

Workload Policy of Software Engineering and Information Systems (SEIS) Teaching Faculty

College of Engineering
Northeastern University

Latest approval by SEIS Teaching Faculty: May 7, 2026

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Software Engineering and Information Systems (SEIS) seeks to be a leader in transforming education and technical expertise development with the unique strength of preparing students for integration in industry through excellence in teaching and real-world problem solving. This workload policy is designed to: (1) sustain the critical mission and vision of the unit, and (2) enable every faculty member to maximize their potential. The workload policy for SEIS applies to Teaching Faculty (Teaching Professors, Principal Lecturers, Senior Lecturers, and Lecturers). The below presents such guidelines, with all final workload policies determined by the unit chair.

The work of Teaching Faculty in SEIS consists of:

- 1. Teaching and Student Engagement** (hereafter referred to as Teaching) – Teaching includes all forms of classroom instruction, course preparation, grading, office hours (minimum 90 minutes per week), supervision of teaching assistants, mid-semester review activities for student advising, and independent study supervision. Student Engagement includes structured activities beyond the classroom such as industry partnerships, discussion groups, technology workshops, and mentoring activities that create environments where students apply technical skills to address significant challenges. Within the teaching evaluation, 15% is allocated to faculty-student engagement activities beyond the classroom.
- 2. Service and Leadership** (hereafter referred to as Service) – Service includes all forms of committee work, administration, and leadership roles within Northeastern University including engaging in college activities, participating in faculty recruitment, serving on university committees, student organization advising, and efforts to make Northeastern a diverse, equitable, and inclusive community.
- 3. Professional Development/Industry Connection** (hereafter referred to as Professional Development) – Professional Development includes maintaining status as thought leaders well-connected to industry, delivering guest lectures, attending conferences and workshops, and activities that enhance teaching effectiveness and maintain currency in the field.

Workload Distribution

Each full-time teaching faculty member has a total of 100% workload. For Teaching Faculty, the baseline of this workload distribution is:

- **90% Teaching and Student Engagement**
- **5% Service**
- **5% Professional Development/Industry Connection**

The standard teaching load is 3 courses per semester (6 courses per academic year).

Based upon the unit's unique needs, as well as each faculty member's goals and responsibilities, workload weighting may be adjusted with the chair's approval at the time of merit review.

Accommodations

Reasonable requests for reduced teaching load for family leaves, medical leaves, and maternity/adoption leaves will be accommodated per university policy. If a faculty member has concerns about their workload, the concern can be directed to the department chair.

Approval Cycle & Workload Policy Sharing

This document will be approved by unit teaching faculty on a 5-year cycle or as modifications are made, after which it will be made available to the unit faculty via the unit shared folder and at provost.northeastern.edu at the faculty affairs tab. All individual workload documentation will be made available to the unit teaching faculty via the unit shared folder.

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.