

Workload Policy of the Cooperative Education Faculty Unit
College of Engineering
Northeastern University

Approved by Co-op faculty vote on December 16, 2024
Approved by the Dean of the College of Engineering on December 19, 2024
Provost approved on August 15, 2025

The title Cooperative Education Coordinator (Coordinator) refers to the Northeastern University classification of term faculty with the primary responsibility of cooperative education teaching. The Departmental Cooperative Education Faculty workload policy within the College of Engineering is designed to help faculty achieve excellence in education, service, and professional development. The below presents such guidelines, with all final workload policies subject to approval by the Assistant Dean.

The work of faculty in Cooperative Education consists of (1) teaching and education (hereafter referred to as teaching); (2) service and leadership (hereafter referred to as service) and (3) professional development, scholarship, and creative activities (hereafter referred to as professional development). Teaching includes all forms of knowledge propagation, in and outside of classroom, online and on-ground; this is comprised of both student development and employer development. Employer development includes leading co-op partnership activities with employers, developing new partnerships, and staying current with developments in the industry/field. Service includes all forms of committee work, administration, and leadership roles within Northeastern University, and in professional societies and communities that support the university's and the field of Cooperative Education's mission in knowledge creation and propagation. Professional development includes all events, workshops, conferences, and presentations attended, hosted, or led in the context of increasing knowledge and/or scholarly activities of the profession or field.

Each full-time faculty member has a total of 100% workload. For Cooperative Education faculty, the baseline of this workload distribution is 85% for teaching (60% student development and 25% employer development), 10% for service and 5% for professional development. As service or leadership effort changes, the teaching load is adjusted accordingly (as outlined in the Performance Review process); for Coordinators serving also as Assistant or Associate Directors, the teaching and service loads may be adjusted by as much as 40% (see Performance Review process for weighting ranges) while Directors or Senior Directors may be adjusted more than 40%. Baseline classroom teaching consists of 4 one-credit courses per academic year, with potential adjustments required for Coordinators focused on specialized areas such as global co-op, immersive employer and/or job development, serving as Assistant/Associate Director/Director, or other special circumstances.

Reasonable requests for reduced teaching load for family leaves, medical leaves, and maternity leaves will be accommodated according to university policy. If a faculty member has concerns about their workload, the concern can be first directed to the Assistant/Associate Director or Director/Sr Director; if the concern persists, it may then be directed to the Assistant Dean of Departmental Co-op.

This policy document will be reviewed and approved by departmental co-op faculty on a 5-year cycle or as modifications are made, and available to co-op faculty via SharePoint shared site and on provost.northeastern.edu, faculty affairs tab.