Workload Policy of the Department of Electrical and Computer Engineering

College of Engineering

Northeastern University

**Approved by the Department of Electrical and Computer Engineering
on September 11, 2018**

Approved by the Dean of the College of Engineering on September 11, 2018

Provost approved on October 2, 2018

This document describes the faculty workload policy of the ECE Department at Northeastern University (NU). The department aims to achieve outstanding quality and reputation in research and teaching. This policy aims to allow faculty to focus on achieving the highest research excellence and productivity, while being committed to the overall teaching and service goals of the department; therefore, accomplishing an appropriate balance between these diverse activities.

Research includes all forms of knowledge creation directly by the faculty, advising of graduate student researchers, and of grant applications to obtain funds in support of research activities. Teaching includes all forms of knowledge propagation, in and outside of classroom, online and on campus. Service includes all forms of administration, management and leadership roles within NU, and in professional societies and communities that support the University's mission in knowledge creation and propagation or promote positive societal impacts of the knowledge creation and propagation. Conditions specified in offer letters and other applicable contracts may supersede this policy. This policy is independent of the merit review process outlined in the ECE bylaws, which also considers teaching, research, and service.

Each academic year (AY) is split into base (fall & spring terms) and summer (summer 1&2 half-terms) periods. Summer effort allocation is outside the scope of this policy unless faculty members arrange with the department chair to complete their teaching assignments for the AY in summer. The ECE department faculty in a given AY consists of all tenured and untenured tenure-track (TT) and all teaching and research non-tenure-track (NTT) faculty members with full appointments at the university in the base period of the AY, including those holding joint appointments with other departments.

Typical base period effort distribution for **Tenured TT Faculty** is between 25% and 50% (2 to 4 course loads of) teaching, between 25% and 50% research, 25% service; **Untenured TT Faculty** is 25% (2 course loads of) teaching, 50% - 65% research, and 10 - 25% service; **NTT Teaching Faculty** is 75% (6 course loads of) teaching, 25% service and/or research; **NTT Research Faculty** is 95% research, 5% service. Deviations from these typical distributions may occur as described below.

Assigned annual course load can be zero for faculty members holding administrative positions by appointment, or exceptionally by the approval of department chair in accordance with NU policies related to circumstances.

Faculty members who help meet departmental teaching obligations by agreeing to teach more than their assigned annual course loads as determined by this policy may accumulate up to 1 course load credit that can be used to obtain matching course load relief within the following 3 years. This will be officially tracked by the Associate Chair of the Department and/or the Department Council.

Only through course load buyout or through course load credit as determined by the official tracking by the Associate Chair, can the delivered annual course load for TT faculty may be reduced to 1, but not lower, from a larger assigned course load for the AY. Faculty members must inform the department chair at least four months before the course will be taught of intended course buyouts or other actions that will

result in them teaching less than their annual course load in an upcoming academic year. Exceptions to the four months advance notice are possible with chair's approval.

For faculty holding joint appointments, or on sabbatical, parental, and other forms of eligible leave, the course load in ECE for each AY is appropriately adjusted, considering the appointment fraction within the relevant AY. Faculty with joint appointments will have their load determined with agreement by all department Chairs with the Chair of the primary appointment leading the discussions in accordance to the workload policy in that department.

In the event of a conflict regarding workload that cannot be resolved between the department administration, represented by the Department Chair and Associate Chair, and a faculty member, three arbiters consisting of tenured members of the Department Council resolve the dispute by majority vote. If needed, substitute arbiters are selected from among the members of the Tenure and Promotion Committee. Arbitration must be concluded by the end of the AY in which it is initiated, and it may result in an adjustment of the course load for the following AY.

This policy details of individual faculty effort allocations, and any discretionary adjustments made by the department chair within the policy will be continuously published on the Blackboard ECE Faculty Web Page. A copy of this policy will be made available on the ECE website.

To address changing departmental needs and goals, the department council will review the policy every four years and may suggest revisions based on discussions among ECE faculty to be voted on by the ECE faculty. The process for the department council to revise this policy may be initiated earlier, but not within two years of the last ECE faculty approval date, by the request of the department chair or by ECE faculty vote. Both early review and revision approval votes require a majority *yea* vote, among *yea* or *nay* votes, in a referendum with at least 50% participation of the ECE department faculty in the AY that the vote takes place.

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.

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