

## Faculty Workload Policy College of Professional Studies

**1. Overview and Statement on Accessibility:** The College of Professional Studies (CPS) approves this policy, which complies 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 College of Professional Studies (CPS) hereby adopts the 80/10/10 Teaching, Service, and Scholarship/Research/Creative Activity/Professional Development model for full-time faculty who teach in 36 quarter term hours or 32 semester term hours. This document describes the duties of each CPS full-time faculty member and will be conveniently posted on CPS SharePoint site.

Northeastern's CPS provides lifelong experiential learning tailored to individuals, enterprises, and their communities, with the goal of fostering inclusive prosperity. We support a growing global network of robot-proof professionals, learners and discoverers in all stages and walks of life, who develop, apply and share practical wisdom informed by the deep resources of the research university.

The faculty of top scholar-practitioners and industry professionals at CPS brings to their work relevant real-world experience, knowledge, expertise, and connections that will help students achieve their career goals. Our goal for faculty in CPS is to cultivate stellar teachers whose ongoing professional development keeps them deeply connected to their fields, and preeminence in service to the college, the professional field, and the community. Core faculty ensure a rigorous curriculum, maintain uniformity across all course sections, and provide supervisory responsibilities of part-time faculty. Part-time and half-time adjunct faculty are not subject to this workload policy.

The following section delineates the three areas of Teaching, Service, and Scholarship/Research/Creative Activity/Professional Development:

**Teaching (80%)** *Teaching activities* may include course teaching, course design, curriculum development, and Master Teacher/Course Coordinator responsibilities. Advising activities may include student supervision, student advising, and supervision of dissertations.

**Service activities (10%)** may comprise three areas of service: (1) service to the institution, which may include leading and serving on committees, advising student organizations, participating in student recruitment events and orientations sessions, or involvement in roles that contribute to the department, college, and university; (2) service to the discipline/profession, which may include serving as a reviewer, editorial work, and serving as an elected officer within professional organizations; and (3) academically-

grounded service to the community/public. Faculty will work with the faculty director and/or dean to effectively balance service within the university, profession, and our responsibilities to our society.

**Scholarship/Research/Creative, Activity/Professional Development (10%)** shall include some of the following types of activities: remaining relevant and connected to one's discipline through an ongoing program of presenting at conferences, disseminating knowledge or engaging with academic and non-academic audiences and communities, actively seeking internal and external funding, and meaningfully engaging students in the professional life of the field. Faculty are encouraged to contribute to the development of their professional fields by promoting the discovery and dissemination of knowledge through activities such as participation in professional organizations, seminars, and colloquia relevant to the individuals' academic interests and teaching mission, and participating in lectures, programs, fellowships, and workshops within the program, department, university, and profession.

**2. Appointments:** The full-time teaching faculty of CPS is composed primarily of non-tenure-track teaching professors. Full-time non-tenure-track teaching professors are appointed to the rank (Assistant Teaching Professor; Associate Teaching Professor; Teaching Professor) commensurate with their experience and credentials. Faculty members in the teaching professor ranks are responsible for meeting the same performance expectations in the areas of teaching as those that apply to tenure-line faculty at Northeastern University. In fulfilling their responsibilities, they enjoy the protections of academic freedom and are governed by Northeastern's Conflict of Commitment and Interest policy. They also contribute to the governance of the college and the university. Faculty members in these ranks shall participate in faculty governance as determined by the procedures of their departments and college and according to the Bylaws of the Faculty Senate.

The workload policy in CPS specifies the distribution of effort, by type of appointment, as follows:

### **2.1 Full-time Non-Tenure-Track Teaching Professors**

**(Assistant/Associate/Full Teaching Professor)** hold contractual, term appointments as members of the teaching faculty. Full-time non-tenure-track teaching faculty members shall teach courses over either semesters or quarters in fulfillment of eighty percent of their work effort out of the requisite 36 quarter hours or 32 semester hours. Full-time non-tenure track teaching faculty shall engage in scholarship/research/creative activity/professional development in fulfillment of 10% of their work effort out of the requisite 36 quarter hours or 32 semester hours. Full-time non-tenure track teaching faculty shall engage in service in fulfillment of 10% of their work effort out of the requisite 36 quarter hours or 32 semester hours. All expectations for the coming year of teaching activities, service and scholarship/research/creative activity/professional development activity shall appear on the workload sheet. Final workload assignments are determined by the divisional associate dean. Any adjustments to

the workload can be determined in consultation with their respective divisional associate dean and negotiated on an ad hoc basis.

When the base work completed exceeds the expectations in the workload sheet (i.e. when a teaching load, service load, or scholarship/research/creative activity/professional development load for full-time non-tenure faculty exceeds the 80/10/10 model), the faculty member may be compensated by an equivalent reduction in a future term. (See Section 3 on procedures for more on such modifications.) Decisions on how to balance such distribution of teaching loads across terms are made by the respective divisional associate dean in collaboration with the respective faculty member, and, as appropriate, in consultation with the office of the dean of CPS.

**2.2 Full-time Professors of the Practice, Full-time Academic Specialists, Full-time Clinical Professors, and Full-Time Non-Tenure-Track Teaching Professors whose employment is contingent on and/or whose accreditation is dependent on publication** (for example faculty who must meet Association to Advance Collegiate Schools of Business (AACSB) accreditations standards for being “academically qualified”) shall carry a teaching load, engage in service activities, as well as scholarship/research/creative activity/professional development to be determined in consultation with their respective divisional associate dean. This publication related activity for AACSB accreditation equates to one course release.

**2.3 Full-time Non-Tenure-Track Teaching Professors (Assistant/Associate/Full Teaching Professor) who also serve in the capacity of Lead Faculty or Faculty Director** shall carry a teaching load, engage in service and leadership activities, as well as scholarship/research/creative activity/professional development to be determined in consultation with their respective divisional associate dean. This activity is reflected on their annual workload sheets.

**3. Procedures.** The workload assignment for an academic year for each individual full-time faculty member will be confirmed by the respective divisional associate deans of CPS in April. Overload activities should occur only after 100% workload assignment is met. Variance in workloads will be addressed on a case-by-case basis in consultation with the respective associate deans of CPS.

Typical modifications in workload include those granted by parental teaching relief, contractual course reductions for non-tenure-track faculty, 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 Ph.D. and MA theses and dissertations advised to completion.

The approval of the respective divisional associate dean will be required for any modifications to a faculty member's workload, except in the case of parental or medical leave.

Faculty with requests for modifications of, or concerns about, workload should first address them with their Faculty Director or Lead Faculty. If a faculty member is concerned about a workload assignment and cannot resolve the concern with their respective divisional associate dean, he or she may appeal the assignment to 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.

CPS will review and ratify the workload policy and its documentation every five years, and update posted materials as necessary. This information will be posted on the Faculty Central resource page publicly available to all faculty. Any changes to the policy proposed on review must be approved by the college's faculty, the Dean, and the Provost.

Document Approved by the full-time Non-Tenure Faculty: March 6, 2018

Document Approved by Dean: March 6, 2018

Document Sent to Provost Office to Be Included in Master Lists for All Units:  
September, 7, 2018

Document Approved by Provost September 10, 2018

### 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.

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

- DF 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.
- DF 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.