office of Student Affairs has put together [resources for helping distressed students](#).

The English Language Institute (ELI), Parkvale Bldg M13: <https://www.eli.pitt.edu/> provides intensive instruction in English for those whose native language is not English and who need to improve their skills or meet proficiency requirements.

The Office of Disability Resources and Services (DRS), www.drs.pitt.edu/policies.html, verifies any student's disabilities that may require special accommodations from instructors. DRS issues an electronic 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 DRS, you should advise them to contact DRS.

Additional resources are available through the [Digital Media Lab](#), the [Vibrant Media Lab](#), and the [Center for Creativity](#).

h. 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 can sign up for proxy book delivery from the library to 526 CL via Library to Go in the main office.

English Department faculty have access to a dedicated librarian. The English Department's Library Liaison is Robin Kear (RLK25@pitt.edu). 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.

i. Travel Expenses for Professional Meetings

Lecturer IIs and Senior Lecturers can request funding for conference and other travel. The first step is to request funds from the Undergraduate Dean:

<https://www.as.pitt.edu/sites/default/files/Request%20for%20Discretionary%20Funds%2020Sep%202017.pdf>.

In the department, first priority is given to those who are scheduled to read papers related to their pedagogy, lead symposia and workshops, or otherwise participate in other activities important to the work of the meetings. Traditionally, requests for more than one trip have not been honored; consult with the Chair and the Fiscal and Operations Manager before planning on funded travel. Support for travel for other NTS faculty is considered ad-hoc and depends on available funds; consult the Chair here, too. The department also has support available through the Crow Room fund for the purchase of books and materials related to course development and pedagogical research.

j. 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, and the Chancellor's Distinguished Teaching Award, which several NTS faculty have also won.

Ordinarily research-oriented leaves of absence are possible only for tenured and tenure-stream faculty whose contracts require a program of scholarship and publication.

k. Parking Permits

Parking permits are issued by the University Parking Office, 204 Brackenridge Hall, (412) 624-4034. For information on parking (fines and appeals, permits, and events), go to:

<https://www.pts.pitt.edu>.

V. Departmental Governance

The English Department is headed by an elected Chair (four-year term) and sometimes an Associate chair, and is subdivided into four programs, each with a Program Director and Director of Undergraduate Studies: Composition, Writing, Literature, and Film. 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>.

VI. Contracts and Renewals

Please see the guidance document on contracts and renewals here:

<http://www.english.pitt.edu/sites/default/files/NTSContractRenewal%26PromotionProtocols%20Rev%20Feb%202020.pdf>.

Because teaching and administrative responsibilities vary by individual, please consider this document *guidance* only, and discuss any potential variations for your own case with the chair and your NTS mentor.