Workload Policy of the Cooperative Education Faculty Unit
College of Engineering
Northeastern University

Approved by Co-op faculty vote on September 17, 2018
Approved by the Dean of the College of Engineering on September 17, 2018
Provost approved on October 2, 2018

The title Cooperative Education Coordinator (Coordinator) refers to the Northeastern University classification of term faculty with the primary responsibility of cooperative education teaching. The Departmental Cooperative Education Faculty workload policy within the College of Engineering is designed to help faculty achieve excellence in education, service, and professional development. The below presents such guidelines, with all final work load policies subject to approval by the Assistant Dean.

The work of faculty in Cooperative Education consists of (1) teaching and education (hereafter referred to as teaching); (2) service and leadership (hereafter referred to as service) and (3) professional development, scholarship, and creative activities (hereafter referred to as professional development). Teaching includes all forms of knowledge propagation, in and outside of classroom, online and on-ground; this is comprised of both student development and employer development. Service includes all forms of committee work, administration, and leadership roles within Northeastern University, and in professional societies and communities that support the University's and the field of Cooperative Education's mission in knowledge creation and propagation. Professional development includes all events, workshops, conferences, and presentations attended, hosted, or led in the context of increasing knowledge and/or scholarly activities of the profession or field.

Each full-time faculty member has a total of 100% workload. For Cooperative Education faculty, the baseline of this workload distribution is 90% for teaching (65% student development and 25% employer development), 5% for service and 5% for professional development. As service or leadership effort changes, the teaching load is adjusted accordingly (as outlined in the Performance Review process); for Coordinators serving also as Assistant Directors, the teaching and service loads may be adjusted by as much as 40% (see Performance Review process for weighting ranges) while Directors may be adjusted more than 40%. Baseline classroom teaching consists of 4 one-credit courses per academic year, with potential adjustments required for Coordinators focused on specialized areas such as global co-op, immersive employer and/or job development, serving as Assistant Director/Director, or other special circumstances.

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 their workload, the concern can be first directed to the Assistant Director/Director; if the concern persists, it may then be directed to the Assistant Dean of Departmental Co-op.

This policy document will be reviewed and approved by departmental co-op faculty on a 5-year cycle or as modifications are made, and available to co-op faculty via Dropbox shared folder.

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.

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