



Northeastern University

College of Social Sciences and Humanities

Department of History Full-time Faculty Workload Policy

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1. **Overview:** The Department of History 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 Department of History is to produce innovative and original research that generates new knowledge about the past and the past's relationship to the present in a global historical context. Engaged scholars in History contribute to understanding the historical foundations of contemporary issues and disseminate the results of scholarship broadly in a variety of formats: print publication, digital formats and in public history initiatives. History faculty members provide undergraduate and graduate teaching that educates students in critical thinking and historical analysis, in the enduring importance of history in the present, and in techniques of historical research and writing, with attention to the global dimensions of historical developments and processes. The Department trains future professional historians in research, teaching, and engaging with the public, and also serves Northeastern's undergraduate community through a wide variety of courses and specialized research opportunities designed to develop skills in conducting research, crafting arguments, understanding the diversity of the human past, and critical thinking. History faculty members engage in service to the Department, College, University and to the historical profession at large.

Full-time faculty members in History are involved in three types of activities: research, teaching, and service. **Research** includes engaging in an ongoing program of original, cutting-edge scholarship; disseminating scholarly work in peer-reviewed journals, books, or in peer-reviewed digital formats; public history activities such as exhibitions and work with historical agencies

and archives; presenting research at professional conferences; disseminating knowledge to academic and non-academic audiences and communities; actively seeking internal and external funding where possible in the discipline; and engaging students in research and scholarship.

Teaching includes leading courses and independent studies, advising graduate students, as well as advising and mentoring both graduate and undergraduate students. History faculty are committed to providing teaching excellence in an environment that facilitates critical thinking and enhances student learning.

Service activities include service within the University and service to the profession. History faculty members contribute to the functioning and quality of the Department and the University by serving on committees at the Department, College, and University levels, advising student organizations, and in making other contributions to the Department of History, the College, and the University.

Faculty work with the Chair of the Department of History to effectively balance service within the University and profession. The History Department recognizes that within the CSSH experiential liberal arts model, research, teaching, service and professional development complement one another and often overlap.

- 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. **Tenured and tenure-track faculty** consist of faculty at the ranks of Assistant Professor, Associate Professor and full Professor. **Non-tenure track full time faculty members** include Teaching Professors and Professors of the Practice.

Tenured and tenure-track faculty members carry special responsibilities with respect to the creation and maintenance of high-quality research programs, and maintaining teaching excellence in the Department. Non-tenure-track faculty are responsible for advancing the teaching, engagement, and service missions of the Department and for engaging in professional development that contributes to their teaching and service. They also contribute to the governance of the Department, the College, and the University. Each type of appointment carries a distinct workload that reflects the responsibilities and performance expectations of each faculty member. Percentages and ranges of assignments are approximate standardizations appropriate to ranks.

Faculty members appointed jointly in History and another unit carry a primary obligation to their tenure-home unit and a secondary obligation to their non-tenure unit. The workload of jointly appointed faculty members is proportional to the percentage of the appointment. The workload of jointly appointed faculty reflects the expectations of the type of appointment (e.g., tenure-track, tenured, etc.). Workload divided between the two academic units should total 100%. For joint appointments that are not evenly split, the relative responsibilities in teaching

should rotate on a regular basis. Unit heads should coordinate the details of these arrangements with one another and in consultation with the jointly appointed faculty member.

Full-time Faculty with 50% or more administrative load (e.g., Department Chair or Associate Dean) are not covered in these guidelines.

The workload policy in the History Department carries the following distribution of effort, by type of appointment:

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 a research program.

- Tenure-track faculty members teach between 3 and 4 courses over two semesters in fulfillment of 40% of their work effort. Tenure-track faculty in the College of Social Sciences and Humanities are typically given 2 course releases to be taken in the first three years of their appointment.
 - Tenure-track faculty members are expected to engage in research, scholarship, or creative activity 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 Professors 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 teach 4 courses over two semesters, conduct independent and directed studies; advise graduate students and advise and mentor students, 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.
- A faculty member will be considered **research inactive** if failing over a period of the previous 4 calendar years to meet disciplinary expectations of progress on peer-reviewed long-term research or scholarly projects, applications for external funding (as

appropriate to the discipline), and regular dissemination of scholarship, in scholarly peer-reviewed or public venues as defined above in section 1.

- Tenured faculty members whose research, scholarly, or creative activities do not meet the standard for research activity over a period of the previous 4 calendar years will be determined to be research inactive. The History Department Chair will make this determination on the basis of a consideration of 4 years of annual 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. The History Chair will also 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 Department Chair will then meet with the faculty member to agree in writing with the faculty member and the Office of the Dean on the improvements that need to be made. The Department Chair will also indicate in this meeting and in a 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 6 courses per two semesters in fulfillment of 80% of their work effort.
- Tenured faculty members who are research-inactive will engage in service and professional development activities in fulfillment of 20% of their work effort.

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 and independent studies as well as advising and mentoring students, in fulfillment of 80% of their work effort.
- Full-time non-tenure track faculty members are expected to engage in professional development activities (such as invited talks and presentations at conferences, and possibly publication) in fulfillment of 10% of their work effort.
- Full-time non-tenure track faculty members are expected to engage in service in fulfillment of 10% 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, or external engagement and service activities.

- 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

The History Workload Policy document and the workload of each full-time faculty member is accessible to all full-time History faculty members in the Governance Documents folder on the Department of History SharePoint site. The History Workload Policy alone is also available on [university resource that will be set up to do this]. The Department of History 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 History faculty, the Dean, and the Provost.

4. Procedures

The History Department Chair shall appoint a Workload Evaluation Committee consisting of three full-time tenured faculty members appointed for three year staggered terms. The chair shall also serve as an *ex officio* non-voting member of the committee. In the first year of operation the Committee shall review the contributions and effectiveness of each full-time faculty member in teaching, scholarship and service based on prior annual reviews, *curriculum vitae*, evaluations, publication records, and record of service activities. On the basis of its review, the Committee will establish the two-semester workloads for the tenured and tenure-track faculty, teaching faculty, and professors of the practice in April. Normally, the maximum length of any workload assignment recommended by the Committee shall be five academic years.

Overload activities will be granted only after 100% of the workload assignment is met. Variance in workloads will be addressed on a case-by-case basis in consultation with the

History Chair and with the Dean or designate. For faculty with joint appointments, the History Chair will meet with the head of the unit in which the faculty member is jointly appointed at the end of each year to coordinate workload expectations for the faculty member for the following two semesters. Typical modifications in workload include those granted by parental teaching relief, contractual course reductions for tenure-track faculty, family- and medical-related leaves, grant-funded buyouts, and modifications to load related to 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.

Research inactive faculty who wish to be considered once again research active can request this at the point of annual merit review with the History Chair.

The approval of the Dean will be required for any modifications to a faculty member's workload recommended by the Department Chair.

5. Appeals

Faculty with requests for modifications of, or concerns about, workload should first address them with the History Chair. If a faculty member is concerned about a workload assignment and cannot resolve the concern with the History Chair 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.

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.

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

- HS 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.
- HS 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.