

CSSH Workload Policy Guidance 2024

This document provides college-level guidance on updating your workload policies to ensure that they reflect expectations for all ranks and appointments of full-time faculty. A link to current workload policies is here: <https://provost.northeastern.edu/resources/faculty-workload-policies/>.

All departments must review and update their current workload policies and related governance policies (e.g., on voting rights for various faculty ranks and appointments) by December 13, 2024. Please upload your revised policies [here]. Any revisions to merit policies effective January 2025 should be aligned with the workload guidance below.

FTT Faculty Workload and Participation in Governance

Workload

Appointment letters will indicate the teaching load in each department for jointly appointed faculty. It is expected that unit leaders will work together to ensure that teaching obligations are met. Course buyouts (e.g., from grant funding) and administrative course releases should be tracked by unit heads to ensure that faculty are teaching their appropriate loads.

Unit heads should meet individually with faculty members to establish service expectations for each unit of appointment and should ensure that total service obligations do not exceed those expected of a faculty member appointed in a single unit. Service at the college and university levels and to the profession and community should be taken into account. Units should be mindful to limit service responsibilities of tenure-track (junior) faculty members.

The proportional expectations for research, teaching, and service in each department should be clearly specified in merit policies and incorporated in merit calculations.

Governance

All faculty with appointments of 25% or more in any department have full voting rights in those departments commensurate with their rank. Please ensure that department governance documents align with this expectation.

Teaching Track Faculty Workload and Participation in Governance

In this document, “teaching track faculty” refers to full-time assistant, associate, and full teaching professors. The workload for professors of the practice, research faculty, academic specialists, and co-op faculty are delineated in their contracts or job descriptions and are not included in this definition.

Workload

Teaching track faculty are evaluated for promotion to Associate Teaching Professor or Teaching Professor based on teaching, service, and professional development. Their appointment contracts usually indicate that 80% or 90% of their workload is devoted to teaching. Some current appointment contracts do not include professional development. Departments should revisit teaching track workload policies and contracts to ensure that they include professional development and service in some combination for the remaining (non-teaching portion) 10-20% of workload.

The recommendation is to leave the exact percentages of service and professional development open, depending on the contract. If teaching-track faculty members engage in research and publication, these activities should be recognized as part of their professional development. Other forms of professional development, such as pedagogical pursuits, are listed in the Model NTT Promotion Dossier. (Professional development is defined as “how you engage with your field to maintain your own professional currency and to contribute to the development of student learning in your field.”)

Governance

Department policies should make clear how teaching track faculty participate in governance. Teaching-track faculty do not vote on tenure and promotion of T/TT faculty, but they may participate in deliberations on hiring of T/TT and should be involved in votes on teaching-track faculty promotion. The guidance here is to enable as much participation and voting in hiring and promotion as possible for teaching-track faculty.

Tracking Faculty Workload

Unit heads are responsible for ensuring that faculty are meeting their workload obligations. Unit should create and maintain a spreadsheet for tracking annual teaching loads of each faculty member. Appointment letters will specify any contractual adjustments to workload (e.g., course releases) and should be incorporated in the spreadsheet; chairs should reach out to Emmie Nguyen if they do not have copies of appointment letters. Any changes to workload subsequent to appointment (e.g., course buyouts for research or for administrative appointments) will be communicated from the Dean’s office, along with their terms, and should be incorporated into the tracking.