

Jack, Joseph and Morton Mandel School of Applied Social Sciences
Case Western Reserve University
Office of the Dean

Faculty Work Responsibility Policy
Non-Tenure Track Faculty
February 2, 2026

Non-tenure-track faculty enjoy certain privileges, which come with corresponding responsibilities. All non-tenure track faculty are expected to primarily contribute to teaching and service as members of the academy. Faculty members are expected to carry an equitable share of responsibilities related to academic advising, and service on school and at times university committees. In addition, faculty are expected to contribute meaningful service to the broader community and profession beyond the university.

Non-tenure track faculty members in the Mandel School have seven workloads (21 credits). It is the policy of the Mandel School to relieve faculty members of teaching assignments when their research and/or service merit additional time to fulfill those responsibilities successfully.

1. Non-tenured track faculty have the option to reduce teaching responsibilities to support funded research projects. This reduction rate is set at 15% of the faculty member's salary (including fringe). NTT faculty may opt to be reviewed based on research and scholarship as one of their areas of focus (along with teaching) for the purposes of promotion.

2. All T/TT and NTT faculty may agree to take on significant administrative duties which are accompanied by the following designated course releases:

<u>Administrative Positions held by Faculty</u>	<u>Course Release</u>
Vice Dean for Academic and Faculty Affairs	3
Associate Dean for Research and Doctoral Education	2
Associate Dean for Student Services and Academic Affairs	2
Chair of MSW Program	2
Chair of MNO Program	1
Chair of Steering Committee	1