

**Workload Policy of Multidisciplinary Graduate Engineering (MGEN) Programs
College of Engineering
Northeastern University**

**Approved by the Multidisciplinary Graduate Engineering Unit on October 9, 2018
Approved by the Dean of the College of Engineering on October 9, 2018
Provost approved on October 18, 2018**

Multidisciplinary Graduate Engineering (MGEN) seeks to be a leader in transforming education and technical expertise development with the unique strength of preparing students for integration in industry via co-op and career preparation. This workload policy is designed to (1) sustain the critical mission and vision of the unit, and (2) enable every faculty member to maximize his/her potential.

The workload policy for MGEN applies to both Teaching Faculty and Cooperative Education Coordinators. The below presents such guidelines, with all final work load policies subject to approval by the Assistant Dean of Multidisciplinary Graduate Education and Digital Learning.

Teaching Faculty

The work of the teaching faculty in MGEN consists of:

1. Teaching and education (hereafter referred to as Teaching)
2. Research, scholarship, creative activities, and professional development (hereafter referred to as Research)
3. Service and leadership (hereafter referred to as Service)

Teaching includes all forms of knowledge and skills propagation, in and outside of classroom, online and on-ground. Research includes all forms of knowledge creation directly by the faculty as well as development efforts that enables knowledge application. 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 or promote positive societal impacts of the knowledge creation and propagation.

Each full-time teaching 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-semester-hour courses per year), 5% for research and 5% for service.

As research or service effort changes, the teaching load is adjusted as outlined in the Performance Review process.

Cooperative Education Coordinators

The work of the Cooperative Education Coordinators in MGEN consists of:

1. Employer Relations/Job Development (hereafter referred to as Job Development)
2. Preparation of Students (hereafter referred to as Teaching and Advising)
3. Scholarship and Professional Development (hereafter referred to as Scholarship)
4. Service and leadership (hereafter referred to as Service)

Job Development includes all forms of activities to develop new partnerships and maintain ongoing partnerships with employers with the intent to develop new and maintain current and coop positions. Teaching and Advising includes all forms of activities to prepare students to have success in obtaining and completing a coop for example: teaching coop course/workshops offering coop preparation workshops, providing advising sessions to support the strategic improvement of student coop search, and student progress monitoring and reporting. Scholarship includes all events, workshops, conferences, and presentations attended, hosted, or led in the context of increasing knowledge and/or scholarly activities of the profession or field. Service includes all forms of committee work,

administration, and leadership roles within Northeastern University, and in professional societies and communities that support the University's, the unit, and the field of Cooperative Education's mission in knowledge creation and propagation.

Each full-time teaching faculty member has a total of 100% workload. For Cooperative Education Coordinators, the baseline of this workload distribution is 50% Job Development, 40% Teaching and Advising, 5% Scholarship and 5% Service.

As job development and service effort changes, the teaching load is adjusted as outlined in the Performance Review process.

Accommodations

Requests for reduced teaching load for family leaves, medical leaves, and maternity leaves will be accommodated according to university policy. If a faculty member has concerns about his/her workload, the concern can be first directed to the unit chair and if the concern persists, then the concern can be directed to the COE Associate Dean for Graduate Affairs.

Approval Cycle & Workload and Policy Sharing

This document will be reviewed and approved by unit faculty on a 5-year cycle or as modifications are made after which it will be made available to the unit faculty via the unit shared folder. All workload will be made available to the unit faculty via the unit shared folder.

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.