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Rochester Institute of Technology
NTID Academic Affairs
National Technical Institute for the Deaf
52 Lomb Memorial Drive
Rochester, NY 14623-5604

September 30, 2023

To: NTID Faculty Congress

Re: Revisions to NTID Faculty Workload Guidelines Document

NFC Members,

We write to acknowledge the work done by the committee tasked with proposing revisions to the NTID Faculty Workload Guidelines document as well as the conversations about these guidelines that NFC members have facilitated with each NTID academic department. As indicated in Kelly Metz Davis's September 27 memo to NFC, the task of developing a single set of workload guidelines for a college such as NTID where faculty members provide instruction in a broad range of disciplines in a variety of ways is a challenging one. Yet, we feel that the updates reflected in the revised document go a long way in clarifying and accommodating the various duties described in previous versions of the NTID workload guidelines.

The five-point summary provided by committee chair Metz Davis in the document titled 'Response to NTID Faculty Feedback on Revisions to Workload Guidelines 9.27.2023' reflects our sentiments in each of these areas as well. Clear and open communication between a faculty member and department chairperson during the development and undertaking of a Plan of Work is key to ensuring fairness and transparency in achieving an appropriate workload. There will undoubtedly be variations in how these guidelines are applied in NTID's various academic units. We encourage faculty members in each department to discuss and to document with their chairperson how they can adhere to these guidelines within the aspects and constraints that are specific to the disciplines in which they instruct and the specific duties they undertake. With the necessary engagement and dialogue, this process should empower NTID faculty to better understand how workload expectations are set in their departments and across our college. Ultimately, we want to be certain that faculty members can successfully advocate for their specific workloads in ways that are consistent with the ideas and goals outlined in these guidelines.

With the development of this updated version of the workload guidelines titled 'NTID Workload Guidelines Final 9.25.2023', we also wish to note that we expect that each department chair will be able to collect and to provide sufficient evidence of each faculty member's duties. This effort will not only be part of our regular recordkeeping to prepare NTID's Annual Report to the US Department of Education but also to justify requests for adjunct and overload contracts as well as for opening searches to hire

new instructors. NTID chairs will continue to fill out and submit departmental workload reports at the end of each academic term and these will require information from each faculty member in terms of individual workload reports, especially where information about duties such as tutoring or the undertaking of a special project requires data maintained by each instructor. Such reporting is an important part not only of our collective review of how workloads are being carried out but also of our careful stewardship of the funds that Congress allocates to us each year.

Lastly, we wish to acknowledge the responses provided by us and by the committee that were included with committee chair Metz Davis's September 27 letter to you. These replies reflect our answers and actions regarding each point shown.

We look forward to participating in the town hall meetings that NFC will conduct later this semester regarding the revised NTID Faculty Workload Guidelines document and wish to express our appreciation regarding NFC's organization of these events. We also thank the workload guidelines committee for their work and for their thoughtful and respectful discussion throughout the preparation of this document.

Sincerely,

Gary Behm, Associate Vice President for Academic Affairs
Matthew A. Lynn, Associate Dean for Curricular Affairs
Jessica Cuculick, Associate Dean for Academic Affairs