

**Workload Policy of the Department of Civil and Environmental Engineering
College of Engineering
Northeastern University**

**Approved by the Department of Civil and Environmental Engineering
on September 11, 2018**

Approved by the Dean of the College of Engineering on September 11, 2018

Provost approved on October 2, 2018

The Department of Civil and Environmental Engineering (CEE) strives for research and education excellence and national and international leadership, highlighting the unique strength of its co-op program. This workload policy is designed to (1) sustain and grow these strengths, and (2) enable every faculty member to maximize his/her potential.

The work of faculty in CEE consists of (1) research, scholarship, creative activities, and professional development (hereafter referred to as research); (2) teaching and education (hereafter referred to as teaching); and (3) service and leadership (hereafter referred to as service). Research includes all forms of knowledge creation directly by the faculty and of grant applications that enables knowledge creation. Teaching includes all forms of knowledge propagation, in and outside of classroom, online and on-ground. Service includes all forms of administration, management and leadership roles within Northeastern University, and in professional societies and communities that support the University's mission in knowledge creation and propagation or promote positive societal impacts of the knowledge creation and propagation.

Each full-time faculty member has a total of 100% workload.

For research-active tenured faculty, the baseline of workload is 40% for teaching (normally equivalent to three four-credit-hour classes per year), 45% for research and 15% for service. For tenure-track faculty, the baseline of workload is 40% for teaching, 50% for research and 10% for service.

For non-tenure-track teaching faculty, the baseline of this workload distribution is 80% for teaching (normally equivalent to six four-credit-hour courses per year), 10% for research and 10% for service.

For non-tenure-track research faculty, the baseline of workload is 95% for research and 5% for service and teaching.

As teaching, research or service effort change, the loads may be adjusted through discussions with the Chair. Requests for reduced teaching should be discussed with the department chair and the discipline's faculty, with a proposed plan for covering the resulting teaching needs submitted to the department chair for consideration.

Requests for reduced teaching load for family leaves, medical leaves, and maternity leaves will be accommodated according to university policy.

If a faculty member has concerns about his/her workload, the concern can be first directed to the department chair. If the concern persists, it will be discussed and decided in a general faculty meeting through a simple majority vote by those present.

If a faculty member holds a joint appointment, both for the case where the tenure home for the faculty member is in this department or in another unit of the joint appointment, the default workload will be prorated according to the percentage of appointment in this department and this can be modified through coordination with other units of the joint appointment.

There are a variety of faculty activities that constitute workload, as listed in the second paragraph of this document. The implementation of this workload policy will be addressed at the discretion of the department chair.

This policy document will be approved by faculty every five years, or as needed, at a department faculty meeting, and become available on the department SharePoint site together with the percent breakdown of workload for each faculty, and the department teaching load distribution and university committee assignments.

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.

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