Workload Policy of the First Year Engineering Faculty Unit
College of Engineering
Northeastern University

Approved by the First Year Engineering Unit on September 5, 2018
Approved by the Dean of the College of Engineering on September 5, 2018
Provost approved on October 2, 2018

The First Year Engineering Program is transforming engineering education by striving to deliver first year (and potentially beyond the first year) courses that inspire and equip entering students to be outstanding engineering students and ready for future classes and the co-op program. This workload policy is designed to (1) sustain the transformation, and (2) enable every faculty member to maximize his/her potential.

The work of faculty in the First Year Engineering Program consists of (1) scholarship, creative activities, curriculum development, educational research and professional development (hereafter referred to as scholarship); (2) teaching and education including course improvement and development activities (hereafter referred to as teaching); and (3) service and leadership (hereafter referred to as service). Scholarship includes all forms of knowledge creation directly by the faculty and of any work that enables knowledge creation. Teaching includes all forms of teaching, learning and student growth, 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 education and accomplishment or that promote positive societal impacts of the engineering work and education.

Each full-time faculty member has a total of 100% workload. For teaching faculty, the baseline of this workload distribution is 90% for teaching (normally equivalent to six four-credit-hour courses per year), 5% for scholarship and 5% for service. As scholarship or service effort changes, the teaching load is adjusted through discussions with the Director. In most cases, teaching does not go below 80%, with commensurate percentages for scholarship and service for each person. These percentages will be discussed every year with the unit head, and agreed upon for each person. Assistant teaching faculty will be very close to 100% teaching in the first semester or year and then adjusted as they grow in the role. Requests for reduced teaching load for family leaves, medical leaves, and parental 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 Director. If the concern persists, it will be discussed and decided with the COE Senior Associate Dean of Undergraduate programs.

This policy document will be reviewed and approved by faculty annually before the academic year starts, and become available on the department shared drive together with the teaching load distribution document.

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.

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