

FULL-TIME FACULTY WORKLOAD POLICY

Department of Economics
College of Social Sciences and Humanities
Northeastern University

Approved by the Department 2/2/2026
Approved by the Dean 2/21/2026
Approved by the Provost March 16, 2026

1. Overview

The Department of Economics (*hereinafter*, “the Department”) approves this Full-Time Faculty Workload Policy in compliance with guidance issued by the College of Social Sciences and Humanities (*hereinafter*, “CSSH”).

The mission of CSSH in the experiential liberal arts is to produce cutting-edge knowledge about, and solutions to, the political and social problems of our contemporary world, and to foster ethical reasoning and critical thought, with attention to the enduring significance of history, literature, and culture. The goal for faculty in CSSH is to cultivate engaged researchers, excellent teachers, and equity in the distribution of service obligations. CSSH recognizes that within its experiential liberal arts model, research, teaching, service, and professional development complement one another and often overlap.

Full-time faculty members in the Department engage in three types of activities: 1) research and/or professional development, 2) teaching, and 3) service.

Definitions:

“**Research**” entails the detailed discovery of knowledge.

“**Research active**” means a faculty member is engaging in an ongoing program of scholarship, including disseminating scholarly work in peer-reviewed journals or scholarly books, presenting at scholarly conferences, disseminating knowledge and engaging with academic and non-academic audiences and communities, actively seeking internal and external funding, and meaningfully engaging students in scholarship.

“**Professional Development**” means contributing to the professional development of disciplines by promoting the discovery and dissemination of knowledge through activities such as participating in professional organizations, seminars, and colloquia relevant to the faculty member’s academic and teaching interests.

“**Teaching**” means effectively leading courses as the instructor of record.

“**Service**” means engaging in activities within the university including committee work, advising students and student organizations, and involvement in roles that contribute to the Department, CSSH, and the university. Service to the profession includes serving as a reviewer, performing editorial work, organizing professional meetings, and serving as an elected officer within professional organizations.

2. Appointments

Full-time faculty in the Department hold tenured, tenure-track, and non-tenure-track appointments. In addition, some faculty hold joint appointments with other units in the university. Each type of appointment carries a distinct workload effort that reflects the responsibilities and performance expectations of the faculty member.

Tenured and tenure-track faculty members carry special responsibilities with respect to the creation and maintenance of high-quality research programs. Tenured faculty members govern the promotion of the Department’s tenure-track faculty members. Full Professors with tenure exclusively oversee the promotion of Associate Professors with tenure to the rank of Full Professor.

Non-tenure-track faculty members are responsible for advancing the teaching, engagement, and service missions of the Department, and engaging in professional development to these ends. They also contribute to the governance of their units, CSSH, and the university.

Jointly appointed faculty members carry a primary obligation to the unit which is their tenure home and a secondary obligation to the non-tenure unit. The work effort of jointly appointed faculty members is proportional to the percentage of the appointment, and work effort between two academic units should total 100%. Appointment letters will indicate the teaching loads in each department for jointly appointed faculty. For some jointly appointed faculty, the relative responsibilities in teaching should rotate on a regular basis to ensure work effort is allocated appropriately. Unit heads should coordinate the details of these arrangements with one another and in consultation with the jointly appointed faculty member. Course buyouts (*e.g.*, from grant funding) and administrative course releases should be tracked by unit heads to ensure that jointly appointed faculty members are teaching their appropriate loads across multiple departments.

Full-time faculty with 50% or more administrative load (*e.g.*, Department Chair, Associate Dean) are not covered by these guidelines.

The Department specifies the distribution of work effort, by type of appointment, as follows. Percentages and ranges are approximate standardizations appropriate to each rank.

2.1. Tenure-Track Faculty (Assistant Professors, and Associate or Full Professors without Tenure)

Tenure-track faculty hold appointments as untenured, probationary members of the Department’s faculty. Tenure-track faculty members are expected to be **research active** and develop a research program. The distribution of work effort for tenure-track faculty is as follows:

Research: Tenure-track faculty members in the Department engage in research and scholarship in fulfillment of 50% of their work effort.

Teaching: Unless otherwise specified by their contract, tenure-track faculty members in the Department teach three (3) courses over two (2) semesters in fulfillment of 40% of their work effort.

Service: Tenure-track faculty members engage in service activities in fulfillment of 10% of their work effort.

Temporary modifications to workload include those granted by parental teaching relief, contractual pre-tenure course reductions, family and medical leaves, grant-funded buyouts, sabbaticals, other leaves, and administrative duties (including Department Chair, Associate Chair, PhD Program Director, MS Program Director, and Undergraduate Program Director). Additional considerations for teaching assignments may include class size and type, mode of instruction, supervision of capstone projects, and the number of PhD dissertations and MS theses advised to completion.

2.2. Tenured Faculty (Associate or Full Professors with Tenure)

2.2.1. Research-Active Tenured Faculty

Tenured faculty members hold appointments with continuous tenure as members of the faculty. All members of the tenured faculty are expected to be **research active** and maintain an ongoing commitment to the development of a research program. The distribution of work effort for **research active** tenured faculty is as follows:

Research: Research-active tenured faculty members in the Department engage in research and scholarship in fulfillment of 40% of their work effort.

Teaching: Unless otherwise specified by their contract, research-active tenured faculty members in the Department teach three (3) courses over two (2) semesters in fulfillment of 40% of their work effort.

Service: Research-active tenured faculty members engage in service activities in fulfillment of 20% of their work effort.

Temporary modifications to workload include those granted by parental teaching relief, contractual course reductions, family and medical leaves, grant-funded buyouts, sabbaticals, other leaves, and administrative duties (including Department Chair, Associate Chair, PhD Program Director, MS Program Director, and Undergraduate Program Director). Additional considerations for teaching assignments may include class size and type, mode of instruction, supervision of capstone projects, and the number of PhD dissertations and MS theses advised to completion.

2.2.2. Research-Inactive Tenured Faculty

Definition:

A faculty member will be considered “**research inactive**” if they do not meet the standard for being **research active** for four (4) consecutive calendar years.

Each year, a determination will be made whether a tenured faculty member has met the standard for being **research active**. This determination will be made jointly by the department’s Merit Review Committee and the Department Chair. If a tenured faculty member has failed to meet the standard for being **research active**, they will be informed of this judgment after the completion of the annual merit review (*i.e.*, merit salary increase) cycle. To reiterate, all tenured faculty will be notified each year whether the Merit Review Committee and the Department Chair consider them to have met the standard for being **research active**. Jointly appointed faculty members will be evaluated separately by both units and will be separately informed by the department heads in each unit.

As noted above, if a tenured faculty member does not meet the standard for being **research active** for four (4) consecutive calendar years, they will be deemed **research inactive**. This determination will be made by the Department Chair in consultation with the Office of the Dean after reviewing the faculty member’s up-to-date CV and their preceding four (4) years of annual merit reviews. The Department Chair will consult with the Office of the Dean on a possible improvement plan and a potential reallocation of workload.

If the faculty member is still judged to be **research inactive** at the culmination of the following year’s merit review cycle, the Department Chair, in consultation with the Office of the Dean, will meet with the faculty member to agree, in writing, on an improvement plan. If the faculty member fails to meet the goals documented in the written improvement plan by the end of the next merit review cycle, the faculty member’s workload will be reallocated as follows:

Teaching: Research-inactive tenured faculty members in the Department teach six (6) courses over two (2) semesters in fulfillment of 80% of their work effort.

Service and Professional Development: Research-inactive tenured faculty members engage in service and professional development activities in fulfillment of 20% of their work effort.

Faculty deemed **research inactive** who wish to be considered, once again, **research active**, may request this change with the Department Chair at the start of the next merit review cycle. For jointly appointed faculty, they will be evaluated by both their units, and proposed improvements will be determined and communicated jointly by both units. Workload changes will be decided by both units in consultation with the Office of the Dean.

2.3. Full-time Non-Tenure-Track Teaching Professors (Assistant, Associate, and Full Teaching Professors)

Full-time non-tenure-track teaching professors hold contractual, term appointments as members

of the teaching faculty. The distribution of work effort for full-time non-tenure-track teaching faculty is as follows:

Teaching: Unless otherwise specified by their contract, full-time non-tenure-track teaching faculty members in the Department teach six (6) courses over two (2) semesters in fulfillment of 80% of their work effort.

Service and Professional Development: Full-time non-tenure-track teaching faculty members are expected to engage in service activities in fulfillment of 10% of their work effort and are expected to engage in professional development activities in fulfillment of 10% of their work effort. The precise mixture of service and professional development activities in the aggregate 20% of their work effort outside of teaching may be adjusted in consultation with the Department Chair.

2.4. Full-time Professors of the Practice and Distinguished Professors of the Practice

Faculty members appointed to these positions carry a teaching load negotiated at appointment and engage in external and service activities. As with their teaching loads, the distribution of their workload effort over teaching, service, research, and/or professional development will be negotiated at the time of appointment or reappointment. Any changes require the approval of the Office of the Dean.

3. Voting Rights

Consistent with the Faculty Handbook, tenured and tenure-track faculty members with an appointment in the Department of at least 25% have full meeting participation and voting rights as appropriate for their rank and tenure status.

Faculty holding full-time non-tenure track appointments in the Department have full meeting participation rights and voting rights except in matters relating to hiring, evaluation, promotion, and tenure or promotion of tenure-track and tenured faculty. They may participate in, but not vote in, deliberations regarding the hiring of tenure-track and tenured faculty.

Faculty whose locus of tenure is with another department and whose appointment with the Department is less than 25%, as well as faculty with courtesy appointments in the Department, have full meeting participation rights; however, they do not have voting rights.

4. Miscellaneous Provisions

4.1. Accessibility of Information

This workload policy is incorporated into the Department's bylaws. It will be made accessible to faculty members electronically. The Department will review and ratify this workload policy and update the posted materials as necessary. Any changes to this policy must be approved by the Department's faculty, the Office of the Dean, and the Office of the Provost.

4.2. Procedures

The two-semester teaching workload assignment for the subsequent academic year for each full-time faculty member will be confirmed by the Department Chair in April. Overload activities should occur only after 100% workload assignment is met. Variance in workloads will be addressed on a case-by-case basis in consultation with the Department Chair and the Office of the Dean.

For faculty with joint appointments, unit heads will consult prior to establishing teaching schedules to coordinate workload expectations for the next academic year. Unit heads should meet individually with faculty members to establish service expectations for each unit and ensure they do not exceed those expected of a faculty member appointed to a single unit.

4.3. Tracking Workload

The Department Chair is responsible for ensuring that faculty are meeting their workload obligations. The Department will maintain a spreadsheet for tracking the annual teaching loads of each full-time faculty member. Appointment letters will specify any contractual adjustments to workload (*e.g.*, course releases) and will be incorporated into this spreadsheet. Any changes to workload prior to appointment (*e.g.*, course buyouts) will be communicated to the Office of the Dean, along with their terms, and should be incorporated into this spreadsheet.

4.4. Modifications to Workload

Faculty with requests for modifications to their workload, or other concerns about their workload, should first address these with the Department Chair. The approval of the Office of the Dean is required for any modifications to a faculty member's workload. If a faculty member is concerned about a workload assignment and cannot resolve this issue with the Department Chair, they may appeal their workload assignment to the Office of the Dean. If a faculty member continues to have unresolved concerns after the Office of the Dean has ruled on the matter, they should consult the Grievance Process as specified in the Faculty Handbook.

Checklist for Unit Workload Policy Documents

Each unit's chair and 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.

Name of Unit: Economics

Name of Chair: Asha Sundaram, Associate Chair: Michael P. Stone

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

Action/Approval	Date
Department Approval	2/2/26
Dean Approval	2/21/26
Sent to Provost	2/23/26
Provost Approval	3/16/26