

Department of Communication Sciences & Disorders
School of Clinical and Rehabilitation Sciences
Bouvé College of Health Sciences Northeastern University

Approved via electronic vote 2.11.26

1. GOALS AND PURPOSE

The goals of this workload policy are to fulfill departmental responsibilities by recognizing and supporting faculty members' diverse strengths, talents, and contributions to promote equitable distribution of responsibilities. This policy promotes equity and transparency across teaching, scholarship, and service activities, aligning with the Northeastern Faculty Handbook's emphasis on innovation, education, research, and professional development. The policy applies to all full-time faculty, including tenured, tenure-track, and non-tenure track appointments, supporting both individual faculty success and the advancement of the department, school, college, and university mission.

2. OPERATIONAL DEFINITIONS

2.1 Teaching

Student instruction, clinical supervision, and support conducted while delivering the curriculum, including:

- Didactic course implementation (lectures, small groups, workshops, capstone, course simulations)
- Clinical supervision in Clinics 1-4 (practicums, clinical education, and precepting)
- PhD advising

2.2 Research or Scholarship/Professional Development

Knowledge creation and professional development activities, including:

- Grant applications
- Publications
- Presentations
- Dissemination efforts from master's thesis student work
- Professional skill development (e.g., additional licensures, certifications, continuing education)

2.3 Service

Active participation beyond teaching and research:

- Department, school, college, and university committees
- Academic advising and mentoring
- Professional service is encouraged and supported, but is not considered part of workload

2.4 Administration

Active participation beyond teaching, research, and service:

- Administrative duties
 - Varies based on job description

3. FACULTY APPOINTMENTS AND WORKLOAD DISTRIBUTIONS*

3.1. Tenured Faculty (Research Active, see definition below)**

- Teaching: 40%
- Research: 40%
- Service: 20%

3.2. Tenured Faculty (Not Research Active)

- Teaching: 60%
- *Research: 20%
- Service: 20%

*note, if Research: 0%, then the percentage will be allocated to teaching and the resultant workload will be Research: 0%, Teaching: 80%, Service: 20%

3.3. Tenure-Track Faculty***

- Teaching: 40%
- Research: 50%
- Service: 10%

3.4. Non-Tenure-Track Faculty (Clinical/Teaching)

- Teaching: 80%
 - Didactic: 10% per course
 - Clinical Supervision Clinics 1-4: % based on clinical supervision assignment calculation (see Clinical Supervision & Caseload Allocation Policy & Procedures)
- Professional Development: 10%
- Service: 10%

*Please note that percentages can vary based on individual workloads, leadership responsibilities, and/or strategic goals of the dept and college (e.g., PhD SoCRS growth). Faculty with research funds may buy out of teaching per Bouvé Research Incentives policy.

A faculty member is considered **research active when they demonstrate sustained scholarly productivity and engagement in research activities that advance knowledge in their discipline. This includes:

Essential Criteria (must meet at least 3 of the following annually):

- Publishing peer-reviewed journal articles, books, or book chapters
 - Securing external research funding as PI or Co-I, or actively submitting competitive grant proposals

- Presenting research at national/international conferences
- Supervising graduate student (MS/PhD) research or postdoctoral scholars
- Maintaining an active research lab or research program

Supporting Indicators:

- Patent applications or issued patents
- Editorial board service for academic journals
- Peer review activities for journals and funding agencies
- Research collaborations with industry or other institutions
- Mentoring undergraduate research projects
- Organizing symposia or conferences in the field

Minimum Expectations: Research active faculty typically demonstrate a consistent pattern of 2-3 peer-reviewed publications per year (adjusted for disciplinary norms), active pursuit of external funding appropriate to their field, and regular dissemination of research findings through peer-reviewed conferences or other scholarly venues.

*** Faculty on tenure-track may have course releases in the first few years of hire. These are indicated in offer letters and will be followed.

3.5. Joint Appointments

Workload commensurate with appointment percentage across departments, with primary obligation to tenure home.

4. WORKLOAD CALCULATIONS

4.1 Teaching Load Baseline

- **1 course = 10% of annual workload**
- Standard course: 3-credit graduate or 4-credit undergraduate
 - For any courses fewer than 3 credits, workload percentage allocation will be discussed with the chair

5. WORKLOAD MODIFICATIONS

5.1 Teaching Reductions Available For:

- PhD Advising (reduced load on a case-by-case basis as determined by the Dept Chair)
- Grant buyouts (per college policy)
- Administrative/leadership appointments (as determined by senior leadership)
- First few years tenure-track faculty (reduced load)
- Parental/medical leave (per university policy)

6. ANNUAL WORKLOAD PROCESS

6.1. Timeline:

1. **Fall Semester:** Goals meeting with chair to discuss the upcoming year
2. **February-March:** Performance review and preliminary workload assignments discussed
3. **End of Spring/Summer:** Final workload assignment for the following academic year
4. **Throughout the year:** Adjustments as needed with notification

6.2. Assignment Responsibility:

Department Chair, with input from:

- Program Director
- Assistant Program Director
- Clinic Directors
- Individual faculty members

7. SERVICE EXPECTATIONS

7.1. Minimum Requirements:

<10% Service

- 1 CSD committee (member)

10% Service

- 2 CSD committees (member)
- 1 SoCRS/Bouve committee (member)

Or

- 1 CSD committee (chair)
- 1 SoCRS/Bouve committee (member)

Or

- 1 CSD committee (chair)
- 1 CSD committee (member)

OR

- 3 CSD committees (member)

15% Service

- 1 CSD committee (chair)
- 1 CSD committee (member)
- 1 SoCRS/Bouve committee (member)

Or

- 2 CSD committee (member)
- 2 SoCRS/Bouve committee (member)

20% Service

- 4 CSD committees (member)
- 2 SoCRS/Bouve committees or 1 University level committee (member)

Or

- 1 CSD committee (chair)
- 2 CSD committee (member)
- 1 SoCRS/Bouve committee or 1 University level committee (member)

Or

- 2 CSD committee (chair)
- 2 SoCRS/Bouve committees or 1 University level committee (member)

7.2. Other considerations to workload (must be part of core NU programming):

- Occasionally, service workloads are intentionally kept lighter for certain faculty members to accommodate additional committee assignments throughout the year.
- At times, programmatic and/or accreditation work will be added to faculty workloads throughout the year to meet department goals
- Joint Faculty: Consider service workload demands from other depts.

8. APPEALS PROCESS

1. Submit a written appeal to the Chair within 2 weeks of the assignment
2. Meeting scheduled within 5 business days
3. Chair/Program Director decision within 5 business days
4. Further appeal to Dean if needed
5. Dean's decision is final

9. SPECIAL PROVISIONS

9.1. Clinical Practice:

Faculty maintaining certifications may arrange schedules for clinical practice (max 1 day/week) without workload reduction, per Faculty Handbook module on Faculty Outside Professional Activities, which must be followed.

9.2. Outside Professional Activities:

Must not exceed 1 day/week equivalent and cannot conflict with university responsibilities.

10. POLICY REVIEW

- Annual review of individual assignments
- Full policy review every 3 years
- Faculty may initiate review by written request to Chair

APPROVALS

Date Approved by Department Faculty: 2/11/2026

Date Approved by Dean: 2/17/2026

Date Approved by Provost: 2/20/2026

Next Review Date: AY 2029/30