Northeastern University
Department of Applied Psychology
Workload Policy

Overview

This document details the procedures for faculty workload within the Department of Applied Psychology and the variables that may affect workload distribution. Consistent with the [Faculty Handbook](#), the purpose of the Department's workload procedures is to create processes for equitable distribution of workload that promotes the application (utilization) of each faculty member's unique contribution to better the student experience.

The Department Chair (hereafter, Chair) will be responsible for facilitating the assignment of workload to faculty, in collaboration with the program directors and individual faculty members. This assures that department programs function efficiently, and shared governance is respected.

This policy works in tandem with the Department's Merit Policy. Although merit evaluations from previous years will influence each faculty member's future workload, this should be accomplished in collaboration with program directors and faculty members.

Procedures

Procedure for Establishing Workload

Each year these steps will be completed to establish each faculty member's workload distribution for the following year:

> **Second Monday in March-** Faculty member completes annual Workload Justification Worksheet (See Appendix) and sends to Chair. Worksheet includes desired workload allocations, justification for any changes to workload, all course releases to be taken during following academic year, and which courses the faculty member would like to teach for following year.

> **By Third Monday in March-** Faculty member meets with Chair to discuss prior year's merit and workload allocation (i.e., % FTE for each domain) for consideration of for upcoming year. Teaching and service assignment (i.e., specific classes and committees) will be discussed.

> **April 30**- Service assignments (i.e., specific committees) for the following upcoming academic year will be determined by committee elections and appointments at final department faculty meeting of the spring term.

Service Assignments/Elections-
- One week prior to the final Department meeting the Chair will send the list of Department committees and the known College committee roles to be populated for the next academic year.
- Faculty who know of additional service roles should email the Chair prior to the meeting to add those roles to the list.
- At the meeting, the faculty elect committee membership for each committee. If this cannot be accomplished in that regularly scheduled faculty meeting, a special meeting will be scheduled to complete the task.
- If faculty are unable to populate the committees following the special meeting, the Chair will make assignments based on current workload distributions maintained in the Department's Sharepoint site (see below). Each service role on list will be slotted into low, moderate, or high effort by the entire group.

May 1- Teaching assignments (i.e., specific classes) for the upcoming academic year will be emailed to each Faculty Member. Assignments will be based on aforementioned collaborative discussions and faculty members' requested courses. If course assignments alter from those discussed, faculty members will be given the opportunity to request an alternative course, prior to distributing the teaching assignment letter.

August- The Chair will discuss and populate remaining service roles with incoming faculty without assignments.

September 1- The Chair will ensure that all faculty workload percentages and teaching and service assignments have been uploaded to the [Department's SharePoint site](#) for all members to be able to access. This promotes transparency and equity of workload distribution.

Department Search and Ad Hoc Committee- In alternate years, each faculty member in the Department (excluding faculty with leadership roles (defined below) will serve on either the Search Committee or the Ad Hoc Committee. Committee membership will be comprised so that on both committees, there is representation from (1) all Department program areas, (2) both tenured/tenure track and clinical/research/teaching faculty, and (3) assistant/associate/full professors. When faculty searches and other needed assignments arise throughout the year, the Department Chair will notify the chairs of the Search or Ad Hoc Committees. The committees will determine who will be assigned to the request based on the type of request and taking into consideration the need for reduced service demands for assistant professors and faculty with joint appointments. The Ad Hoc and Search Committees will have 72

hours to make recommendations about who will fill the roles and report back to the Department Chair, who will finalize assignments. In cases of time sensitive needs, the Department Chair will consult with the Committee Chair regarding the time sensitive urgency of the request. All changes will be included on faculty workload documents in SharePoint by the Department Chair.

Procedures for Appealing Workload and Assignments

If a faculty member has concerns regarding their assigned workload or assignments, this process will be followed:

Within 5 business days of workload assignment- A formal letter is submitted by the faculty member to the Chair outlining the concern.

Within 5 business days of receipt of letter- The Chair will schedule a formal meeting with the faculty member to discuss the appeal.

Within 5 business days of meeting- The Chair will email a determination to the faculty member with rationale.

If the faculty member does not agree with the Chair's decision at that time, they may appeal to the College Dean. The decision of the College Dean is final.

Modification of Workload in Other Circumstances

Workloads may be modified under certain circumstances, including pre-tenure minimum course reductions, family leaves, parental leaves, and medical leaves in accordance with published College and University Policies. The Chair will be responsible for determining workload modification for faculty.

Maintaining This Document

This document will be in effect through the 2026-27 academic year. Based on a three-year review cycle, the following should occur:

Spring 2026- the Department Workload Policy Committee will be assembled for the 2026-27 academic year. The Committee will consist of at least two tenured/tenure-track faculty members and one clinical faculty member.

2026-27 Academic Year- The Committee will review the policy and make suggested modifications with the input of the Department faculty and Chair. The Committee will present the proposed revisions for a full discussion and vote at the monthly department faculty meeting. With a majority vote the policy will be forwarded to the Chair, then to the Dean of the College, and then to the Office of the Provost for approval. If approved, the Chair of the Committee will add the new policy with the revision date to the [Department SharePoint site.](#)

Workload Distribution

Standard workload distribution is based on each faculty member's appointment type, leadership positions, and proportion of workload in the Department. These typically include the following allocations but can be adjusted by the chair and faculty member based on productivity and need:

Tenure/Tenure-Track (Research-Active)- 40% teaching, 40% research, 20% service.
Research-active may be defined as engaging in an ongoing program of scholarship, disseminating scholarly work in peer-reviewed journals or scholarly books and at scientific conferences, actively seeking internal and external funding, and meaningfully engaging students in scholarship (subject to disciplinary variation) in the respective area of expertise. Research activity is understood to be aligned with the University mission and at a level that is consistent with expectations for peers and aspirational schools at Research-1 universities.

Tenured (Research-Inactive) - 60% teaching, 10-20% research, 20-30% service

- Faculty who do not meet minimum research active benchmarks OR those who do not submit annual merit report (as it is not possible to evaluate research productivity) for three (3) consecutive years will have a workload distribution of 60% teaching, 20-30% service, and 10-20% research for the following year. The faculty member may request guidance on a plan to regain research active status. The faculty member will return to research active status the year after they demonstrate minimum annual expectations of research active faculty.

Clinical/Teaching – 60-80% teaching, 10-30% service, 10% research/scholarship/professional development.

Research Faculty – 95% research, 5% service

Jointly-Appointed - Commensurate with the appointment percentage allocated to this department. Procedures for workload allocation should be in collaboration with the leadership (Department Chair or equivalent) fo the secondary department/college assignment.

Departmental Leadership Position- 10% to be reduced from teaching and shifted into service/administration. Department leadership positions include the Associate Chair, Program Directors, and Directors of Clinical Training/Supervision.

Faculty members may request workload distributions that differ from the standard at the spring meeting with the Chair. Reductions in teaching percentages must include a buyout for course per college research incentive policy (1 course= 10% of teaching). Faculty interested in teaching more classes as a part of their workload may request increased teaching allocations.

Domain of Workload

Research
Faculty are expected to engage in research and scholarly activity to earn distinction in their respective field. Faculty are expected to show evidence of impact, transparency, and peer recognition through some combination of these types of activities: pre-registering research questions, hypotheses and designs, sharing data, publishing in peer-reviewed journals, authoring books and book chapters published by reputable publishing houses, obtaining external funding to support research and students, or presenting research at regional, national, and international conferences. Performance expectations for Tenured/Tenure Track faculty are defined in the [Appointments, Promotion, and Tenure Guidelines](#) for Northeastern University in the Faculty Handbook.

Tasks for Clinical Faculty Members include scholarship as defined in [the Bouve College Appointment, Evaluation and Promotion Guidelines for Full-time Faculty with Clinical and Teaching Appointments](#).

Teaching

Teaching loads are determined as part of the hiring process. Each 3-credit course equals 10% of workload dedicated toward teaching. For faculty on full year contracts each 3-credit course counts as 7.5% of workload dedicated toward teaching (8 courses = 60% Teaching). Reductions in a course, a buyout, may be granted:

- With external funding aligning with the College [Program for Research Preparedness and Recognition](#) policy.

- For assistant professors reduction in teaching workload will be a 3 course reduction in their first year, 2 course reduction in the second year, and a 1 course reduction in their third year. Jointly appointed faculty workload may be impacted by the workload of the secondary unit.
- For serving in a leadership position within the Department, College, or University, such as Department Chair, Department Associate Chair, Program Director, Director of Clinical Training/Supervision.
- When preparing for new or renewing APA, ABAI, or NASP accreditation the faculty member leading the accreditation will receive a course release.

Service

Minimum service expectations are defined using a point system. The faculty voted on how much effort was required for each standing committee (low effort = 1 point; moderate effort = 2 points; high effort = 3 points). Workload distribution for each year will be based on the point system and faculty's individual service expectations where 10% service during the academic year = 3 points. For faculty with 12-month appointments there's an additional 3-point expectation. For jointly appointed faculty, points will be distributed proportionately to their appointment and negotiated between department chairs.

Although service external to the University is considered in merit evaluations, service regarding workload is based on service to the Department, College, and/or University including:
- Serving on or chairing Department, College, or University committees or task forces.
- Participating in program activities related to the faculty member's appointment, such as attending program meetings and engaging in ad hoc program responsibilities.
- Completing appointed specialized projects for the Department, College, or University.

In recognition that Program Director duties exceed the one course release that is typically granted (see above), individuals directing a program will be granted a service reduction on the table in Appendix 3. Bouvé College defined Program Directors' Roles and Responsibilities in a document maintained in the Dean's office.

Committee compositions for each year will be comprised in the spring of the prior year at a Department meeting. Procedures for that meeting are:

1. One week prior to the meeting, the Chair will ensure that the following are posted on SharePoint and the link is sent to faculty:

a. List of service roles that must be filled for Department, College, and University Committees and Taskforces.
   b. Department of Applied Psychology Service Spreadsheet for the following year
2. Prior to the meeting faculty members will review the provided documents, ensure their percentage of workload allocation to service is correct, and input additional service roles (e.g., roles on university committees for which a DAP representative is not required) list of roles with their initials (e.g., UUCC ND) for the following year.
3. If programs would like to agree on nominees for any role it should occur prior to meeting.
4. During the meeting the Chair will lead:
   a. Filling of roles through nomination/elections or volunteering depending on the requirements of each role.
   b. Completion of the Department of Applied Psychology Service Spreadsheet on SharePoint as roles are filled.
5. Within 2 weeks of the meeting, committee chairs will be determined and the Spreadsheet will be updated by the committee chairs to note this.
6. For faculty with a start date following the meeting, the Chair will assign roles in collaboration with the faculty member and will update the Department of Applied Psychology Service Spreadsheet on SharePoint.

Summer Teaching, Service, and Scholarship for 52-week faculty

Faculty who are contracted to work 12 months will have a separate workload agreement for the summer term that they will negotiate with the Chair in the March meeting. Three-semester hour didactic courses and university-based supervision courses are worth 10% effort. Summer Program Director assignments are worth 30% effort per program. Other major ongoing departmental summer service assignments (e.g., Math Masters, ROADMAP) will be assigned by the Chair in collaboration with the faculty member. Additional substantive Departmental service projects (e.g., accreditation reports, marketing efforts, development of new syllabi) may also be assigned to faculty during the summer. A list of these projects will be maintained in Sharepoint.

Checklist for Unit Workload Policy Documents

Each unit's chairperson and/or dean should initial each point on the checklist. By doing so, they attest that the full -time faculty workload policy document satisfies each of these requirements.

Chair/Dean's Initials	Criteria
JZ/ CS	Document is consistent with published College and University policies.
JZ/ CS	Document clearly reflects the goals/aspirations of the unit as these relate to workload.
JZ/ CS	Document clearly defines the types of activities that constitute. each of teaching, research/scholarship/creative activities/ professional development, and service for the unit.
JZ/ CS	Document describes the different types of full-time positions in the unit.
JZ/ CS	Document clearly defines the teaching, research/scholarship/creative activities/professional development, and service expectations for the different types of appointments.
JZ/ CS	Document describes all unit policies related to workload for full. time faculty.
JZ/ CS	Document describes criteria in which workloads may be. modified, including pre-tenured minimun1 course reductions, family leaves, maternity/adoption leaves, and medical leaves.
JZ/ CS	Document states how frequently the workload policy document will be reviewed.
JZ/ CS	Document indicates where and how the unit's current workload. policy document can be found.
JZ/ CS	Document indicates where and how the workload assignments. for each full- time faculty member can be found.
JZ/ CS	Document describes the process for faculty to address any. concerns with their workload in the unit
JZ/ CS	Document indicates date of approval, any subsequent modifications b the unit, and anticipated date of next review.
JZ/ CS	Document indicates date of approval of the unit's dean
JZ/ CS	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.

Action/Approval	Date
Department Approval	11/24/2024
Dean Approval	12/05/2024
Sent to Provost	12/06/2024
Provost Approval	12/10/2024

Appendix 1
Department of Applied Psychology
Workload Justification Worksheet

Faculty Member Name: **Date:**

The purpose of this worksheet is for faculty members to propose an allocation of workload for the following academic year and to request teaching assignments. This document should not exceed one page. Faculty should send the completed worksheet to the Department Chair by March XXX (second Monday).

Research: ___% Effort *Justification:*		
Teaching: ____% Effort *Justification:*	**Requested/Existing Course Releases:** *Fall:* *Spring:* *Summer*	**Desired Courses to Teach:** *Fall:* *Spring:* *Summer*
Service: ___% Effort *Justification:*		

Appendix 2
Department and Bouvé Standing Committees and Associated Effort

	Member Points	Chair Points
Tenure and Promotion	3	4
Workload Policy	3	4
Student Diversity	2	3
William James Committee (w/0 accreditation)	2	3
Curriculum	2	3
Merit	3	4
Marketing	1	1
Space	1	1
Academic Standing	2	2
College Awards	1	1
Sunshine	1	1
Bouve Academic Affairs	2	3
Bouve Undergraduate Curriculum	3	4
Bouve T & P	2	4
Bouve Promotion (clinical/research)	2	4
IPREP Representative	1	2
SCHBS Collaboration	1	2
Bouve Research	2	3
Faculty Counsel	3	4
Bouve Diversity	2	3
Bouve Sabbatical	2	3
Bouve Bylaws	3	4
Bouve Grad Curriculum	3	4
Bouve Recognition	2	3
Faculty Senate	3	NA
Faculty Senate Agenda	3	4
University Undergraduate Curriculum	3	N/A
University Grad Counsel	3	N/A

Appendix 3
Program Directors Service Reduction

Direction of each of the following programs will result in a 10% service reduction for the academic year:

- Applied Behavior Analysis MS-Online
- Applied Behavior Analysis MS-Hybrid
- Applied Psychology MS
- Counseling Psychology MS
- Counseling Psychology PhD
- School Psychology MS/CAGS
- School Psychology PhD