

**Workload Policy of the Teaching Faculty
Khoury College of Computer Sciences
Northeastern University**

Approved by faculty vote on May 14, 2026

**Approved by the Dean of the Khoury College of Computer Sciences
on May 14, 2026**

Provost approved on July 31, 2026

Teaching Faculty Workload Policies

This document describes the workload policies for Teaching Faculty, reflecting the Khoury goals of achieving excellence in research, teaching, and service.

The workload policy for Teaching Faculty consists of teaching, with possible reduction if faculty take significant service, research, and/or administrative responsibilities.

Teaching activities include (but are not limited to) preparing class material, delivering lectures, meeting with students, managing TAs and class discussions online, grading, and submitting final grades.

Service activities include (but are not limited to) serving on college, university, and professional committees, as well as serving in administrative roles within the College.

Research activities include (but are not limited to) writing proposals, conducting research, advising students, and contributing to conferences & other meetings in the research community.

The nominal course load for Teaching Faculty is six courses per year, and the primary evaluation of teaching faculty is based on their teaching and service.

Subject to negotiation with the dean and acceptance of a research proposal with stated research goals by a review committee, teaching faculty may obtain a reduced course load in order to conduct research, in which case their evaluation will also depend on their research, grant funding, and publication of research results.

Subject to negotiation with the dean, Teaching Faculty may also obtain a reduced course load in order to provide other significant service (e.g., program development, administrative duties, course coordination), in which case their evaluation will also depend on this service.

Teaching Faculty with an administrative appointment (e.g., director of a program) may also obtain a reduced course load, depending on the amount of work required for the appointment, in which case their evaluation will also depend upon the responsibilities of the position.

Teaching Faculty that have received a reduced course load are ordinarily not eligible to teach for extra compensation during the Fall or Spring semesters; however, the College may, with approval of the dean, request such “overload” teaching in extraordinary circumstances.

Teaching Faculty with active research funding may choose to “buy-out” of courses at a rate of one-sixth of their base salary per course, though Teaching Faculty may not buy down to a course load lower than 3 courses per year.

Faculty that have concerns with their workload assignment can bring their concerns to the dean and provide a written request for reevaluation of the load with rationale behind the request.

Course reductions are applied according to university policies in cases of family leaves, maternity/adoption leaves, and medical leave as described in Faculty Handbook.

Bylaws, Policies, and Information The items described in this section are *policies* subject to change by the dean in consultation with the academic associate deans.

The workload policies will be reviewed at a minimum every three years.

History Version 1 was approved by the Khoury non tenure-track faculty by electronic voting on February 27, 2018, approved by the dean of Khoury on March 1, 2018, and sent to the Provost’s Office on March 1, 2018.

Version 1 was revised on July 14, 2018 to include comments from the Provost’s Office to be compliant with a given checklist. Revised document became Version 2.

Version 2 was approved by the Khoury non tenure-track faculty by electronic voting on October 26, 2018, approved by the dean of Khoury on November 1, 2018, and sent to the Provost’s Office on November 1, 2018.

Version 3 was approved by the Khoury teaching faculty by electronic voting on April 21, 2021 by a vote of 31-1-4. This version brought the Khoury bylaws in alignment with the Faculty Handbook. This version was again put to a vote in Spring 2026 and was approved by the Khoury teaching faculty by electronic voting on May 14, 2026 by a vote of 28-1-2.