

Full-Time Faculty Workload Policy

Linguistics Program
College of Science
Northeastern University

Date of approval by the Department: 04/06/2026

Date of approval of the Dean: 6/26/2026

Date of Provost's approval: 7/13/2026

Goals & Purpose of the Policy

The goals of the workload policy are to ensure that faculty workloads in the Linguistics Program are structured to support the central mission of the Program – to provide students with a rigorous, high-quality education in the field and practices of linguistics – while taking into account faculty expertise, interests, and abilities, as well as Program needs. An equitable workload policy is aimed towards equity of total workloads, rather than equity in individual components of the workload.

Definitions

“The Program” refers to the Linguistics Program; “the Director” refers to the Linguistics Program Director; and “the Linguistics Faculty” refers to all full-time faculty with 100% academic appointments in the Linguistics Program.

“Workload” refers to the amount of work for an academic year, in “units”; and “workload mix” refers to the relative amount of work apportioned among teaching, service and administration, and research/scholarship activities. A faculty member's “workload assignment” for a given year comprises the faculty member's workload and workload mix in that year.

Policy Scope

This policy specifies the determination of workload assignments for each academic year for each member of the Linguistics Faculty and the procedure for changing the policy.

Currently, the Linguistics Faculty consists entirely of Non-Tenure Track Teaching Professors with 100% academic appointments within the Program, so workload assignment policies are described only for that group.

As the administrative head of the Program, the Director's workload assignment is outside the scope of this policy; their assignment is determined by the Dean of the College of Science.

General Rules and Expectations

These rules apply to workloads, workload mixes, and workload assignments for all Linguistics Faculty, regardless of rank, save for the Program Director, as noted above.

1. The standard workload for a single academic year is six units.
2. A workload unit is equivalent to the work of teaching one 4-SH course in a single term.
3. Regardless of workload assignment, all Linguistics Faculty are expected to complete a minimal amount of service towards sustaining the life of the Program (e.g., participating in meetings, attending events, contributing to course and curricular development, etc.).
4. Major service or administrative responsibilities may constitute a unit of workload (e.g. serving as the Assistant Director), as may combinations of less-major responsibilities (e.g. committee work at the Program/College/university level, undergraduate advising, Program outreach, etc.), such that a Linguistics Faculty member may only be required to teach five courses in an academic year, with the sixth unit satisfied by service (i.e., a 5-1 workload distribution).
5. There is no expectation of, nor provision for, a research/scholarship component in the workload mix.
6. The Director is responsible for setting and adjusting (if necessary) each Linguistics Faculty member's workload assignment. Each spring, in consultation with each Linguistics faculty member continuing in the next academic year, and in consideration of the needs of the Program, the Director will determine that faculty member's workload assignment for the next academic year.

Notification and Appeals

1. The Director will notify each member of the Linguistics Faculty, in writing, of their workload assignment for the upcoming academic year, by March 31 in the spring preceding that year.
2. Written appeals will be considered by the Director; they must be sent within two weeks of the original written notification of the workload assignment. The Director will consider the

appeal on its merits and determine whether a modified workload assignment is warranted. The Director must respond within two weeks of the receipt of an appeal. The outcome of an appeal does not preclude the faculty member from taking additional steps as defined by the Faculty Handbook.

Special Cases

1. The initial workload assignment for newly hired Linguistics Faculty members will be set at the time of hire by the Director.
2. Under exceptional circumstances (e.g., when a planned course section is cancelled and cannot be replaced within a given academic year), the Director may shift part of a Linguistics Faculty member's workload between academic years.
3. In any given year, the Director may adjust a Linguistics Faculty member's workload in accordance with University policies concerning family leaves, maternity/adoption leaves, and medical leaves, as well as other special cases; for the purposes of such adjustments, the Linguistics Faculty member's workload is treated as equally distributed across the fall and spring terms, unless it has already been set otherwise.

Policy Review and Changes

The Director will review this policy at least once each academic year.

Changes may be initiated by the Director or by a majority vote of the Linguistics Faculty. All proposed changes must be approved by a majority vote of the Linguistics Faculty, and all proposed changes are subject to a veto by the Director, which can be overridden by a unanimous vote of the Linguistics Faculty. For the purposes of these votes, the Director is excluded from the Linguistics Faculty, and a quorum of no less than two-thirds of the Linguistics Faculty must be present.

In order for any policy change to affect assigned workloads for a given academic year, the change must be approved (a) by the Director and the Linguistics Faculty at least four months prior to the start of that academic year, and (b) by the Dean of the College of Science and the Provost at least three months prior to the start of that academic year.

If any full-time faculty in a category not covered by the current policy are to be appointed within the Program, the Director will be responsible for developing applicable initial workloads and initial workload assignment policies for that group of faculty. Any such changes must be approved by the Linguistics Faculty, following the procedures above, within one year of the hiring of such new faculty; and by the Dean of the College of Science and the Provost within three months

thereafter.

Policy Access and Availability

The Director will distribute the current policy to the Linguistics Faculty at least once per year at the start of each fall term, and the current policy can be obtained from the Program office at any time by request. Any member of the Linguistics Faculty can request a list of current workload assignments from the Program office at any time.

Policy Status

This policy is effective April 02, 2026, superseding the prior policy approved in October 2019; it applies to workload assignments beginning with those for the 2026-2027 academic year.

Last Director Review: 04/06/2026

Next Director Review: 09/01/2029

Approvals

Linguistics Program Director: 04/06/2026

Linguistics Faculty: 04/06/2026

Dean, College of Science: 6/26/2026

Provost: 7/13/2026