

**Workload Policy of the Department of Chemical Engineering  
College of Engineering  
Northeastern University**

**Originally Approved by the Department of Chemical Engineering on October 4, 2018**

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**Next approval Spring 2027**

The Department of Chemical Engineering (ChE) workload policy is designed to help faculty achieve excellence in education, research, and service. The below presents such guidelines with all final workload policies subject to Department Chair approval.

The work of faculty in ChE consists of (1) research, scholarship, creative activities, and professional development (hereafter referred to as research); (2) teaching and education (hereafter referred to as teaching); and (3) service and leadership (hereafter referred to as service). Teaching includes all forms of knowledge propagation, in and outside of classroom, online, and on-ground. For the purpose of workload, research and scholarly activity is considered to include knowledge generation leading to peer-reviewed publications and presentations in scholarly venues, external funding, and intellectual property, and generally includes mentorship of students, postdoctoral researchers, and/or research staff in a professional manner both directly and as secondary committee representatives. Service workload will principally consider the amount of service to the Department, College, and University, but may also consider service to the Discipline outside the University. Other activities may be considered teaching, research, or service in consultation with the Department Chair.

Each full-time faculty member has a total of 100% workload. For full-time non-tenure track teaching faculty, the baseline of this workload distribution is 90% for teaching (which normally consists of 6 courses per year), 5% for research and 5% for service. For non-tenure-track research faculty, the baseline of workload is 95% for research and 5% for service and teaching. For tenured faculty, the baseline of workload is 30% for teaching (which normally consists of 2 courses per year), 50% for research and 20% for service. For tenure-track faculty, the baseline of workload is 30% for teaching (which normally consists of 2 courses per year), 60% for research and 10% for service. Deviations from the baseline workload are adjusted through discussions with the Department Chair. Generally, for non-tenure track teaching faculty, tenured faculty, and tenure-track faculty, the teaching workload ranges from a minimum of 30% to a maximum of 90%. Tenure-track and tenured faculty are expected to perform research. All faculty are expected to perform service.

Requests for reduced teaching load for family leaves and medical leaves will be accommodated according to University policy. With approval of the Department Chair, a faculty member can buy out of one course per academic year at the rate specified by the College/University.

If a faculty member holds a joint appointment, the default workload will be prorated according to the percentage of appointment in this department and this can be modified through coordination with other units of joint appointment. If a faculty member has concerns about his/her workload, the concern can be first directed to the Department Chair and then the Merit Review Committee.

This policy will be reviewed and approved by faculty annually before the academic year starts, and will become available on the Department Sharepoint site together with the teaching distribution. The policy is also publicly available on the Provost website.

## 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.

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

- Da* 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.
- Da* 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.