Mills College at Northeastern University
Full-time Faculty Workload Policy

The annual workload for all full-time Mills College at Northeastern University faculty members (tenured, tenure-track and non-tenure-track) is intended to collectively reflect the goals and aspirations of the college and to ensure alignment of these activities with the overall mission and goals of the university. The goals of the workload policy are to fulfill the responsibilities of the college by recognizing and supporting faculty members' diverse strengths, talents, and contributions to the college and university, and to ensure equitable consideration in merit review. A normal workload for faculty members includes teaching, research/scholarship activities, and service. As we are a college that is still in transition, we have prioritized a workload policy that will allow the college to adapt to changing workload needs as they develop. We have also prioritized a “one faculty” model that not only reflects our values but realistically acknowledges the large amount of service and/or research that non-tenure track faculty have done historically, are currently doing, and that is going to be necessary for many years forward to ensure the success of Mills College at Northeastern University.

Full-time faculty members are expected to devote their time to teaching and education (collectively referred to hereafter as “teaching”), research, scholarship, and creative activities (collectively referred to hereafter as “research”), and service and community outreach (collectively referred to hereafter as “service”).

The standard workload for research-active full-time faculty is 40 percent devoted to teaching (the equivalent of two 4-credit-hour classes per semester), 40 percent devoted to research, and 20 percent to service. This is the default workload for tenure track and tenured faculty and for full-time-non-track faculty who are currently defined as research-active. If full-time non-tenure-track faculty wish to be considered research active, requests must be sent to the dean early in the spring semester. The dean reviews and decides on research-active status, which is granted annually.

The standard workload for full-time non-tenure-track teaching faculty is 80 percent devoted to teaching (the equivalent of three 4-credit-hour courses per semester) and 20 percent to service. Faculty on a teaching-emphasis are not evaluated on their research for merit, even if they consider themselves research-active.

The faculty workload is limited to two semesters or equivalent over fall, spring, and summer semesters and should not exceed nine months of the year.

For new hires, whether a faculty member is on a research active workload or not is determined when hired. Current full-time faculty may request to move between these workload models. To do this, the faculty member will work with their unit head to ensure that the proposed change is in alignment with college needs, and to develop a transition plan that will set up the faculty member for success. For example, for a teaching emphasis faculty member to shift to a

research active workload, the transition plan should include information about the proposed research project, plans to secure necessary funding, equipment and space, plans to incorporate student researchers, evidence of support from affected unit faculty, and/or any other relevant items. Changes to workloads must be approved for the following year by the unit chair and the dean before course scheduling begins.

Workload modifications for individual faculty members or groups of faculty may also arise from other sources. These include university policy and Mills College at Northeastern University policies. The dean has the discretion to approve any modification to the workload. These include but are not limited to:

- Significant administrative assignments, for example unit heads, major committee assignments, special appointments in the Dean's office, etc.
- Reduced teaching loads to provide research support to faculty recognized with chaired professorships, distinguished professorships, highly successful research programs, or other considerations.
- Reduced teaching loads to accommodate specific teaching and service requirements.
- Chairing or serving on dissertation committees.
- In some cases, faculty members may also have a workload with a service emphasis appointed by the dean.

Overloads

Overloads are discouraged. Faculty who want to take on an overload should first pursue a "teaching emphasis" for the year. If a faculty member on the Research Active workload takes on an overload they should be aware that their merit evaluations will be evaluated based on the Research Active workload, and that the overload does not count towards merit.

Joint Appointees

Mills College at Northeastern University has full-time faculty members with joint appointments in other colleges. Some of these faculty members have their tenure home and majority of commitment in MCNU, while others are tenured in other colleges, with a minority of commitment to MCNU. Faculty members with joint appointments are expected to provide teaching, research, and service to the units where they are appointed, consistent with their percentage of commitment to each unit. The unit with the majority of commitment will take the lead on establishing workload. The unit heads and college deans, as appropriate, will coordinate the workload expectations with the faculty member and with the appropriate contact in the other unit. Workload expectations should be clearly communicated to faculty members prior to faculty being considered for joint appointments.

Committee Approved – 4/23/2024
Dean Approved – 4/29/2024
Faculty Approved – 5/6/2024
Provost Approved – 6/14/2024