

**Department of Psychology
College of Science**

Full-time Faculty Workload Policy

The Department of Psychology is dedicated to creating fundamental, translational, and applied knowledge that advances psychological science and its many related disciplines in an increasingly interconnected world, to providing a high-quality, rigorous undergraduate education that integrates classroom and experiential components to prepare students for graduate study and the ever-changing workforce, and to providing a high-quality, rigorous graduate education that prepares students for both academic and non-academic careers.

Faculty workloads are structured so that individual faculty contribute to the department's overall mission in ways that take into account faculty expertise and interests, and departmental need. As such, the workload assignment process for tenured/tenure-track faculty, teaching professors, and research professors necessarily differs. Each is described below. For all full-time faculty, performance in the context of the assigned workload is assessed annually through the Psychology Department's merit review process, in alignment with college and university procedures. Performance for tenure-track faculty is additionally assessed through a separate annual review process and a comprehensive third-year review. The results of these performance assessments are relayed to the faculty member in the form of a detailed letter prepared by the Chair or, in the case of the third-year review, a detailed report prepared by the third-year review committee.

Tenured faculty: 100% appointment in Psychology Department

1. The workload assignments of tenured faculty with 100% appointments in the Psychology Department will be set every three years by the Chair, in consultation with the Workload Advisory Committee, using the procedures outlined below. The Workload Advisory Committee will consist of two tenured faculty members who are elected by the tenured faculty for a three-year workload cycle. Tenured faculty with joint appointments whose tenure home is in the Psychology Department are eligible to vote for, and serve on, the Workload Advisory Committee.

Definitions

Three-year workload cycle. Every three years in January, the Workload Advisory Committee will be elected. The Chair, in consultation with this Committee, will determine the base workload for each tenured faculty member. The base workload will be in effect for the subsequent three academic years. These three academic years constitute a three-year workload cycle.

Five-year review scope. When the Chair, in consultation with the Workload Advisory Committee, sets workloads every three years, scholarly activity over the past five calendar years will be considered. This is the five-year review scope.

Base workload. The base workload is the workload assigned by the Chair, in consultation with the Workload Advisory Committee, and designates the relative weighting of teaching, research, and service activities for each tenured faculty member before course releases are granted (described below).

2. The next election of the Workload Advisory Committee will be in the first January following final approval of this policy. The Committee will set the base workloads for tenured faculty as soon as feasible after the Committee members are elected. The resulting workload will be in force beginning in the fall of the next academic year and, absent a successful appeal, will remain in force for three academic years. This general timeline will be followed for subsequent cycles.

3. In January of the specified year, all tenured faculty will submit a report of their scholarly activities during the preceding five calendar years (the five-year review scope).

4. The amount of scholarly activity in the five-year review scope is represented by assigning points for the following published, scholarly works: Chapters, edited books, books, and refereed articles. Refereed articles that are *in press* may be included at the faculty member's discretion, but a given article must be assigned to a specific year; it cannot be double-counted. In addition, faculty members will receive a point value for each year in the five-year review scope in which they are awarded, through Northeastern University, a specified dollar threshold in external direct grant funds. Fellowships that are awarded to faculty members will be considered as grants if they are awarded to support proposed scholarly activity. Points will not be awarded for any other activities.

5. Based on a faculty member's scholarly activity (the number of points that a faculty member has accumulated over the five-year review scope), one of three workloads will be assigned: a research-active workload, a semi-research-active workload, or non-research-active workload.

6. The point values to be awarded for each type of scholarly work (e.g., refereed articles, chapters); the number of dollars required to reach the dollar threshold in external, direct grant funds; the point value to be awarded for reaching this threshold; and the point total required for each of the three workload levels (research-active, semi-research-active, and non-research-active) must be approved by the tenured faculty, as follows. In January of the year the Workload Advisory Committee is elected, the Chair, in consultation with the Workload Advisory Committee, will make a recommendation on the point scheme to be used for the next review cycle. This recommendation will be presented to the tenured faculty who may amend the recommendation, but then must approve it by majority vote. This point scheme will be used to determine workloads at the next evaluation, in three years.

7. The three workloads (research-active, semi-research-active, and non-research-active) correspond to the following breakdowns of research, teaching, and service responsibilities. For the purpose of assigning workloads, teaching is defined as teaching formal undergraduate or graduate courses, with the expectation that faculty will also mentor undergraduate and graduate students as appropriate to their level of research activity; research is defined as engaging in scholarly activity that includes fundamental, translational, and applied research; and service is defined as being both service within the university (e.g., serving on departmental and college committees, participating in search committees) and within the profession (e.g., serving as an officer of a professional society, serving on editorial boards and grant review panels), with all faculty expected to engage in some service activities within the university. The breakdowns are based on a full workload (100% time) of six units (each 1/6 time), with each course counting as one unit.

Research-active workload:

Teaching	3.0 units (3 courses)
Research	2.5 units
Service	0.5 units
Total	6.0 units

Semi-research-active workload:

Teaching	4.0 units (4 courses)
Research	1.5 units
Service	0.5 units
Total	6.0 units

Non-research-active workload:

Teaching	5.0 units (5 courses)
Research or Service	0.5 units
Service	0.5 units
Total	6.0 units

8. Faculty hired with tenure will be assigned a research-active workload, and will be evaluated in the first three-year review cycle after their arrival. This evaluation will take into account the faculty member's scholarly accomplishments for the previous five years, regardless of where this work was conducted.

9. Faculty will be given their workload assignments in written form by the Chair.

10. Appeals will be considered by the Chair, in consultation with the Workload Advisory Committee, for each year of the three-year review cycle. For the first year, faculty members must file a written appeal with the Chair within two weeks of the original notification of the workload assignment. For subsequent years, the written appeal must be filed with the Chair by January 20th. The Chair must respond within two weeks of the filing of the appeal. Any changes in workload that result from a successful appeal will be implemented in the following fall semester.

11. The Chair may grant a course release from the base workload of a tenured faculty member in any given year for the following reasons, with the proviso that, barring exceptional circumstances, each faculty member will teach at least one course per academic year:

- a. Course release is granted for major service or teaching responsibilities that go beyond the normal expectations in these domains. Such responsibilities may include, but are not limited to: Serving as Director of Undergraduate Studies, serving as Director of Graduate Studies, serving as Director of a university Program or Center, serving as an Editor of a major professional journal, or leading a major teaching initiative.
- b. Course release is granted to comply with negotiated hiring and retention packages.
- c. Course release is granted as a result of a course buyout from external funding agencies.
- d. Course release is granted as a consequence of participation in a college/university initiative that includes a course release as part of the activity.

12. In any given year, the Chair will assign reduced teaching and/or service responsibilities in accordance with university policies concerning family leaves, maternity/adoption leaves, medical leaves, and other special cases.

Tenure-track faculty: 100% appointment in Psychology Department

1. Tenure-track faculty will be assigned a research-active workload (as defined above) and will remain at this workload until the first three-year review cycle after they have been tenured. Faculty who do not receive tenure will remain at their current load for their terminal year.

2. The Chair may grant a course release from the base workload of a tenure-track faculty member in any given year for the following reasons, with the proviso that, barring exceptional circumstances, each faculty member will teach at least one course per academic year:

- a. Course release is granted for major service or teaching responsibilities that go beyond the normal expectations in these domains for a tenure-track faculty member.
- b. Course release is granted to comply with negotiated hiring and retention packages.
- c. Course release is granted as a result of a course buyout from external funding agencies.
- d. Course release is granted as a consequence of participation in a college/university initiative that includes a course release as part of the activity.

3. In any given year, the Chair will assign reduced teaching and/or service responsibilities in accordance with university policies concerning family leaves, maternity/adoption leaves, medical leaves, and other special cases.

Tenured/tenure-track faculty: Joint appointment in Psychology Department

1. For faculty with a joint appointment whose tenure home is in Psychology, the procedures outlined above will be followed to determine the relative weighting of teaching, research, and service for the portion of the appointment in Psychology. The Chair will confer with the Chair(s) of the other unit(s) comprising the joint appointment to determine the full workload assignment in terms of teaching, research, and service, and how teaching and service will be split across units. In some cases, teaching and/or service responsibilities may be rotated across academic years to ensure that, overall, the activities are in proportion to the percentage split of the joint appointment.

2. For faculty with a joint appointment whose tenure home is not in Psychology, the home tenure unit will guide the process of workload assignment, with input from the Chair of the Psychology Department. The Chair of the Psychology Department will work to ensure that the full workload assignment in terms of teaching, research, and service, with teaching and service responsibilities in some cases rotated across years, reflects both the research productivity of the faculty member and the percentage split of the joint appointment.

Non-tenure-track faculty: Teaching Professors

1. The workload assignments of Teaching Professors will be set every year using the procedures outlined below. The workload will consist of a combination of teaching and service, and will be based on a full workload (100% time) of six units (each 1/6 time), with each course counting as one unit. There is no expectation of, or provision for, a research component in the assigned workload.

2. In January of each year, the Chair, in consultation with the Teaching Professor and the Director of Undergraduate Studies, will determine the number of courses to be taught in the next academic year, with the remaining units assigned to designated service activities. The number of courses may range from two to six per academic year. The service expectation for those who teach six courses is minimal. Examples of service responsibilities for those who are assigned fewer than six courses include: Serving as Head Advisor or Associate Head Advisor; serving as Associate Director of Undergraduate Studies; serving on the Undergraduate Committee; serving as a faculty advisor; serving as a liaison/advisor for one or more of the department's combined majors or undergraduate special programs; serving as advisor for the undergraduate Psychology Club; serving as advisor for the Psi Chi honors society; organizing/participating in admissions events and orientation sessions; participating in curricula development; shepherding new courses/curricula through the university's review process; and serving on college/university committees.

3. The five teaching/service breakdowns are as follows:

Six-course workload:

Teaching	6 units
Service	minimal
Total	6 units

Five-course workload:

Teaching	5 units
Service	1 unit
Total	6 units

Four-course workload:

Teaching	4 units
Service	2 units
Total	6 units

Three-course workload:

Teaching	3 units
Service	3 units
Total	6 units

Two-course workload:

Teaching	2 units
Service	4 units
Total	6 units

4. Teaching Professors will be given their workload assignments in written form. This summary will be written by the Chair, and will consist of the number of assigned courses and a delineation of the service activities to be undertaken in the coming academic year.

5. Appeals will be considered by the Chair, in consultation with the Director of Undergraduate Studies, for each year. A written appeal must be filed with the Chair within two weeks of the original notification of the workload assignment. The Chair must respond within two weeks of the filing of the appeal. Any changes in workload that result from a successful appeal will be in effect the following fall semester.

6. In any given year, the Chair will assign reduced teaching and/or service responsibilities in accordance with university policies concerning family leaves, maternity/adoption leaves, medical leaves, and other special cases.

Non-tenure-track faculty: Research Professors

1. Research Professors are expected to devote 100% time to research activities. There are minimal service requirements.

Workload Policy Accessibility and Review

1. The department's full-time faculty workload policy will be distributed annually to all full-time faculty in the department and will be available on request from the department's Administrative Officer. The policy will also be provided to the College of Science Dean's Office and to the Provost's Office, to be made available to all full-time faculty in the university.

2. On request to the Chair, the workload assignments of individual full-time faculty within the department will be provided to any full-time faculty member of the department.

3. The department's workload policy will be reviewed annually by the Chair, the Workload Advisory Committee, and the Director of Undergraduate Studies. Any proposed modifications will be brought to the full-time faculty for consideration. If modifications are adopted by majority vote, the modified document will be forwarded to the Dean of the College of Science for approval. Given the Dean's approval, the document will be forwarded to the Provost's Office for approval. Any approved modified policy will take effect as soon as feasible, given the nature of the changes.

Approval Dates

Department of Psychology	January 23, 2018	Date of Next Department Review: <i>January 2019</i>
Dean, College of Science	January 29, 2018	
Provost	May 15, 2018	

Department of Psychology, College of Science

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.

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

-  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.
-  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.