



# Northeastern University

## College of Social Sciences and Humanities

### Full-time Faculty Workload Policy for School of Criminology and Criminal Justice College of Social Sciences and Humanities

Document Approved by School of Criminology and Criminal Justice: December 7, 2017

Document Approved by Dean: June 11, 2018

Document Sent to Provost Office to Be Included in Master Lists for All Units: June 14, 2018

Document Approved by Provost: June 25, 2018

- 1. Overview:** The School of Criminology and Criminal Justice approves this policy in compliance with the Faculty Handbook statement on faculty workloads approved by the Faculty Senate on April 4, 2017, and approved by the Board of Trustees on June 7, 2017, and with the workload guidelines subsequently issued by the Office of the Provost. The mission of the College of Social Sciences and Humanities in the Experiential Liberal Arts is to produce cutting-edge knowledge about and solutions to the political and social problems of our contemporary world; and to foster ethical reasoning and critical thought, with attention to the enduring significance of history, literature, and culture. Our goal for faculty in the College of Social Sciences and Humanities is to cultivate engaged researchers, excellent teachers, and equity in distribution of service obligations. We recognize within our experiential liberal arts model that research, teaching, service and professional development complement one another and often overlap.

The School of Criminology and Criminal Justice prepares students for professional and research careers in criminal justice, criminology and related fields by applying multidisciplinary and comparative social science to understand, predict and explain crime and contribute to the development of public policy within urban communities. Using an active learning approach, the School seeks to develop its students intellectually and ethically, while providing them with a keen appreciation for the complexities of crime and public and private efforts to make communities safer and ensure justice.

Full-time faculty members are involved in three types of activities: research and/or professional development, teaching, and service. Being research-active means engaging in an ongoing program of scholarship, disseminating scholarly work in peer-reviewed journals or scholarly books and presenting at scholarly conferences, disseminating knowledge and engaging with academic and non-academic audiences and communities, actively seeking internal and external funding, and meaningfully engaging students in scholarship. Teaching includes the leading of courses and independent studies, the advising of graduate students where applicable, as well as the advising and mentoring of students. Service activities within the university include committee work, advising student organizations, and involvement in roles that contribute to the School, College, and University. Service to the profession includes serving as a reviewer, editorial work, and serving as an elected officer or committee member within professional organizations. Service to the community may include providing pro bono advice to policy-makers and community groups regarding criminal justice concerns. Faculty will work with the School of Criminology and Criminal Justice Director to balance service commitments within the university and to the profession and the community.

Faculty are expected to contribute to the professional development of disciplines by promoting the discovery and dissemination of knowledge in their fields through activities such as participation in professional organizations, seminars, and colloquia relevant to the individuals' academic interests and teaching mission.

2. **Appointments:** According to the Faculty Handbook, the full-time Teaching Faculty of the University is composed of tenured and tenure-track faculty members as well as non-tenure-track faculty members. Specifically, tenured and tenure-track faculty members of the School of Criminology and Criminal Justice carry special responsibilities with respect to the creation and maintenance of high-quality research programs, and tenured faculty members with respect to supporting their tenured and tenure-track faculty colleagues in their progress towards tenure and/or promotion, as appropriate. Non-tenure-track faculty of the School are responsible for advancing the teaching, engagement, and service missions of the academic unit and engaging in professional development to those ends. They also contribute to the governance of their units, the college and the university. Each type of appointment carries a distinct workload effort that reflects the responsibilities and performance expectations of each faculty member. Percentages and ranges of assignments are approximate standards appropriate to the respective ranks and roles. Workload distribution adjustments not covered in this policy document must be approved by the School Director in consultation with the College of Social Sciences and Humanities (CSSH) Dean.

Jointly appointed faculty members carry a primary obligation to the tenure-home unit and a secondary obligation to the non-tenure unit. The work effort of jointly appointed faculty members is proportional to the percentage of the appointment. The work effort of jointly appointed faculty reflects the expectations of the type of appointment (e.g., tenure-track, tenured, etc.). Work effort between the two academic units should total 100%. For joint appointments that are not evenly split, the relative responsibilities in teaching may need to rotate on a regular basis. The School Director and the other unit head will coordinate the details of these arrangements with one another and in consultation with the jointly appointed faculty member.

Full-time Faculty with a 50% or greater administrative load (e.g., School Director, Vice Provost, Associate Dean) are not covered in these guidelines.

The workload policy in the School of Criminology and Criminal Justice specifies the distribution of effort, by type of appointment, as follows:

### **2.1 Tenure-Track Faculty (Assistant Professors and Associate or Full Professors without Tenure)**

Tenure-track faculty hold appointments as untenured, probationary members of the faculty.

Tenure-track faculty members are expected to be research-active and develop and maintain a research program.

- Tenure-track faculty members generally teach 4 courses over two semesters in fulfillment of 40% of their work effort. Teaching includes the leading of courses and independent studies, the advising and mentoring of students, and serving on thesis and dissertation committees.
- Tenure-track faculty members are expected to engage in research and scholarship in fulfillment of 50% of their work effort.

- Tenure-track faculty members are expected to engage in service activities in fulfillment of 10% of their work effort.

**2.2 Tenured Faculty: Research-active (Associate or Full Professor with Tenure)** Tenured faculty members hold appointments with continuous tenure as members of the faculty. All members of the tenured faculty are expected to be research-active and maintain an ongoing commitment to the development of a research program.

- Research-active tenured faculty members *engage* in teaching, including leading 4 courses; conducting independent and directed studies, advising and mentoring of graduate students, and serving on thesis and dissertation committees in fulfillment of 40% of their work effort.
- Research-active tenured faculty members engage in research and scholarship in fulfillment of 40% of their work effort.
- Research-active tenured faculty members engage in service and professional development activities in fulfillment of 20% of their work effort.

**2.2.1** A faculty member will be considered research inactive if he or she, over a period of the previous four calendar years, does not meet expectations for progress on peer-reviewed long-term research or scholarly projects, applications for appropriate external funding, and regular dissemination of scholarship, in appropriate peer-reviewed or public outlets.

- The Director will make this determination on the basis of a consideration of four years of annual merit reviews and a review of the faculty member's up-to-date CV, and in consultation with the Associate Dean of Faculty Affairs and the Dean. Annual merit reviews are conducted in accordance with the School's established policies and procedures. The ratings of scholarly performance as "poor" in the last 4 annual merit review process will serve as an indication of being research inactive. The Director will consult with the Office of the Dean on a written improvement plan and possible reallocation of workload if the faculty member is determined to be research inactive. The Director will then meet with the faculty member and agree in writing with the faculty member and the Office of the Dean on the improvements that need to be made. The Director will also indicate in this meeting and in 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. Tenured faculty members who are research-inactive will teach six courses per two semesters in fulfillment of 60%-70% of their work effort (depending on course type, class size, and availability of TA support) and take on an increased service load or 30%-40% of their workload.

### **2.3 Full-time Non Tenure-Track Teaching Professors (Assistant/Associate/Full Teaching**

**Professor)** Full-time non-tenure-track teaching professors hold contractual, term appointments as members of the Teaching Faculty.

- Full-time non tenure-track teaching faculty members engage in teaching, including leading 6 courses as well as independent studies, advising and mentoring students, in fulfillment of 60%-70% of their work effort (depending on course type, class size, and availability of TA support). Full-time non-tenure-track faculty members are expected to engage in service and professional development activities in fulfillment of 30%-40% of their work effort.

**2.4 Full-time Professors of the Practice and Distinguished Professors of the Practice appointed in faculty positions** carry a teaching load based on the four course standard and engage in research, scholarship, external engagement, and service activities unless other arrangements are made with the Director and CSSH Dean.

- Full-time Professors of the Practice appointed in faculty positions engage in teaching, including leading 4 courses and independent studies, advising graduate students where applicable, as well as advising and mentoring students, in fulfillment of 40% of their work effort.
- Full-time Professors of the Practice appointed in faculty position engage in research, scholarship, creative or external engagement activities in fulfillment of 40% of their work effort.
- Full-time Professors of the Practice appointed in faculty positions engage in service and professional development activities in fulfillment of 20% of their work effort.

**3. Accessibility of information:** This workload policy and the model (i.e., the distribution of duties, such as, for example 40/40/20) of each full-time faculty member can be found in the Governance Documents folder of the School of Criminology and Criminal Justice SharePoint site. The workload policy only is also available on the website of the Senior Vice Provost for Academic Affairs, <https://provost.northeastern.edu/academics/academic-faculty-affairs/>. The School will review and ratify the workload policy and its documentation every five years, and update posted materials as necessary. Any changes to the policy proposed on review must be approved by the School's faculty, the Dean, and the Provost.

**4. Procedures:** The two-semester workload assignment for an academic year for each individual full-time faculty member will be confirmed by the Director of the School of Criminology and Criminal Justice in April. Overload activities should occur only after the 100% workload assignment is met. Variance in workloads will be addressed on a case- by-case basis in consultation with the School Director and with the CSSH Dean or designate. For faculty with joint appointments, the Director will meet with the other

unit head at an appropriate point in time each year to coordinate workload expectations for the faculty member for the following academic year.

Typical modifications in workload include those granted by parental teaching relief, contractual course reductions for tenure-track or tenured faculty, family- and medical- related leaves, grant-funded buyouts, and administrative duties. Additional considerations for teaching assignments may include class size and type; mode of instruction; supervision of capstone projects; and PhD and MA theses and dissertations advised to completion. The approval of the Dean will be required for any modifications to a faculty member's workload by the Director.

Faculty with requests for modifications of, or concerns about, workload should first address them with the Director. If a faculty member is concerned about a workload assignment and cannot resolve the concern with the Director, he or she may appeal the assignment to the Office of the Dean. If a faculty member continues to have unresolved concerns after the Dean has made a determination on the appeal, he or she should consult the Grievance Process as specified in the Faculty Handbook.

Research inactive faculty who wish to be considered once again research active can request this at the point of annual merit review with the Director and in consultation with the CSSH Dean.

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.

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

- AB 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.
- AB 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.