

**Workload Policy of the Department of Chemical Engineering
College of Engineering
Northeastern University**

Approved by the Department of Chemical Engineering on October 4, 2018

Approved by the Dean of the College of Engineering on October 4, 2018

Provost approved on October 5, 2018

The Department of Chemical Engineering (ChemE) workload policy is designed to help faculty achieve excellence in education, research, and service. The below presents such guidelines with all final work load policies subject to Department Chair approval.

The work of faculty in ChemE 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.

Each full-time faculty member has a total of 100% workload. For full-time non-tenure track teaching faculty, the baseline of this workload distribution is 90% for teaching (which normally consists of 6 courses per year), 5% for research and 5% for service. For non-tenure-track research faculty, the baseline of workload is 95% for research and 5% for service and teaching. For tenured faculty, the baseline of workload is 45% for teaching (which normally consists of 2 or 3 courses per year), 45% for research and 10% for service. For tenure-track faculty, the baseline of workload is 30% for teaching (which normally consists of 2 or 3 courses per year), 60% for research and 10% for service. As research or service effort changes, the teaching load is adjusted through discussions with the Department Chair. Requests for reduced teaching load for family leaves, medical leaves, and maternity leaves will be accommodated according to University policy. If a faculty member holds a 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. If a faculty member has concerns about his/her workload, the concern can be first directed to the Department Chair and then the Merit Review Committee.

This policy document will be reviewed annually and approved by faculty annually before the academic year starts, and will become available on the Department via a SharePoint site together with the teaching load distribution.

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.