

Full-time Faculty Workload Policy for The Department of Economics
College of Social Sciences and Humanities

Document Approved by Economics Department September 10, 2018

Document Approved by Dean September 13, 2018

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Document Approved by Provost

1. **Overview:** The Department of Economics is approving this policy as part of its by-laws 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. This document will replace the economics department's prior workload policies, but during a period of transition, the workload weights used in the merit review process to determine salary increases will continue to be set by the previous workload policy.

The mission of 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. The 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. The college recognizes that within its experiential liberal arts model research, teaching, service and professional development complement one another and often overlap.

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, as well as the advising and mentoring of undergraduate and graduate students. Service activities within the university include committee work, advising students and student organizations, and involvement in roles that contribute to the economics department, the College, and the University. Service to the profession includes serving as a reviewer, editorial work, organizing professional meetings, and serving as an elected officer within professional organizations. Faculty will work with the unit head to effectively balance service within the university and profession. 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:**

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 carry special responsibilities with respect to the creation and maintenance of high-quality research programs, and tenured faculty members with respect to the promotion of tenured and tenure-track faculty members. Non-tenure-track faculty 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 standardizations appropriate to each rank.

Faculty in the economics department hold tenured, tenure track, and non-tenure track appointments. In addition, some faculty hold joint appointments with other units within the University. Policies with respect to each of these are discussed below.

Jointly appointed faculty members carry a primary obligation to the unit which is their tenure-home 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 some jointly appointed faculty the relative responsibilities in teaching should rotate on a regular basis so that the work effort is allocated appropriately. 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 Department of Economics 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 a research program.

- Tenure-track faculty members in economics teach 3 courses over 2 semesters in fulfillment of 40% of their work effort. Teaching includes the leading of courses and independent studies, and the advising and mentoring of undergraduate and graduate students.
- Tenure-track faculty members in economics 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.
- Temporary modifications in workload include those granted by parental teaching relief, contractual course reductions for tenured or tenure-track faculty, family and medical related leaves, grant-funded buyouts, sabbaticals, leaves, and administrative duties (including Vice Chair, Director of Graduate Studies and Director of Undergraduate Studies).

Teaching loads may also be modified because of class size and type; mode of instruction; supervision of capstone projects; and the number of PhD and MA theses and dissertations advised to completion. Adjustments to workload are made by the Dean in consultation with the Department Chair.

2.2 Tenured Faculty (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.

- Unless otherwise specified by their contract, research-active tenured faculty members in economics teach 3 courses over two semesters if hired in 2007 or later or 4 courses over two semesters if hired before 2007. Teaching includes teaching courses, leading independent and directed studies, and the advising and mentoring of undergraduate and graduate students, in fulfillment of 40% of their work effort.
- Research-active tenured faculty members in economics engage in research and scholarship in fulfillment of 40% of their work effort.
- Research-active tenured faculty members in economics engage in service and professional development activities in fulfillment of 20% of their work effort.
- Modifications in workload include those granted by parental teaching relief, contractual course reductions for tenured or tenure-track faculty, family and medical related leaves, grant-funded buyouts, sabbaticals, leaves, 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 the number of PhD and MA theses and dissertations advised to completion.

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

- Tenured faculty members whose research and scholarly do not meet the standard for research activity as judged by the department's merit review committee and the department's head, in consultation with the Associate Dean of Faculty Affairs and the Dean, will be informed of this judgment after each annual merit review. Specifically, all economics faculty will be told each year whether the merit review committee and the Department Chair consider them to have met the standard for research active faculty.
- Jointly appointed faculty members will be evaluated separately by both units and will be separately informed by the department head in each unit.
- Tenured faculty members whose research and scholarly work do not meet the standard for research activity over a period of the previous four calendar years will be determined to be research inactive. The economics Department Chair will make this determination after reviewing four years of annual reviews and the faculty member's up-to-date CV, in consultation with the Associate Dean of Faculty Affairs and the Dean. The economics Department Chair will consult with the Office of the Dean on a written improvement plan and possible reallocation of workload. If the faculty member is still judged research inactive at the next review, the economics 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 economics Department Chair will also indicate in this meeting and in a written improvement plan that if improvements are not successfully made by the end of the next academic year, the faculty member's workload will be reallocated.

- Jointly appointed faculty members will be evaluated by both units and the proposed improvements will be determined and communicated jointly by both units. Workload changes will be decided by both units in consultation with the Dean's office
- Tenured faculty members who are research-inactive will teach 6 courses every 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 service activities in fulfillment of 10% of their work effort and engage in professional development activities 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 negotiated at appointment and engage in external and service activities. As with their teaching loads the distribution of their work load over teaching, research, and service will be negotiated at appointment or reappointment. Any changes require the approval of the dean.

3. Accessibility of information

This workload policy can be found with the economics department's bylaws and other governance documents at <https://www.dropbox.com/home/Department%20Governance%20and%20Policy%20Documents>. The economics department will review and ratify this workload policy and its documentation at least every five years and update the posted materials as necessary. Any changes to the policy must be approved by the economics department faculty, the Dean, and the Provost.

4. Procedures

The two-semester workload assignment for the subsequent academic year for each individual full-time faculty member will be confirmed by the economics Department Chair 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 economics Department Chair and with the Dean or his or her designate. For faculty with joint appointments, department heads will coordinate before drawing up teaching schedules to coordinate workload expectations for the faculty member for the next academic year.

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If faculty members hold long-term part-time appointments at Northeastern, for example, because they hold part-time appointments at other institutions or universities, this workload policy will be applied to the portion of their work time at Northeastern.

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

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

Faculty with requests for modifications of their workload, or other concerns about their workload, should first address these with the economics Department Chair. If a faculty member is concerned about a workload assignment and cannot resolve the concern with the economics Department 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 ruled on his or her appeal, he or she should consult the Grievance Process as specified in the Faculty Handbook.

