

DEPARTMENT OF THEATRE WORKLOAD POLICY FOR FULL-TIME FACULTY

APPROVED BY THE FACULTY 12-0-0 on 2-20-25
APPROVED BY CAMD DEAN'S OFFICE & PROVOST OFFICE ON 6-24-26

This Workload Policy is intended for all full-time faculty members in the department for the purpose of ensuring a transparent and equitable distribution of workload among the different types of full-time faculty appointments. The policy reflects the goals and aspirations of the department and aligns our activities with the overall mission and goals of the College of Arts, Media & Design (CAMD), as well as those of the University.

WORKLOAD DISTRIBUTION BY TYPE OF APPOINTMENT

Annual workload for each full-time faculty member must be allocated into a total of 100% of professional time devoted to specific activities in three main areas: Teaching, Creative Activity/Research/Scholarship and Service.

The scope of activities performed will differ between non-tenure track (NTT) and tenured/tenure-track (T/TT) faculty as per the following breakdown¹:

Tenure-Track Faculty (untenured)

- 40% Teaching (4 four-credit courses per academic year)
- 50% Creative Activity/Research/Scholarship
- 10% Service

Tenured Faculty

- 40% Teaching (4 four-credit courses per academic year)
- 40% Creative Activity/Research/Scholarship
- 20% Service

Research-Inactive Tenured Faculty²

- 75-90% Teaching (6-7 four credit-courses per academic year)
- 10-25% Service

¹ Faculty with 50% or more administrative load (e.g., Department Chair or Associate Dean) are not covered in these guidelines.

² See below for definition.

Full-time Non-Tenure-Track Faculty³

- 80% Teaching (6 four-credit courses per academic year)
- 10% Professional Development (may include Creative Activity/Research/Scholarship)
- 10% Service

TEACHING

Teaching excellence is essential for attracting outstanding students into our programs. All full-time faculty members are expected to engage in a range of teaching activities that provide a high-quality education to students. Teaching activities for faculty include regular curricular courses during the Fall and Spring semesters, as well as supervising, training, and mentoring students in the experiential aspects of our curriculum. Faculty may be hired to teach in Summer sessions, following all pertinent University regulations.

Teaching loads for faculty are comprised of an equitable distribution of small/ medium/ large-enrollment courses with the goal of attaining a balanced load among all faculty. The development of new courses, refreshment of curricula and individual courses, repetition of the same course preparation, and experiential education assignments corresponding to faculty participation with the production season, will be accounted for in attaining this balance.

MODIFICATIONS OF TEACHING ALLOCATIONS

Adjustments to workload allocations for any given faculty member may occur in accordance with the university's policies on sabbaticals and leaves of absences as articulated in the Faculty Handbook, or with CAMD's Policy on Teaching Releases for Tenure-Track Faculty⁴. Any other adjustments in workload for a faculty member must be discussed, approved and evaluated by the Chair and by the Dean. These may include:

- Course releases and/or leaves in response to externally funded research;
- A major departmental production assignment at the rate of one four-credit course release per year, reflecting equity of workload distribution in comparable preparation time, bi-weekly production meetings, and student contact hours;
- A major administrative assignment (such as serving as undergraduate or graduate coordinator) at the rate of one four-credit course release per year. The

³ Teaching loads for Professors of the Practice may deviate from the norm as negotiated at appointment.

⁴ See Appendix A

assignment's duties and expectations must be clearly articulated in a Letter of Understanding between the faculty and the Chair.

CREATIVE ACTIVITY/RESEARCH/SCHOLARSHIP

Tenured and Tenure-Track faculty members are expected to remain actively engaged in appropriate ongoing creative activities and/or research/scholarship, and must provide annual evidence of one, or more of, the following:

- Peer-reviewed creative projects;
- Peer-reviewed long-term research;
- Applications for appropriate external funding;
- Frequent and ongoing dissemination of research/scholarship/creative activity in appropriate peer-reviewed and/or public venues.

Scholarly and Creative Activities and Professional Development Activities may include:

- acting, directing, design, technical, choreography, dramaturgy, producing, or other performance projects that result in recognition by the profession;
- a book (or chapter) publication (or a contract) from a refereed publishing house;
- a significant article or articles published or accepted for publication in a recognized and refereed professional journal, either print or online⁵
- other activities that result in recognition by the profession (editor for a book, journal or book series, grant award, fellowship, exhibition, conference presentation, new script, devised theatre work, invitation to speak, seminar, workshop, contest presentation or digital humanities project);
- the engagement of current students and alumni to work as collaborators with the faculty member on activities/productions that result in recognition by the profession.

Criteria for evaluating the activities in either area are based on the venue and the significance of the achievement. Faculty members may be evaluated on one area or a combination of both activities. Assessment criteria may also include prizes, reviews, additional editions of books, production of program notes, and citation record for published material.

Guidelines for evaluation of scholarship and creative activity will be considered based on this hierarchy:

⁵ See "The Value of Electronic Publishing for Scholars in Theatre and Performance: A White Paper, prepared by the ATHE- ASTR Joint Subcommittee on Non-Print Book Publishing, 2015, <http://www.athe.org>.

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| • Refereed or reviewed | over | Non-referred, non-reviewed |
| • Published | over | Non-published |
| • Global | over | National |
| • National | over | Regional |
| • Regional | over | Local |
| • Top-tier Journal | over | Second-Tier Journal |
| • University Press | over | Non-university Press |
| • Authored | over | Edited |
| • Invited | over | Non-invited |
| • Off-Campus | over | On-Campus |

Works of scholarship, either works-in-progress, accepted for publication or published, may be submitted for merit credit at the discretion of the faculty member, and may receive merit credit only once, or be split.

RESEARCH INACTIVE FACULTY

Tenured faculty members whose creative/research/scholarly activities do not meet the standards for at least two of the previous three calendar years will be determined to be research inactive. The ratings of “unsatisfactory” in creative/research/scholarly activities for two or more of the last three annual merit review processes will serve as an indication of being research inactive. Once research inactivity has been determined, the Chair, in consultation with the Dean, will present the faculty member with options. Some faculty may choose to remain research inactive and their teaching workload will be adjusted to reflect this. If the faculty member would like to return to being research active, the Chair, in consultation with the Dean, will prepare a written improvement plan. The Chair will meet with the faculty member and the Dean or his/her delegate on the nature and criteria of improvements to be made. The Chair will also indicate in this meeting that if benchmarks laid out in the improvement plan are not met by the conclusion of the following academic year, the faculty member’s workload will be reallocated. Whether or not the faculty member has made improvements will be indicated in the annual merit review rating of creative/research/ scholarly activities and subsequently assessed by the Chair in consultation with the Dean. The approved plan may allow a reduction in service load as part of a plan to return to research activity. If research activity is not attained within a year, that allowance may be discontinued.

SERVICE

Service is critical in contributing to the quality and effectiveness of the department,

CAMD, and the University. Members of the Department of Theatre are expected to follow university guidelines and perform service activities that may be “within and without the University.”

The Faculty Handbook suggests internal faculty service responsibilities may include:

- Administrative duties (advising students);
- Mentoring junior faculty colleagues;
- Participating in search committees;
- Aiding in policy or new program development;
- Participating in diversity and inclusion initiatives;
- Committee work;
- Advising student organizations;
- Involvement in other roles that contribute to the Department, College and University.

Faculty contributions to external professional activities are also considered service. These activities may include international, national, regional, and local professional organizations, where knowledge and creative practice is disseminated.

ADDITIONAL RESPONSIBILITIES

All full-time faculty members are expected to attend and actively participate in all monthly departmental meetings. All tenured faculty are expected to attend and participate in all Tenure & Promotion Committee review meetings, when called; and all tenured Full Professors are expected to attend and participate in all Full Professor Committee review meetings, when called. All faculty members are also expected to participate in any self- studies and/or reviews that are initiated at the department, college or university level.

In addition, all full-time faculty are expected to participate, to the extent appropriate, in all other department activities, including faculty searches, colloquia and performances. These efforts are critical to building and sustaining the department in all areas of activity and represent the basic expectation for service for all full- time faculty.

FREQUENCY OF REVIEW

Each faculty member’s teaching, creative activity/research/scholarship and service will be reviewed annually as part of the merit process, which will follow the guidelines approved by the department and the college. Each faculty member is encouraged to

highlight in their annual merit review form specific aspects of her/his activities or performance in teaching, research and/or service that she/he feels are critical to assessment of that faculty member's merit and workload.

ACCESS TO THE DOCUMENT

The Workload Policy for Full-Time Faculty will be distributed (via electronic format) to and reviewed annually by all full-time faculty members at the start of each academic year. Each full-time faculty member can, at any time, obtain a current list of workload assignments by request in writing from the Chair. The policy document will also be made freely available to any faculty member by written request through the Department of Theatre office. A current copy of this policy will also be provided to the Dean of CAMD, as well as to the Office of the Provost at the start of each new academic year.

Date of next review: April 17, 2028

APPENDIX A

CAMD Policy on Teaching Releases for Tenure-Track faculty

The standard teaching load for CAMD tenure-track faculty is four courses per academic year, two in the fall semester and two in the spring semester. In order to aid tenure-track faculty in building their research profile, CAMD offers the following course releases from the standard load:

Year One: one (1) course release. Typically, this course release will take place in the fall semester when faculty arrive at Northeastern and are getting accustomed to new surroundings. Should the faculty member have a strong reason to wait until the spring semester to take his/her/their course release, that can and should be taken into consideration.

Years Two or Three: two (2) course releases, preferably taken during the same semester. These course releases are meant to aid the faculty member in building his/her/their research portfolio in order to present a strong case at the mid-course review (a.k.a. "third-year review"). In order to access these course releases, tenure-track faculty should make a good-faith effort to secure funding from an external source (securing the funding is not required in order to access the course releases).

In years when tenure-track faculty members use these course releases, their merit scores should reflect the reallocation of their responsibilities:

Standard allocation:

Research/creative activity – 50%

Teaching – 40%

Service 10%

With one course release

Research/creative activity – 60%

Teaching – 30%

Service – 10%

With two course releases

Research/creative activity – 70%

Teaching – 20%

Service – 10%