

**Department of Art + Design  
Northeastern University  
Workload Policy**

Approved by A+D Faculty: 4 October 2018

Anticipated date of next review: September 2019

Approved by CAMD Dean: October 9, 2018

Approved by Provost: October 18, 2018

Annual workload for all full-time faculty members should reflect the mission and aspirations of the Department of Art+Design and align with the mission and goals of the College of Art Media and Design of Northeastern University.

**Department Mission**

1. To create new scholarship, creative works, and methods that advance of the fields of art and design and respond meaningfully to critical social and environmental needs.
2. To educate students of all majors to become critical, ethical, and adept participants in diverse contemporary visual cultures.
3. To develop students into effective designers, artists, and cultural producers through rigorous degree programs; global learning experiences; mentored research and entrepreneurship opportunities; and exceptional cooperative education programs.
4. To serve as a leading center of expertise and collaborative, interdisciplinary work that advances creative practice and addresses local and global needs.

This policy document establishes baseline workload expectations to effectively allocate personnel resources to fulfill these department goals. The guidelines will assist the faculty and administrators to ensure that workloads are established in ways that recognize individual accomplishments, enhance professional growth at all faculty ranks, and achieve equity in total effort.

**Overview and Procedures**

Annual workload for each full-time faculty member will be allocated among 100% of professional time devoted to teaching and education (teaching), research, scholarship and creative activities (research), and service and communication outreach (service).

The scope of activities performed within 100% of professional time for each full-time faculty (FTF) will differ between non-tenure track (NTT), and tenured/tenure-track (T/TT) faculty.

The department annual merit committee will review faculty members' teaching, research and service relative to their workload assignment. In addition to completing the required reporting,

faculty members can provide a one-page document highlighting their accomplishments and future plans. Faculty members must report the start and expected completion dates of research; the committee can request evidence of work in progress.

Adjustments to teaching load will be made in accordance with University and Faculty Handbook Policies regarding sabbaticals, leaves of absences, and parental teaching relief, among others. For assessing workload performance each year, the Department will follow the definitions and metrics for assessment of teaching, research, and service as outlined in later in this document.

### **Workload Components**

Full-time faculty workloads in the Department of Art + Design will encompass a combination of the following elements, according to rank and type of appointment:

Research/Creative Activity encompasses scholarship and creative practices that advance the disciplines of Art and Design and respond in meaningful ways to critical issues. Through artworks, products, and publications, our faculty explore new ways to make and interpret cultural artifacts, and improve and enhance the human condition.

Teaching activities contribute to the intellectual, emotional, and professional development of students. Faculty members are expected to engage in a range of teaching activities that provide a high-quality education to students. Teaching excellence is understood to be essential for attracting outstanding students into the undergraduate and graduate programs. Teaching activities for all CAMD faculty include undergraduate and graduate courses, as well as supervising, training, and mentoring undergraduate, graduate, and postdoctoral students.

Teaching loads for CAMD faculty should be comprised of an equitable distribution of small/medium/large-enrollment courses with the goal of attaining a balanced load among all faculty. The development of new courses, refreshment of curricula and individual courses, and repetition of the same course preparation should be accounted for in attaining this balance.

Service activities primarily enhance the department, university, community, and profession and encompasses a wide range of contributions, such as administration and governance, mentorship, inter-institutional relationship building, external review and advisory work, and active participation in professional organizations.

Professional Development: Faculty on term contracts participate in scholarly, professional, and creative practices that enhance their knowledge of and stature within the field of Art and Design. Professional development may include the creation of methodologies and processes, leadership and service to organizations, involvement in activities such as consulting, pro-bono work, public service, presentation/exhibition, thought leadership and additional certification for continuing education related to specific role within the university.

## **Standard Workload by Appointment**

Full-time faculty of the Department of Art + Design hold three types of appointments: teaching, tenure-track, and tenured, each with their own standard workload expectations reflecting different faculty roles and responsibilities.

### Teaching Faculty

Teaching faculty include have full-time, renewable, term-defined contracts, typically one-, three-, or five- years. The baseline workload expectation for teaching faculty is:

- 80% Teaching (six courses annually)
- 10% Service
- 10% Professional development and/or research

Teaching faculty may receive full or partial course releases for extraordinary administrative responsibilities. Such releases must be negotiated with the department chair, approved by the dean of the college, and reviewed on an annual basis. Such releases will proportionally re-allocate workload from teaching to service.

### Tenure-Track Faculty

Tenure-track faculty must establish themselves as scholars and/or creative practitioners and are expected to devote significant time to research activities in preparation for the tenure review. Service during this career period should primarily enhance the faculty member's status within the field, with a more limited role taken within the department and university. Tenure-track faculty have the following standard workload expectation:

- 50% Research
- 40% Teaching (four courses annually)
- 10% Service

Pursuant to the CAMD Policy on Teaching Releases for Tenure, tenure-track faculty in Art + Design receive three pre-tenure course releases to support research activities. Subject to approval by the chair, these course releases are typically taken as one in the first year and two in the second year, although other timelines may be negotiated.

Tenure track faculty may receive full or partial course releases for extraordinary administrative responsibilities. Such releases must be negotiated with the department chair, approved by the dean of the college, and reviewed on an annual basis.

Each full course release in a given academic year shall reduce the teaching portion of the workload by 10% and increase the effort allocation toward research or service, as appropriate, by the same amount.

### Tenured Faculty

A defining characteristic of tenure is the ability to shape long-term research agendas and define one's own career trajectory. All tenured faculty members are also expected to contribute to the success of the department, the college, the university, and the profession. Tenured faculty have the following standard workload expectation:

- 40% research
- 40% teaching (four courses annually)
- 20% service

### Tenured Faculty: Research Inactive

Tenured faculty members who receive an unsatisfactory assessment for research and scholarship by merit review committees in at least 2 out of the previous 3 calendar years are deemed research inactive. This means the faculty member does not meet disciplinary expectations for progress on peer-reviewed long-term research, scholarly, or creative projects, applications for appropriate external funding, and regular dissemination of research/scholarship/creative activity in appropriate venues.

If a faculty member disagrees with the assessment of Teaching, Research (and/or Professional Development), and Service made by the Merit Review Committee, that faculty member has the option to file an appeal. This appeal is delivered in writing to the Department Chair. If the faculty member is still not satisfied with the decision rendered, the faculty member may decide to pursue a formal grievance as outlined in the Faculty Handbook.

The standard workload expectation for tenured faculty who have been deemed research inactive is:

- 75-90% Teaching (6-7 courses annually)
- 10-25% Service\*

\*Faculty deemed research inactive who wish to be reinstated to research-active status may request an improvement plan in which a small percentage (5-10% service) is allocated to research.

Once research inactivity has been determined through the annual merit review process, the unit head, in consultation with the faculty member and the Office of the Dean, will prepare a written improvement plan. The unit head will then meet with the faculty member and the Dean or his/her delegate on the improvements that need to be made. The unit head will also indicate in this meeting and in the written improvement plan that if improvements are not successful by the end of the next academic year, the faculty member's workload will be reallocated.

Research inactive faculty who wish to return to research active status can request reinstatement during the annual review with the merit committee and unit head. If a faculty

member does not wish to be reinstated to research active status, the workload reallocation will be made and no further action will be necessary.

### **Faculty with Joint Appointments**

A jointly appointed tenure-track faculty member is subject to the workload policy of their tenure home. Faculty members with joint appointments will develop their service loads in consultation with the Chairs of both their home and secondary departments.

### **Standard Workload Modifications**

Policies regarding Sabbaticals, Leaves of Absence and Vacations are described in the Faculty Handbook. Medical leaves are governed by Human Resources Policy.

### **Service and Adjustments to Teaching**

Service is identified and defined by the Chair and course releases are granted in consultation with the Dean's office. Administrative responsibilities and the accompanying course releases are evaluated annually in consultation with the Dean of the College and they might include: serving as editor of a journal, coordinating courses with multiple sections, or assuming leadership roles in the department such as graduate or undergraduate coordinator.

### **Status and Revision of this Policy**

The merit committee will review the Department of Art+Design Workload Policy annually and the current version will be distributed annually (via electronic format) to all full-time faculty members at the start of each academic year.

Should any faculty member wish to modify the policy, he or she should propose the changes for full discussion and vote at the next monthly Department faculty meeting; if the motion is approved by majority vote, the modification will be added to the policy, and the revised policy will be forwarded to the Dean of CAMD and the Provost's Office for consideration. If approved by the Dean and the Provost, the modification will be added to the policy with the date of modification, and the updated policy will then be electronically distributed to all faculty members, the Dean of CAMD, and the Office of the Provost.

Each full-time faculty member can, at any time, obtain a current list of workload assignments by request in writing from the Department Chair. The policy document will also be made freely available to any faculty member by written request through the Department of Art+Design main administrative office.

A copy of the Department workloads will also be provided to the CAMD Dean's Office at the start of each new academic year.

Approved by the Faculty Senate on 4-5-17 (29:0:0) to be located on the Senate website upon BOT approval of the module entitled *Faculty Workloads*

### Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, he or she attests that the full time faculty workload policy document satisfies each of these requirements.

- TH Document is consistent with published College and University policies.
- TH Document clearly reflects the goals/aspirations of the unit as these relate to workload.
- TH Document clearly defines the types of activities that constitute each of teaching, research/scholarship/creative activities/professional development, and service for the unit.
- TH Document describes the different types of full-time positions in the unit.
- TH Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
- TH Document describes all unit policies related to workload for full time faculty.
- TH Document describes criteria in which workloads may be modified, including pre-tenured minimum course reductions, family leaves, maternity/adoption leaves, and medical leaves.
- TH Document states how frequently the workload policy document will be reviewed.
- TH Document indicates where and how the unit's current workload policy document can be found.
- TH Document indicates where and how the workload assignments for each full time faculty member can be found.
- TH Document describes the process for faculty to address any concerns with their workload in the unit.
- TH Document indicates date of approval, any subsequent modifications by the unit, and anticipated date of next review.
- Document indicates date of approval of the unit's dean.
- Document indicates when it was sent to the Provost's Office to be included in the master list of policies for all units, and date of approval of the provost.

If the unit has one or more faculty with joint appointments in other units:

- TH Document defines how the workload policy changes for faculty members with an appointment of less than 100% in the unit, include impact of tenure home.
- TH Document describes how the unit will coordinate workload policy decisions with other units for faculty members with joint appointments, and how differences in workload expectations across units will be handled.