

DEPARTMENT OF THEATRE
WORKLOAD POLICY FOR FULL-TIME FACULTY
DRAFT #3: 5/22/18

DEPARTMENT MISSION

The Northeastern Department of Theatre is a community dedicated to creativity, collaboration, and excellence in the pursuit of innovative ways to see, to investigate, and to make theatre for a new generation. We offer students a transformative theatre education by aligning performance and production with academic inquiry and professional experiential learning. Our multidimensional students develop a unique understanding of professionalism and entrepreneurship as the foundations of meaningful careers. We embrace diverse methods, philosophies, and measures of success. Through values of generosity, integrity, respect, and rigor, we explore theatre as a living art that engages with our global society and the moment in which we live.

WORKLOAD POLICY DEFINITION

This Workload Policy, based on the department's Operational Guidelines for Merit Review, Promotion and Tenure, is intended for all full-time faculty members in the department for the purpose of ensuring a transparent and equitable distribution of workload among the different types of full-time faculty appointments. The policy reflects the goals and aspirations of the department and aligns our activities with the overall mission and goals of the College of Arts, Media & Design (CAMD), as well as those of the University.

All full-time faculty members are expected to engage in a range of teaching activities that provide a high-quality education to students. Teaching excellence is understood to be essential for attracting outstanding students into our programs. Teaching activities for faculty include undergraduate courses, as well as supervising, training, and mentoring students in the experiential aspects of our curriculum. Teaching loads for faculty should be comprised of an equitable distribution of small/medium/large-enrollment courses with the goal of attaining a balanced load among all faculty. The development of new courses, refreshment of curricula and individual courses, repetition of the same course preparation, and experiential education assignments corresponding to faculty participation with the production season, should be accounted for in attaining this balance.

Tenured/Tenure-Track faculty members are expected to remain actively engaged in appropriate ongoing creative activities and/or research, and must provide annual evidence of one, or more of, the following:

- Peer-reviewed creative projects
- Peer-reviewed long-term research
- Applications for appropriate external funding
- Frequent and ongoing dissemination of research/scholarship/creative activity in appropriate peer-reviewed and/or public venues

Tenured faculty members whose research/scholarly/creative activities do not meet the standard for research activity for at least two of the previous three calendar years will be determined to be research inactive. The ratings of scholarly performance as "unsatisfactory" in two or more of the last three annual merit review

processes will serve as an indication of being research inactive.

Once research inactivity has been determined through the annual merit review process, the unit head, in consultation with the Office of the Dean, will consult the faculty member with options. Some faculty may choose to remain research inactive and their teaching workload will be adjusted accordingly. If the faculty member would like to return to being research active, the Chair, in consultation with the Office of the Dean, will prepare a written improvement plan. The Chair will meet with the faculty member and the Dean or his/her delegate on the nature and criteria of improvements to be made. The Chair will also indicate in this meeting that if benchmarks laid out in the improvement plan are not met by the conclusion of the following academic year, the faculty member's workload will be reallocated. Whether or not the faculty member has made improvements will be indicated in the annual merit review rating of research/creative activity and subsequently assessed by the unit head in consultation with the Dean. The approved plan may allow a reduction in service load as part of a plan to return to research activity. If research activity is not attained within a year, that allowance may be discontinued.

GUIDELINES FOR EVALUATING CREATIVE ACTIVITY and/or RESEARCH/SCHOLARSHIP

Assessment criteria for evaluating the activities in either creative activity or research/scholarship are based on the venue and significance of the achievement. (See Guideline list below) Faculty members may be evaluated on one area or a combination of both activities.

Scholarly and Creative Activities may include

- A book publication (or a contract) from a refereed publishing house
- A book chapter publication from a refereed publishing house
- A significant article or articles published or accepted for publication in a recognized and refereed professional journal, either print or online¹
- Acting, directing, designing, choreography, producing, or other performance projects that result in recognition by the profession
- Other activities that result in recognition by the profession (Editor for a book, journal or book series, grant award, fellowship, exhibition, conference presentation, new script, devised theatre work, invitation to speak, seminar, workshop, contest presentation)
- Evaluation criteria may include prizes, reviews, additional editions of books, production of program notes, and citation record for published material.

WORKLOAD DISTRIBUTION BY TYPE OF APPOINTMENT

Annual workload for each full-time faculty member must be allocated into a total of 100% of professional time devoted to specific activities and performance expectations in three main areas: Teaching, Creative Activity/Research/Scholarship and Service.

The scope of activities performed will differ between non-tenure track (NTT) and tenured/tenure-track (T/TT) faculty as per the following breakdown¹:

1. Tenure-Track Faculty (untenured)

¹ Faculty with 50% or more administrative load (e.g., Department chairperson or Associate Dean) are not covered in these guidelines.

40% Teaching (3-4 courses per academic year)²
50% Creative Activity/Research/Scholarship
10% Service

2. Tenured Faculty

40% Teaching (4 courses per academic year)
40% Creative Activity/Research/Scholarship
20% Service

3. Tenured Faculty: Research-Inactive (allocations to be recommended by Chair in consultation with Dean's office)

75-90% Teaching (6-7 courses per academic year)
10-25% Service

4. Full-time Non-Tenure-Track Faculty

80% Teaching (5-6 courses per academic year)³
10% Professional Development (may include Creative Activity/Research/Scholarship)
10% Service

Faculty members teach regular curricular courses during the Fall and Spring semesters, including the 4 credit courses that comprise production assignments and the required experiential education aspects of our curriculum in making theatre. Faculty production assignments will be negotiated with the chairperson and will reflect equity of faculty workload distribution corresponding with a course in comparable preparation time, bi-weekly production meetings, and student contact hours. Faculty production assignments may include a course release for a major service commitment.

In addition to specific service responsibilities on committees, all full-time faculty members are expected to attend and actively participate in all monthly faculty meetings. All tenured faculty are expected to attend and participate in all Tenure & Promotion Committee review meetings, when called; and, all tenured Full Professors are expected to attend and participate in all Full Professor Committee review meetings, when called. All faculty members are also expected to participate in any self-studies and/or reviews that are initiated at the department, college or university level.

In addition, all full-time faculty are expected to participate, to the extent appropriate, in all other department activities, including faculty searches, colloquia, performances. These efforts are critical to building and sustaining the department in all areas of activity, and represent the basic expectation for service for all full-time faculty.

MODIFICATIONS OF TEACHING ALLOCATIONS

Temporary adjustments to workload for a given faculty member may occur in accordance with University and Faculty Handbook Policies on sabbaticals, leaves of absences, Northeastern's policy on faculty leave, or CAMD's Policy on Teaching Releases for Tenure-Track Faculty. Any recommended adjustments in workload for a faculty member must be discussed with the chairperson and approved by the Dean.

² See CAMD Policy on Course Releases for tenure-track faculty.

³ Given the small size of the department, Teaching Faculty may negotiate course releases to compensate for increased workload assignments. Teaching loads for Professors of the Practice may deviate from the norm as negotiated. Course releases must be approved by the Chairperson and the Dean.

Annual teaching workloads may be reduced in consideration of major service activities (such as serving as admissions recruitment coordinator) at the rate of one course release per year, or one-half course release per year (i.e., one course release every two years), to be determined in consultation with the chairperson and the Dean's office. This administrative load is identified and defined by the unit head and course releases are granted in consultation with the Dean's office. Administrative responsibilities and the accompanying course releases are evaluated annually in consultation with the Dean of the College.

SERVICE

Faculty members are expected to perform service activities within the University. This service is critical in contributing to the quality and effectiveness of the department, CAMD, and the University. Such service responsibilities may include administrative duties, mentoring junior faculty colleagues, committee work, participating in search committees, aiding in policy or new program development, participating in diversity and inclusion initiatives, advising students, admissions events, community outreach, and involvement in comparable roles.

Faculty contributions to professional activities are also considered service. These activities may include, among others, participation in conference organization, membership on professional committees, membership on editorial boards and review panels, reviewing papers and grant proposals, and outreach through professional societies.

Members of the Department of Theatre are expected to follow university guidelines and perform service activities that may be "within and without the University"

The Faculty Handbook suggests internal faculty service responsibilities may include

- administrative duties (advising students),
- committee work,
- advising student organizations, and
- involvement in other roles that contribute to the Department, College and University.

External faculty service responsibilities may include international, national, regional, and local professional organizations, where knowledge and creative practice is disseminated. Expanded from the Association for Theatre in Higher Education (ATHE) document:

- applying professional practice to production, such as dramaturgy
- professional service such as editing a journal, managing a book series, or organizing a scholarly meeting
- historic preservation
- leadership of scholarly and performance societies
- organizing community-service activities with external organizations

FREQUENCY OF REVIEW

Each faculty member's teaching/research and creative activity/service will be reviewed annually as part of the merit process. Recommendations for adjustments to a faculty member's workload distribution will be determined by the Chairperson in consultation with the Dean. Each faculty member is encouraged to highlight

in their annual merit review form specific aspects of her/his activities or performance in teaching, research and/or service that she/he feels are critical to assessment of that faculty member's merit and workload.

ACCESS TO THE DOCUMENT

The Workload Policy for Full-Time Faculty will be distributed (via electronic format) to and reviewed annually by all full-time faculty members at the start of each academic year. Each full-time faculty member can, at any time, obtain a current list of workload assignments by request in writing from the chairperson. The policy document will also be made freely available to any faculty member by written request through the Department of Theatre office. A current copy of this policy will also be provided to the Dean of CAMD, as well as to the Office of the Provost at the start of each new academic year.

APPROVALS

Full-time faculty, Department of Theatre: 6-1-1, April 17, 2018

Dean, CAMD: April 17, 2018

Office of the Provost: September 6, 2018

Date of next review: April 17, 2019

Approved by the Faculty Senate on 4-5-17 (29 0:0) to be located on the Senate website upon BOT approval of the module entitled *Faculty Workloads*

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.

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

- 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.
- 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.