English Department Performance Expectations For Non-Tenure-Track Faculty

Department of English

Middle Tennessee State University

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RECORD OF CHANGES

Date	Version #	Detail of Change(s)	Approval Details
12/9/19	1.0	Original submitted	Approved via vote at Department Meeting 12/4/19 In favor: 33 Oppose: 0

1.0 DOCUMENT PURPOSE AND SCOPE

1.1 Purpose

This document establishes the expectations for job performance for all Non-Tenure-Track (NTT) faculty in the English Department. They will be used by the English Department Chair when she/he prepares the annual performance evaluation of all faculty that is required by Reference (1).

1.2 Scope

The expectations set forth in this document apply to all NTT faculty in the English Department, including Instructors, Lecturers and Part-Time Adjunct Appointees.

These expectations will take effect at the start of the 2020 – 2021 Academic Year (AY) and remain in place thereafter.

1.3 References

These guidelines have been prepared in accordance with the requirements set forth in the following document

(1) *University Policy 810 – Performance Evaluation Reviews*

(2) *University Policy 202 – Faculty Definition, Roles, Responsibilities, and Appointment Types*

2.0 TEACHING EXPECTATIONS

In accordance with the requirement set forth in Section VIII.A of Reference (2), NTT faculty will be evaluated solely on the basis of their performance in the area of teaching.

An NTT faculty member who *meets* expectations in the area of teaching will:
- Prepare adequately for scheduled classes
- Provide clear and sufficiently detailed syllabi for all courses, along with a detailed schedule of assignments with specific dates
- Notify students and appropriate members of the English Department in the event that a class must be canceled
- Provide timely and fair response to student work
- Respond in a timely manner to emails, as well as phone calls from students and University faculty and staff members
- Achieve a level of performance on student evaluations – to include both numerical ratings and individual comments – that is comparative to the average ranking achieved by other faculty members of similar rank during the same academic year
- Be available during scheduled office hours and by appointment
- Show willingness to improve teaching through Lower Division curriculum meetings, on-campus workshops, local seminars, and consultation with peers
- Treat students with respect and courtesy
- Support student development with professional activities such as writing recommendation letters and serving as a reference
- When possible, attend and participate in departmental, college-level, and committee meetings
- Revise, develop and or otherwise modify course content as needed to support the English Department's and the MTSU General Education Program's program level Student Learning Outcomes (SLOs)

An NTT faculty member who *exceeds* expectations in the area of teaching will perform a substantial number of the following activities:
- Lead a breakout session or workshop during on-campus faculty training sessions or Lower Division committee meetings
- Attend or present at conferences related to the faculty member's teaching
- Attend professional development training at or outside of MTSU to enhance one's teaching
- Achieve a level of performance on student evaluations – to include both numerical ratings and individual comments – that is significantly greater than the average ranking achieved by other faculty members of similar rank during the same academic year
- Be nominated / receive an award for excellence in teaching
- Participate in campus training that enhances the faculty member's understanding of student life (e.g., SafeZone and Mental Health First Aid Training)
- Contribute to faculty learning committees designed to improve one's teaching (e.g., Raider Learning Communities)

- Design and implement a new course (e.g., ENGL 2020)
- Teach K-level courses, if requested by the Department in order to meet course scheduling requirements
- Teach MT Engage courses or Dual Enrollment, if requested by the Department in order to meet course scheduling requirements
- Revise extensively an existing course